

# State of Connecticut JOB POSTING

OFFICE OF THE STATE COMPTROLLER  
PROMOTIONAL/LATERAL TRANSFER OPPORTUNITY  
PRINCIPAL HUMAN RESOURCES SPECIALIST  
ADMINISTRATIVE SERVICES DIVISION – HUMAN RESOURCES UNIT

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

**Open To:** Candidates on the Current Examination List  
**Location:** 55 Elm Street, Hartford, CT  
**Job Posting No:** 771  
**Hours:** Monday through Friday, 8:30 a.m. – 5:00 p.m. (40 hours per week)  
**Salary:** (MP63) \$80,261 - \$109,428 Annually  
**Closing Date:** Tuesday, June 23, 2015 – must be received no later than 5:00 p.m. by this date.

The Office of the State Comptroller (OSC) is seeking an energetic human resources professional to fill a **Principal Human Resources Specialist** position within the Administrative Services Division – Human Resources Unit reporting directly to the Division Director. The selected candidate will be responsible for overseeing the daily human resources and payroll operations, managing multiple human resources functions and performing all agency labor relations activities.

**Eligibility Requirement:** Candidates must have taken and passed the current **Principal Human Resources Specialist** examination list promulgated by the Department of Administrative Services. State employees who are currently classified at this level or previously attained permanent status in this classification will be considered 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.**

**Essential Responsibilities:** Responsible for supervising the agency's human resources and payroll operations; plan workflow and determine priorities; schedule, assign, oversee and review work; provide training, assist assigned staff and evaluate performance; develop, coordinate and implement agency human resource policies and procedures such as FMLA, ADA, EAP referrals, recruitment, selection, classification, compensation, workforce and organizational planning; conduct a variety of investigations and recommend appropriate action; analyze and resolve complex situations and issues; advise managers and supervisors regarding labor relations issues, human resources policies and procedures; administer progressive discipline; participate in employee investigations; represent agency at hearings and/or grievances; serve as a member of labor contract negotiating teams; interpret collective bargaining agreements; participate with recruitment activities; ensure compliance with equal opportunity, union contracts and state policies and procedures regarding recruitment and selection process; consult with the Department of Administrative Services and the Office of Labor Relations on classification, compensation, policy and collective bargaining agreement related issues; develop and recommend new or revised job classifications; counsel employees in the areas of career development, upward mobility and benefits issues; develop training for agency employees on human resources programs, policies and procedures; prepare reports, manuals and correspondence; assist with the preparation of the agency's Affirmative Action Plan and Position Status Reports; assist the agency's Business Office with budget preparation and development, payroll reconciliation, salary projections, budget expenditures and fiscal analysis activities and perform other related duties as required.

**Special consideration and preference shall be given to candidates who have the following demonstrated experience, skills and abilities:**

- **Experience in providing excellent customer service skills;**
- **Excellent leadership skills including the ability to lead staff from all levels of the organization;**
- **Extensive knowledge of public human resources administration including recruitment, selection, classification and compensation;**
- **Knowledge and experience in benefits administration, retirement, workers' compensation, FMLA including ADA, Affirmative Action;**
- **Knowledge of payroll operations, procedures and regulations;**
- **Strong labor and employee relations background;**
- **Ability to analyze, interpret and apply laws, statutes, regulations, policies and collective bargaining agreements;**
- **Exceptional written and oral communication skills;**
- **Strong interpersonal including negotiation and conflict resolution;**
- **Thorough knowledge of CORE-CT HRMS and developing EPM reports;**
- **Supervisory experience; and**
- **Experience in developing and delivery of training to managers and supervisors on HR matters.**

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must submit a cover letter and resume with details of experience and training, three (3) letters of professional references from current and/or previous supervisors and the required **CT-HR-12** Application for Examination or Employment Form – available at: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) (**Please indicate the job posting number on the application form**). **State employees must include copies of their last three (3) Performance Evaluations and their Attendance Records from May 2013 to present** no later than the closing date at the top of this announcement to:

Elena Vazquez, Human Resources Associate  
Office of the State Comptroller  
Administrative Services Division - Human Resources Unit  
55 Elm Street, 2<sup>nd</sup> Floor, Room 208  
Hartford, CT 06106  
OR  
Fax to: 860-702-3324  
OR  
Email: [OSC.HR@ct.gov](mailto:OSC.HR@ct.gov) (Preferred Method)

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.**

**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.