

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
VACANCY ANNOUNCEMENT
Human Resources Specialist
(May be underfilled at the level of Human Resources Associate)

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

Open To: The Public and State Employees

Location: Bureau of Central Services, Human Resources Division, 79 Elm St., Hartford

Job Posting No: 107312

Type of Position: Full-time, Permanent

Annual Salary: \$68,603 to \$93,544 (MP 60) HR Specialist
\$59,261 to \$80,808 (MP 57) HR Associate

Closing Date: March 21, 2014

Eligibility Requirement: Candidates must have applied for and passed the Human Resources Specialist or Human Resources Associate 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.

Description of Duties: Interprets collective bargaining contracts, human resource policies and procedures, confers with staff on human resource issues, and evaluates and analyzes situations and recommends action; screens, interviews and recommends candidates for employment and develops specialized recruitment and outreach programs including representation for the agency at career and/or job fairs; oversees staff development function, trains staff as needed, and implements innovative professional development programs, including the role of program manager for the agency's mentoring initiative; evaluates curriculum and training needs and develops action plan; determines mandatory training or refresher requirements for positions and implements training programs; coordinates in-service training registration and tuition/conference reimbursement; provides career counseling, develops and assists with individual development plans, develops resources to meet agency functional needs and/or enhance employee skills; talent management; competency evaluation; upward mobility; staff retention; and succession planning; oversees orientation processes and exit interview analysis; evaluates existing performance systems and best practices, coordinates agency's performance management system and identifies standards for success and measures progress through metrics; conducts and evaluates skills assessments and employee needs assessments surveys and provides summaries and recommendations; and ensures proper organizational structure, use of classification system and implementation of compensation plans and consults with DAS and OPM as needed.

Preferred Candidate Criteria:

- Knowledge of public human resources administration including recruitment, selection, classification, employee relations, career counseling, professional development, workforce and organizational planning, and retention efforts
- Knowledge of educational methods, techniques and assessment of training needs
- Experience with the design, techniques and delivery of training programs and staff development
- Effective communication skills including interpersonal, written, negotiation, conflict resolution, and analytical skills to evaluate situations and recommend action
- Experience working with CORE- CT and EPM reports
- Knowledge and application of Federal and State laws, statutes and regulations

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: To be considered for this position, qualified candidates must submit a cover letter, resume, and Application for Employment ([CT-HR-12 form](#)) to be received no later than the Closing Date above. Current State employees must also include copies of their two most recent performance appraisals. **(Incomplete packages will not be considered.)**

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Human Resources Division
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