



**DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY**

**PRINCIPAL HUMAN RESOURCES SPECIALIST (Anticipated)**

**(Human Resources Division - Labor Relations)**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

<b>Open To:</b>	Candidates on current examination list & <b>State Employees with Permanent Status in Principal Human Resources Specialist Classification</b>		
<b>Hours:</b>	40 per week	<b>Job Posting #:</b>	84093
<b>Salary:</b>	MP 63, \$80,261 - \$109,428 (Annually)	<b>Closing Date:</b>	October 28, 2016

**Position Description:** The Department of Children & Families is recruiting for a full time 40 hours per week permanent Principal Human Resources Specialist within the Labor Relations Division. This position requires traveling throughout the state as needed.

This position will be responsible for a full range of advanced labor relations and investigatory functions. This includes but is not limited to conducting complex labor/employee investigations; recommending appropriate corrective and/or disciplinary actions; advising management on labor relations issues, human resources policies and procedures; conducting pre-disciplinary/Loudermill conferences; representing the Agency at grievance hearings; conducting and resolving grievances and labor relations matters; interpreting collective bargaining agreements; analyzing and resolving complex situations and issues; tracking all grievance and investigation caseload activity; and administering ADA, FMLA and leaves in accordance with applicable policy, statute and regulation. Additionally, this position will include advanced level functions in preparing written affidavits and agency position statements in CHRO and EEOC matters. This position will also include responsibility for assisting Agency supervisory and managerial staff with inquiries and recommendations and may include supervision of assigned Human Resources Generalist staff in their monitoring and processing of recruitment, working test periods, promotions, data changes, new hires, performance evaluations, policy and leave administration, employee attendance reviews and applicable HR Generalist functions.

**Eligibility Requirement:** Candidates must have applied for and passed the **Principal Human Resources Specialist** exam and be on the current certification list promulgated by the Department of Administrative Services (DAS) for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Example of Duties:** Conducts a variety of investigations and recommends appropriate action; conducts pre-disciplinary Loudermill processes and recommends appropriate corrective and/or disciplinary action; consults, trains and assists supervisors and managerial staff in conducting performance evaluations; interprets collective bargaining agreements, personnel regulations and policies; advises administrators, managers and supervisors regarding labor relations issues and human resource policies and procedures; administers progressive discipline; represents agency at grievances; ensures compliance with equal opportunity, union contracts and state policy and procedure regarding recruitment and selection process; partners with and advises agency staff on appropriate organizational structure and use of classifications; proactively plans to address emerging agency human resources needs; teams with agency staff to ensure human resource alignment with organizational strategies and goals; analyzes and resolves complex HR & Labor Relations situations and issues; prepares reports, manuals and correspondence; may supervise HR Generalist personnel in employment related functions; performs related duties as required.

**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 principles 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.

**Preferred Experience, Knowledge, Skills and Abilities:**

- Demonstrated experience in listening to employees, managers and union representatives to address issues of concern;
- Demonstrated experience working effectively with union representatives to resolve grievances, negotiate stipulated agreements and resolve conflicts;
- Demonstrated experience and knowledge of labor relations programs, policies, procedures, and union contracts at a level sufficient to advise managers and employees;
- Demonstrated experience in conducting administrative investigations and writing comprehensive investigation reports as well as demonstrated experience in the analysis of just cause;
- Demonstrated analytical skills and ability to exercise sound judgment based upon policies, procedures, practices, union contracts, state statutes and risk factors in implementing effective solutions quickly and efficiently;

- Demonstrated experience in collecting, integrating, and analyzing information for the preparation and presenting of cases as an agency representative on disciplinary and contract administration grievance hearings at the Step II and III levels.
- Demonstrated verbal and written communication skills, including proven abilities to communicate effectively through email, in person, and through report writing and presentations.
- Ability to use internet and web based resources, CORE-CT/Oracle-PeopleSoft, and Microsoft skills to include Word, Outlook, Excel and PowerPoint.

**General Experience:**

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

**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

1. 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.
2. 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.
3. 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:**

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's License.

**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 must submit a cover letter detailing your relevant experience in the above-stated advanced HR & Labor Relations related functions, a completed State CT-HR-12 Application Form, a resume and the names and contact information for three (3) supervisory references (current state employees please provide the last two (2) service ratings and/or PARS in lieu of references) to the address below by close of business on the closing date listed at the top of this posting. Please reference Job Posting #84093.

**DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET  
HUMAN RESOURCES, 8<sup>TH</sup> FLOOR  
HARTFORD, CT 06106  
FAX: 860.550-6433  
Attn: Taneisha Hancel**

**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.