

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
PRINCIPAL HUMAN RESOURCES SPECIALIST
Human Resources Division – Labor Relations Unit

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates who are on the current exam list for Principal Human Resources Specialist and State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Location: Labor Relations Unit – 460 Silver Street, Middletown, CT 06457

Job Posting No: OC101039

Schedule: Monday thru Friday, full time, 40 hours per week

Salary Range: \$80,261.00 - \$109,428.00

Closing Date: August 25, 2015 – August 31, 2015

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 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.**

Duties will include: Incumbent will be responsible for a full range of Labor Relations functions, including conducting investigations, including cases of abuse and neglect; handling of grievances, discipline, and alleged contract violations; researching and responding to requests for information from unions and/or Freedom of Information; along with providing detailed responses to all CHRO complaints; handling bi-monthly labor management meetings; conducting supervisory training throughout the agency.

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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697

Maria.D.DeJesus@ct.gov

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. **(02)**