

DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
PRINCIPAL HR SPECIALIST
CENTRAL OFFICE HUMAN RESOURCES

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

Open To: State Employees on the current examination list.

Location: Central Office – Payroll Unit, Wethersfield, CT

Hours: M-F 40 Hours

Salary: MP 63 - \$77,923.00 - \$106,240.00

Closing Date: May 6, 2014

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

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

Preferred Experience: This position will be assigned to oversee our Payroll and Benefits Unit. The agency is seeking candidates with experience in the areas of Payroll, Workers Compensation and Benefit Administration. The ideal candidate will also have a strong working knowledge of Human Resources generalist functions significant experience working in CORE. Candidate should be able to demonstrate their ability to stay organized and keep track of multiple projects with competing timetables. The ideal candidate will also possess superior customer service, communication (oral and written) and supervisory skills.

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.

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

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 resume, your last two (2) Performance Evaluations and an Application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf. **Candidates who applied to the previous posting announced in the fall of 2013 will be considered automatically for this opportunity and do not need to submit an additional application.**

DEPARTMENT OF CORRECTION
24 WOLCOTT HILL ROAD
WETHERSFIELD, CT 06109
ATTN: HR MANAGER CATHY RIBERIO

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.

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