



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF ADMINISTRATIVE SERVICES

STATEWIDE HUMAN RESOURCES PROGRAM MANAGER

ANNUAL \$88,505 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$113,525 **GROUP: MP 67** **DATE: FEBRUARY 10, 2012** **NO: 120230APDJ**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Administrative Services this class is accountable for managing human resource programs having statewide impact.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF ADMINISTRATIVE SERVICES** WHO BY **FEBRUARY 10, 2012** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS CURRENT OR FORMER SERVICE AT THE **DEPARTMENT OF ADMINISTRATIVE SERVICES** AND THE FOLLOWING EXPERIENCE AND TRAINING*:

GENERAL EXPERIENCE: Nine years of professional experience in human resources management.

SPECIAL EXPERIENCE: Two years of the General Experience must have been at the advanced working level in human resources management. For State employees this is interpreted at the level of Principal Human Resources Specialist or Human Resources Consultant 3.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A law degree or a Master's degree in public administration, human resources management, industrial/organizational psychology, tests and measurement or a closely related field may be substituted for one additional year of the General Experience. (3) A doctoral degree in industrial/organizational psychology, tests and measurement or a closely related field may be substituted for one additional year of the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six months of appointment.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of public personnel administration; considerable knowledge of relevant federal and state statutes, regulations, policies and procedures; considerable knowledge of the principles of job analysis, classification, and job evaluation; considerable knowledge of personnel assessment, recruitment and selection principles and procedures; considerable knowledge of classification grievance and arbitration practices and procedures; knowledge of labor relations; knowledge of and ability to apply management principles and techniques; knowledge of and ability to use statewide human resource information systems; knowledge of statistics; knowledge of employee and labor relations; considerable oral and written communication skills; considerable interpersonal skills; negotiation and conflict resolution skills; considerable ability to conduct large scale classification, organizational and validation studies; considerable ability to develop and implement statewide human resources policies and procedures; considerable ability to interpret and apply statutes, contracts and regulations; ability to provide consultation and training to state agency human resources staff; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

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|--------------------------------|---------------|
| PART | WEIGHT |
| EXPERIENCE AND TRAINING | 100% |

APPLICATION AND EXAMINATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by February 10, 2012. A separate application form must be submitted for each exam you are applying for.** Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 06106-1658 (**Secure Fax #860-622-2910**). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by March 15, 2012.**

NOTE: The current position is at CORE-CT overseeing the statewide human resources information system.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>).

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

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.