

**DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
HUMAN RESOURCES SPECIALIST**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.
Location: Human Resources Services, Wallingford, CT
Job Posting No: 023308
Hours: First Shift, Full-Time
Salary: \$66,604.00 Annually
Closing Date: April 18, 2013

Eligibility Requirement: Candidates must have applied for and passed the Human Resources Specialist Exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Interprets collective bargaining contracts, human resource policies and procedures; confers with employees and superiors on human resource issues; analyzes problem situations and takes or recommends appropriate action; ensures proper organizational structure, use of classification system and implementation of compensation plan; screens, interviews, refers and recommends candidates for employment; develops materials for special recruitment programs; conducts orientation sessions; counsels and advises employees on matters related to employment, career development, transfer, separation, recruitment, employee benefits, and/or retirement benefits; counsels and refers employees to assistance programs; conducts a variety of investigations; administers progressive discipline; consults with the Department of Administrative Services on issues of classification, compensation and policy; coordinates performance management system; processes human resource records and transactions; maintains human resource information systems; prepares or oversees preparation of reports; performs job audits; trains new staff in human resource policies; assists in implementation of equal opportunity policies and procedures; implements and may assist in developing agency training programs; may serve at reclassification grievance panels and labor contract negotiating teams; may represent agency in grievances and other hearings; may oversee preparation of multiple payrolls; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of public human resources administration including recruitment, selection, classification, compensation, career counseling and employee relations, knowledge of relevant state and federal laws, statutes and regulations; knowledge of labor relations principles and procedures; knowledge of payroll procedures and operation and benefits administration; knowledge of equal opportunity principles and requirements; considerable interpersonal skills; considerable written and oral communication skills; interviewing skills; negotiation and conflict resolution skills; ability to read and interpret laws, statutes, regulations, policies, and collective bargaining agreements; ability to analyze complex problems quickly and determine effective solutions; ability to counsel employees; ability to design and deliver training programs.

General Experience

1. Incumbents in this class must successfully complete the State of Connecticut Certification in Human Resources Management Program within six (6) months of appointment.
2. Incumbents in this class may be required to travel.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 employment application, which can be located at www.das.state.ct.us, cover letter, resume, last two (2) performance appraisals and two letters of references from current and former supervisors. Please reference the position number on submitted documentation. **Incomplete application packets will not be accepted.** All application materials must be received by 11:59pm on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

**DEPARTMENT OF DEVELOPMENTAL SERVICES
104 SOUTH TURNPIKE ROAD
WALLINGFORD, CT 06492
FAX: (860) 707-1865 OFFICE: 203-294-5104
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.