



Department of
ADMINISTRATIVE SERVICES
Job Postings



**OFFICE OF POLICY AND MANAGEMENT
JOB OPPORTUNITY
POLICY DEVELOPMENT COORDINATOR
INTERGOVERNMENTAL POLICY DIVISION**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting No: 114361

Hours: First shift, 40 hours per week, Monday - Friday

Salary: \$90,282 - \$123,104 annual
(New hires into state service usually start at the minimum of the salary range)

Closing Date: Must be received in this office by 3:00 p.m., Friday, September 9, 2016

The Office of Policy and Management (OPM) is presently accepting applications to fill one (1) Policy Development Coordinator position in the Intergovernmental Policy Division.

Duties: Anticipated duties of this position include, but are not limited to: support state policy development with regard to property tax relief and formula grant programs that benefit municipalities, companies and individuals; administer and manage municipal grant programs providing property tax relief to municipalities, companies and individuals; collect, analyze, audit, and publish municipal data; maintain relationships with municipal officials and the Office of Fiscal Analysis; prepare and submit statutory reports to the General Assembly; complete and provide statistical analysis and written reports as requested by municipal and state elected officials; certify assessors and revaluation companies and their personnel; performs related duties as required.

Preferred Experience: The preferred candidate will have experience working with the Microsoft Office Suite, particularly with Excel at an advanced level, and will be familiar working with Access databases.

Knowledge, Skills and Abilities: Knowledge of principles and practices of public administration including policy development, coordination, cost benefit analysis and implementation; knowledge of state, federal and municipal legislative processes; interpersonal skills; oral and written communication skills; ability to analyze and evaluate policy and programs; ability to coordinate and implement policy development activities and prepare and present effective reports and presentations.

General Experience: Six (6) years of experience with major responsibility for the review, analysis, coordination and administration of policies and programs in a large governmental, public affairs or business organization.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's Degree in public relations or political science may be substituted for one (1) year of the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. **Candidates who had applied to the previous Policy Development Coordinator posting which closed on August 1, 2016 will be considered and need not reapply.**

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the following four (4) documents and forward as indicated below:

1. Cover letter that describes your interest and suitability for the position.
2. Resume.

3. Three professional letters of reference (state employees must submit their last three consecutive performance evaluations in lieu of letters of reference).
4. State of Connecticut Application for Employment (CT-HR-12), available online by clicking [here](#). **Do not write your social security number on the application materials.**

Submit your application package to:

Office of Policy and Management
450 Capitol Avenue
MS # 52 ADM
Hartford, CT 06106
Confidential Fax: (860) 706-5790 (preferred method)
Attn: Carolyn Kozak, Human Resources

Tel: (860) 418-6324

Note: Incomplete application packages and application packages received via email will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.