

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITIES
Human Resources Specialist – Job Share**

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

Open To: Candidates on the certified exam list or holding permanent status

Location: Central Office, Wethersfield, CT

Hours: 21 Hours per Week, Part Time, Job Share

Salary: MP 60 - \$33.85 – \$46.15 Hourly

Position: 035620

Closing Date: April 28, 2015

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.

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 the above title or those who have previously attained permanent status in the class may also apply.

Preferred Experience:

This is a unique opportunity to job share and this position is eligible to receive all state benefits including health and dental insurance. This position's primary responsibility is recruitment for a number of technical positions. The ideal applicant will have experience independently running recruitment processes, ideally in a state environment. The ideal candidate will also possess superior communication (oral and written) skills. Familiarity with CORE-CT or PeopleSoft is a plus. This position may require travel to Correctional Institutions around the state.

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:

Interested candidates who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations, 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 and a State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf. Please email or mail your information to:

**Susan Levey, Administrative Assistant
Department of Correction
Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109
Susan.Levy@ct.gov**

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

