

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITIES
HUMAN RESOURCES SPECIALIST**

Please follow the specific application filing instructions at the bottom of this page!

Open To: State Employees
Location: Central Office, Wethersfield, CT
Hours: 40 Hours per Week, 1st Shift, Monday – Friday
Job Posting No. 035363
Salary: MP 60 - \$66,604 to \$85,436
Closing Date: February 7, 2012

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. State employees currently holding one of the above titles or those who have previously attained permanent status in the class may also apply. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Minimum Qualifications:

Considerable knowledge of public human resources administration including recruitment, selection, classification, compensation, career counseling and employee relations, knowledge of relevant state and federal laws, statutes and regulations; knowledge of labor relations principles and procedures; knowledge of payroll procedures and operation and benefits administration; knowledge of equal opportunity principles and requirements; considerable interpersonal skills; considerable written and oral communication skills; interviewing skills; negotiation and conflict resolution skills; ability to read and interpret laws, statutes, regulations, policies, and collective bargaining agreements; ability to analyze complex problems quickly and determine effective solutions; ability to counsel employees; ability to design and deliver training programs.

Preferred Experience:

This position may require travel to a Correctional Facility a minimum of two days per week, location TBD. Candidates who possess a strong generalist background within state service will be given preference. Candidates should be fully knowledgeable on State and Federal FMLA regulations, CORE, processing retirement applications, progressive discipline, benefit administration, and workers compensation. This position will require superior oral and written communication skills, analytical ability and a focus on providing customer service to employees.

Note:

The filling of this position will be in accordance with reemployment, transfer, promotion and merit employment rules. Department of Correction employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Current state employees who meet the above requirements need to submit a cover letter, 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. Please submit your information to:

**Cathy Riberio, Human Resources Manager
Department of Correction
Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-7615
Catherine.Riberio@po.state.ct.us**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.