

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2191

OPEN COMPETITIVE EXAMINATION FOR: DIRECTOR OF PERSONNEL-EDUCATION

SALARY: \$110,000 - \$130,000 PER YEAR

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

UNTIL SUFFICIENT APPLICATIONS RECEIVED

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF DUTIES: Oversees all Education Department personnel functions, and coordinates staff evaluation process; Advises department and education staff and on personnel and labor relations matters; Develops human resources and labor relations policies and recommends policies to the Superintendent; Develops and plans for the implementation of the broadest range of management and human resource goals; Directs the operations of the Personnel office through professional, technical and support staff, ensuring that all policies and programs are administered in a fair and equitable manner to all employees; Promotes staff training and development; Provides leadership and support to management and their subordinates regarding their professional responsibilities, organizational development, and employee services to the City; Oversees labor contract administration and interpretation; Promotes the Department's affirmative action goals and objectives; Oversees the administration of Unemployment Compensation program, and other Federal and State legal requirements related to the human resources functions; Serves as Chief Spokesperson in collective bargaining negotiations; Coordinates grievance, arbitration hearings and other labor relations and personnel issues; Prepares the Department's position in labor negotiations, researching problematic areas of labor contract agreements with management, reviewing settlements and arbitration awards of comparable jurisdictions, Federal and State legislation directly impacting municipal human resources administration, and analyzes labor trends as the basis for policy and strategy decisions; Manages contract negotiation process through to agreement; Prepares and presents final contract settlements and interest arbitration awards to the Board of Education and its committees for action, as required by statute; Coordinates labor relations activities with the Department and elected officials; Investigates employee grievances and union complaints in an effort to resolve disputes and minimize further action or litigation; Directs and administers all phases of labor relations activities including interpretation of contract language and providing direction to line management in administering labor agreements. Maintains professional development and awareness of current human resource philosophy, principles and practices; Regularly attends meetings of the Board of Education and attends meetings of other City Boards and Commissions upon request; Coordinates personnel and labor functions with the City's Director of Human Resources; Works with the City's H.R.I.S. office to ensure that the Lawson System is being utilized to full potential and provides needed verification and reporting for all Federal and State Reports as well as daily reporting needs; and Performs related duties as required.

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of Human Resources management, collective bargaining and employee relations practices, and the ability to interpret and explain principles, policies and practices; Thorough knowledge of applicable Federal, State and local laws, ordinances, regulations and policies relating to labor and employment matters, including, without limitation, the Connecticut Municipal Employee Relations Act and the Teacher Negotiation Act and decisions of the State Board of Labor Relations and the State Board of Mediation and Arbitration; Considerable management and administrative skills in the areas of organization, planning, communications, interpersonal relations and personnel; Skilled in oral and written communications, conflict resolution and effective group presentations; Skill in conducting research, analyzing and interpreting information; Skilled in the operation of a personal computer, including use of internet, intranet and utilizing Microsoft Office applications and industry-specific software; Ability to supervise staff of professionals and clerical personnel, and to develop and maintain cooperative and effective working relationships with superiors, subordinates, the general public, attorneys, government agencies, consultants, and elected and appointed officials; Ability to develop sound working relationships with line managers and union leaders and to effectively engage in collective bargaining; Knowledge of and ability to use computerized human resources information systems; Ability to manage time effectively and efficiently, and to establish and meet deadlines.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT

AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE: Ten (10) years progressively responsible experience in public or private personnel administration or service in education or public administration, including five (5) years in the supervision of a professional staff, experience in, selection, training, labor relations, and human resources, with a familiarity of affirmative action programs. Bachelor's degree in Human Resources, Labor Relations, Industrial Relations, Personnel, Business Administration, Public Administration, Education Administration, or a related field required. **Must obtain either a Senior Certified Professional (SCP) certification from the Society for Human Resources Management (SHRM) or a Senior Professional In Human Resources (SPHR) certification from the Human Resources Certification Institute within one (1) year of employment.** A Juris Doctorate degree preferred. *(Please submit a copy of Degree or Transcripts at time of application)*

The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

Appeal Process- An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/H/V

EEOP Utilization Report available upon request

9/11/2018 cst