

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
PRINCIPAL HUMAN RESOURCES SPECIALIST

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

Open To: OPEN TO STATE EMPLOYEES ONLY

Location: Hartford, CT

Job Posting No: 00079612

Hours: 8:00 a.m. - 4:30 p.m. (40 hours per week)

Salary: \$80,261 - \$109,428 (MP63)

Closing Date: September 21, 2016

The Department of Administrative Services is currently accepting applications for a Principal Human Resources Specialist position assigned to the SmART Unit. This position will be responsible for a full range labor relations and investigatory functions. This includes but is not limited to planning workflow and determining priorities; scheduling, assigning, overseeing and reviewing work of human resources staff assigned to conduct investigations; carrying own caseload of the most complex investigations and recommending appropriate actions to various agency management staff; advising management on labor relations issues human resources policies and procedures; conducting pre-disciplinary hearings for agencies and representing agencies at Step III hearings and most complex grievances; interpreting collective bargaining agreements; consulting with DAS and OLR on classification, compensation, policy and collective bargaining agreements; analyzing and resolving complex situations and issues; tracking all grievance activity, including production of reports for upper management; develops and presents formal and informal training programs; in addition, it will be responsible for providing Human Resources Generalist services to an assigned unit for the Department of Administrative Services.

Eligibility Requirement: Candidates must have applied for and passed the **Principal 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.**

Example of Duties: Develops or assists in development, coordination and implementation of agency human resource policies; plans workflow and determines priorities; schedules, assigns, oversees and reviews work; provides training and assistance to staff; conducts or assists in conducting performance evaluations; oversees payroll function; conducts a variety of investigations and recommends appropriate actions; interprets collective bargaining agreements; advises executives, administrators, managers and supervisors regarding labor relations issues, human resource policies and procedures; administers progressive discipline; represents agency at hearings or most complex grievances; serves as a member of labor contract negotiating teams; conducts difficult recruitment involving high level positions; ensures compliance with equal opportunity, union contracts and state policy and procedure regarding recruitment and selection process; partners with and advises agency staff on appropriate organizational structure and use of classifications; develops and recommends new or revised job classifications; proactively plans to address emerging agency human resources needs; teams with agency staff to ensure human resource alignment with organizational strategies and goals; consults with the Department of Administrative Services and the Office of Labor Relations on classification, compensation, policy and collective bargaining agreement related issues; analyzes and resolves complex situations and issues; participates in workforce planning and business planning efforts; oversees performance management system; prepares or directs preparation of reports, manuals and correspondence; counsels employees in areas of career development, upward mobility and various classification and benefit issues; may implement and/or oversee an agency wide training and staff development program; may serve on reclassification grievance panels; may prepare and ensure compliance with agency affirmative action plan; may administer agency employee assistance program and recommend counseling to employees; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of public human resources administration including recruitment, selection, classification, compensation, career counseling and employee relations; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of labor relations; knowledge of and ability to apply management principles and techniques; knowledge of occupational safety and health; knowledge of and ability to apply organizational development principles and practices; knowledge of payroll regulations, procedures and operations; knowledge of equal opportunity policies and procedures; considerable interpersonal skills; considerable oral and written communications skills; considerable negotiation and conflict resolution skills; considerable ability to analyze and interpret laws, statutes, regulations, policies, and collective bargaining agreements; considerable ability to counsel employees; ability to effectively serve as an advocate; supervisory ability.

Preferred Experience, Knowledge, Skills and Abilities:

- Demonstrated analytical skills and ability to exercise sound judgment based upon policies, procedures, practices, union contracts, state statutes, risk factors in implementing effective solutions quickly and efficiently
- Demonstrated experience and knowledge of labor relations programs, policies, procedures, and union contracts at a level sufficient to advise managers and employees, provide contract interpretation, and to develop and conduct training programs.
- Demonstrated experience in collecting, integrating, and analyzing information for the preparation and presenting of cases as the agency representative on disciplinary and contract administration grievance hearings at the Step II and III levels.
- Demonstrated experience in conducting administrative investigations and fact-finding meetings
- Demonstrated experience in presenting formal and informal training programs regarding labor agreement interpretation and applicability, including grievance and disciplinary procedures, human relations, and union/management relations.
- Demonstrated verbal and written communication skills, including proven abilities to communicate effectively through email, in person, and through reporting writing and presentations.
- Ability to use internet and web based resources, Oracle-PeopleSoft, and Microsoft skills to include Word, Excel and PowerPoint.

General Experience:

Eight (8) years professional experience in human resources management.

Special Experience:

One (1) year of the General Experience must have been at the full working level in human resources management. For state employees this is interpreted at the level of Human Resources Specialist or Human Resources Consultant 2

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or law degree may be substituted for one (1) additional year of the General Experience.
3. For state employees one (1) year as a Human Resources Specialist or Human Resources Consultant 2 may be substituted for the General and Special Experience.

Special Requirement:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's License.

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 should submit a cover letter, a completed State CT-HR-12 Application Form, a resume, last year of attendance records and the last two service ratings to:

**DAS SmART HUMAN RESOURCES
165 CAPITOL AVENUE, 5TH FLOOR EAST
HARTFORD, CT 06106
Attention: Brenda Abele
FAX: (860) 622-2640**

E-MAIL: Brenda.Abele@ct.gov

**APPLICANTS MUST NOTE THE JOB POSTING NO. 00079612 ON THE APPLICATION.
INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 09/21/2016 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.