

**JOB OPPORTUNITY  
DEPARTMENT OF REVENUE SERVICES**

**HUMAN RESOURCES ADMINISTRATOR 1**

**Open To:** State Employees  
**Location:** Department of Revenue Services  
25 Sigourney Street, Hartford, CT  
**Posting Number:** 13-14  
**Annual Salary:** 91,161.00 - \$116,931.00  
**Closing Date:** Thursday, July 25, 2013, 4:30 p.m.

---

The [Department of Revenue Services](#) is seeking a [Human Resources Administrator 1](#) with proven experience successfully managing an agency's human resource department.

**Eligibility Requirement:**

Candidates must have applied to the [Human Resources Administrator 1](#) exam that is currently being administered. In order to be eligible for appointment, candidates must be on the exam certification list that will be promulgated by the Department of Administrative Services in August 2013. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer.

**Examples of Duties:**

Administers staff and operations of a comprehensive human resources management program; develops, implements and evaluates agency human resources policies, goals and objectives; designs and develops human resources programs and activities; implements new procedures and procedural revisions; determines appropriate staffing levels and directs management and coordination of staff; designs and implements performance review standards for agency staff; prepares and administers division budget; maintains contacts with individuals within and outside of agency who might impact on policy or program activities; interprets, administers and ensures compliance with state and federal human resources, employment and equal opportunity laws, regulations, policies and procedures; provides staff training and assistance; interprets and ensures adherence to collective bargaining agreements; advises administrative officials, managers and supervisors regarding labor relations, human resources policy and procedure, proper organizational structure and use of class specifications; partners with administrative officials in strategic planning to ensure alignment of human resources activities with organizational goals and strategies; proactively plans to address emerging agency human resources needs including workforce planning; recommends new/revised class specifications; administers agency grievance procedures; performs related duties as required.

**Essential Knowledge, Skills and Abilities:**

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of public human resources administration; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of labor relations; considerable knowledge of the principles and practices of classification and organizational design; knowledge of principles and practices of compensation; knowledge of occupational safety and health; knowledge of payroll regulations, procedures and operations; knowledge of employment practices related to civil rights, equal employment opportunity or affirmative action plans and programs; considerable written and oral communications skills; considerable interpersonal skills; considerable negotiation and conflict resolution skills; considerable ability to analyze and interpret laws, statutes, regulations, policies and collective bargaining agreements; considerable ability to develop and implement agency-wide policy; ability to strategically plan including succession planning and aligning human resources to agency goals and

objectives; ability to apply organizational development principles and practices; ability to apply innovative solutions to organizational problems.

**Application Procedure:**

Interested candidates must submit a cover letter, a resume, an [Application for Examination and Employment \(CT-HR-12\)](#), two most recent performance appraisals and any other documentation that would provide information about their qualifications for the position to:

**Department of Revenue Services**

Human Resources, 19<sup>th</sup> floor

25 Sigourney Street

Hartford, CT 06106

**Attention:** Teresa Munson

*The Department of Revenue Services is an Affirmative Action/Equal Opportunity Employer*