

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 – Wethersfield, CT

**Hours:** M-F 40 Hours

**Salary:** MP 63 \$75,653.00 - \$97,032.00

**Closing Date:** September 25, 2012

**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 oversee HR functions and HR staff for a number of Correctional Facilities. The agency is seeking candidates with well rounded experience in all areas of Human Resources management. The agency is also anticipating additional vacancies. Candidates with specialty experience in areas such as Recruitment, Labor Relations and Workers Compensation are also strongly encouraged to apply. For all positions, candidates must be able to work in a high volume fast paced environment. Demonstrated ability to organize and keep track of multiple projects and responsibilities is desired. Ideal candidates 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](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf)

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**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.

09/11/12, 00036121, CBR, 6168/02