



REPOST

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
HUMAN RESOURCES SPECIALIST
(MAY UNDERFILL AS HUMAN RESOURCES ASSOCIATE)

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

Open To: Candidates on a current examination list or lateral transfer.

Location: 25 Creamery Road, Cheshire (FMLA – Workers' Comp - ADA Unit)

Job Posting No: 115422

Hours: Monday – Friday (1st shift) Full-time

Salary: MP-60 \$70,662 - \$96,351 (HRS – New employees to state service start at minimum of range)
MP-57 \$61,039 - \$83,233 (HRA - New employees to state service start at minimum of range)

Closing Date: April 26, 2017

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.**

Knowledge, Skills and Abilities: 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.

General Experience: Seven (7) years professional experience in human resources management.

Special Experience: One (1) year of the General Experience must have been at the junior working level in human resources management. For state employees this is interpreted at the level of Human Resources Associate or Human Resources Consultant 1.

Substitutions Allowed:

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 a 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 Associate or Human Resources Consultant 1 may be substituted for the General and Special Experience.

Special Requirement:

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

Examples of Duties: Please see the DAS job classification for [Human Resources Specialist](#) or [Human Resources Associate](#) for examples of duties.

Preferred Skills & Experience: Preference will be given to applicants who demonstrated experience in processing workers' compensation claims and leaves of absences including but not limited to federal/state FMLA, medical, personal, educational, and sabbatical. Preference will also be given to applicants who demonstrated experience in the utilizing Core-CT, EPM/OBI-STARs.

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 fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current state employees must also provide copies of their last two performance appraisals. Non-state employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

All application materials may be faxed, or mailed to:

**Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Recruiter
Fax: 203-574-8858 (Preferred Method)**

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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Teresa Gonzalez at 860-418-6122 or Teresa.Gonzalez@ct.gov