

Human Resources

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The Human Resources Unit is comprised of four (4) sub-units. They include, labor relations, workers' compensation/benefits, recruitment and facility operations.

Labor Relations is responsible for managing all labor management activities within the Department of Correction to include contract negotiations, reviewing departmental investigations and making disciplinary recommendations, managing state prohibited practice complaints/grievance activity, training, managing the CDL Random and Reasonable Suspicion Drug Testing programs, monitoring the workplace violence prevention policies and managing employee disability leaves with the exception of workers' compensation.

The Workers' Compensation unit administers benefits to employees injured in the performance of their job duties and responsibilities, and the Benefits unit is responsible for ensuring all active employees and staff who retired from the Department of Correction while continuing to receive workers' compensation benefits has health insurance.

The Recruitment unit is responsible for attracting, hiring and promoting a quality, well prepared workforce while complying with Affirmative Action and Equal Employment Opportunity requirements.

The Facility Operations Unit manages most other Human Resources activities for Department of Correction employees. They serve as a Human Resources generalist

performing a full range of complex human resources functions to include new employee orientation, benefit changes, employee relations counseling, maintaining human resources records and transactions processing. They serve as a consultant with the Department of Administrative Services on issues of policy, classification and compensation.

Degrees Preferred:

Bachelors or Advanced Degrees in Human Resources Management, Labor Relations, Industrial/Organizational Psychology, Public Administration, Labor Law or other related field.