



Department of  
**ADMINISTRATIVE SERVICES**  
*Job Postings*



**FREEDOM OF INFORMATION COMMISSION  
CURRENT STATE EMPLOYEES ONLY  
Human Resources Specialist**

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

**Open To:** Current State Employees Only (Candidates on a current examination list or lateral transfer).  
**Location:** 18-20 Trinity Street, Hartford, CT  
**Job Posting No:** 114396  
**Hours:** Full time, 40 hours per week  
**Salary:** Grade MP-60 (\$2,707.36 - \$3,691.61 bi-weekly)  
**Closing Date:** August 26, 2016—applications must be received no later than 5:00 PM

**Eligibility Requirement:** Candidates must have applied for and passed the exam and be on the current certification list promulgated by the Department of Administrative Services for Human Resources Specialist. State employees currently holding the above title, or those who have previously attained permanent status as a Human Resources Specialist, 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.**

**General Information:** This position reports to the FOIC Executive Director and also provides human resources service to the Directors and staff of the State Elections Enforcement Commission and the Office of State Ethics. The incumbent in this position serves as the highest level, full-service HR professional and is responsible for human resources, payroll, benefits and labor relations, and some EEO activities for the agencies.

**Knowledge, Skills and Abilities:** Refer to DAS Class Specification 6164 (Human Resources Specialist)

**General Experience:** Refer to DAS Class Specification 6164 (Human Resources Specialist). Such experience should prepare the incumbent to perform a broad range of human resources responsibilities. Responsibilities will include: consulting with and counseling managers and employees on Statewide HR rules and procedures, and directives from OPM; conducting recruitment and selection activities such as posting job announcements, receiving and screening applications, interviewing, referring and recommending candidates for employment; developing materials for special recruitment programs; conducting orientation sessions; counseling and advising employees on matters related to employment, career development, transfer, separation, recruitment, employee benefits, and/or retirement benefits; implementing procedures defined in the Statewide FMLA program and Workers' Compensation program; interpreting union contracts and statutes, and assisting management in all aspects of labor relations matters; coordinating employee health and safety programs, training programs, and security activities.

**Preferred Experience:** Experience using all CORE-CT Human Resources modules, including Time & Labor, Payroll and Benefits, is preferred. Active participation in the development or administration of an Affirmative Action Plan is preferred.

**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 applicants should submit a cover letter that describes their interest and suitability for the position, a resume, and an Application for Employment (Form CT-HR-12) to:

Joe Olender, Human Resources Specialist  
Department of Administrative Services, Small Agency Resource Team—SmART Unit  
165 Capitol Avenue, 5<sup>th</sup> Floor East  
Hartford, Connecticut 06106

**Confidential Fax (preferred method of submission): 860-622-2833**

Materials may be attached to email and sent to [Joseph.Olender@ct.gov](mailto:Joseph.Olender@ct.gov)

**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.