

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
HUMAN RESOURCES SPECIALIST
CONNECTICUT MENTAL HEALTH CENTER
HUMAN RESOURCES

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

Open To: Candidates who are on the current exam list for Human Resources Specialist
Location: 34 Park Street, New Haven, CT 06508
Job Posting No: OC23724
Schedule: 8:00 a.m. – 4:30 p.m., Monday thru Friday, full time, 40 hours per week
Salary Range: \$70,662.00 - \$96,351.00
Closing Date: March 22, 2015

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.**

Duties will include: Completes all recruitment for Connecticut Mental Health Center; meets with and advises executive team pertaining to interpretation and administration of Human Resources rules, regulations and collective bargaining agreements; determines appropriate organizational structure and administers proper use of job classifications; participates in succession planning; develops HR policies and procedures related the Connecticut Mental Health Center (CMHC) as well as review processes and make recommendations to improve and streamline such processes; research various complex questions related to Human Resources and provides responses as well as guidance and direction for such issues; makes recommendations for necessary action as well as bring issues to the attention of supervisor, as necessary; will have close coordination with the CEO and all the committees including Joint Commission on Accreditation of Healthcare Organizations (JCAHO). This position will also participate in audits by the Joint Commission and ensure Human Resources files are in compliance with standards required by The Joint Commission.

Special Requirement: Incumbent in this class will be required to travel and must possess and retain a valid Connecticut Motor Vehicle Operator license.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697

Maria.D.DeJesus@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.