

HUMAN RESOURCES MANAGER - (Public Service Manager I)

Agency/Bureau: Dept of Administrative and Financial Services - Natural Resources Service Center

Location: Hallowell

Open: February 15, 2013 **Close:** February 28, 2013

Position Type: Permanent Full Time

Grade: 27 Confidential **Code:** MA27 **Position:** 07200-2442

Salary Range: \$44,740.80 – \$61,401.60/yr

Benefits: Value of State's share of employee retirement contribution = 16.54% of pay

Value of State paid Health and Dental Insurance:

- 100% State Contribution (employee pays nothing): \$363.77 biweekly (Health: \$363.77 / Dental: \$13.69)

- 95% State Contribution (employee pays 5%): \$359.27 biweekly (Health: \$345.58 / Dental: \$13.69)

- 90% State Contribution (employee pays 10%): \$341.08 biweekly (Health: \$327.39 / Dental: \$13.69)

- 85% State Contribution (employee pays 15%): \$322.89 biweekly (Health: \$309.20 / Dental: \$13.69)

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

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The Natural Resources Service Center (NRSC) provides human resource and employee relations, as well as financial management and budgetary services, to the Departments of Agriculture, Conservation & Forestry; Environmental Protection; Inland Fisheries & Wildlife; and Marine Resources.

The Natural Resources Service Center is currently recruiting for a senior level human resources professional to join current staff responsible for providing human resources needs for the four natural resource agencies within State government. This position is responsible for providing primary professional level human resources services to managers, supervisors, and employees within the Department of Agriculture, Conservation and Forestry; and assists with the Department of Inland Fisheries & Wildlife. This is an exciting and challenging opportunity for those interested in working with a diverse group of natural resource agencies and career paths.

BRIEF JOB DESCRIPTION: Duties of the position involve conducting administrative investigations, report writing, processing and managing grievances, employee relations, equal employment, and assisting supervisors with classification issues at a program level. The position works closely with the NRSC's Human Resources Director and NRSC support staff, as well as program managers and supervisors, to ensure for effective and efficient delivery of HR services. A key role of the position is developing and providing training for the agencies we serve in a myriad of HR topics.

MINIMUM REQUIREMENTS: A six (6) year combination of directly related education, training, and experience demonstrating knowledge of professional level human resource management or employee relations, as described above, in either public or private sector. Excellent communication, adaptability, and problem-solving skills are a must. Applicants with a knowledge and understanding of current employment trends and challenges facing HR, particularly public employment, is a plus.

APPLICATION INFORMATION: To apply, please submit a State of Maine Direct Hire Application form, current resume and cover letter addressing competency areas referenced in the job description. All application materials must be received in this office by the recruitment closing date and should be sent to:

Thomas Cotnoir, Personnel Specialist
Natural Resources Service Center
155 State House Station
Augusta, ME 04333-0155

Direct Hire Application - Direct Hire Application forms can be obtained by accessing the NRSC website at <http://www.maine.gov/nrsc/jobs/application.shtml> or by contacting the NRSC Personnel Office at 287-2214

Supplemental Forms

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The State of Maine is an Affirmative Action and Equal Opportunity Employer. Qualified women and minorities are encouraged to apply.

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