

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

HUMAN RESOURCES SPECIALIST – OC101265

HUMAN RESOURCES - 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 Human Resources Specialist

Location: 460 Silver Street, Middletown, CT

Job Posting No: OC101265

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

Salary Range: \$70,662.00 - \$96,351.00

Closing Date: October 14, 2015

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.**

Duties will include: Assists in the development, coordination and implementation of agency human resource policies; Interpret and apply 8 bargaining unit contracts and federal/state regulations; plans workflow and determines priorities; schedules, assigns, oversees and reviews work; conducts a variety of investigations and recommends appropriate actions; advises executives, administrators, managers and supervisors regarding labor relations issues, human resource policies and procedures; administers progressive discipline; negotiations of Memorandums of Understanding, Stipulated Agreement and Labor Management Agreements; impose administrative leave; represents agency at hearings or most complex grievances; serves as a member of labor contract negotiating teams; consults with the Department of Administrative Services and the Office of Labor Relations on classification, compensation, policy and collective bargaining agreement related issues; analyzes and resolves complex situations and issues; may serve on reclassification grievance panels; may administer agency employee assistance program and recommend counseling to employees; performs related duties as required.

Special Requirement: Incumbent in this class will be required to travel and must possess and retain a valid Connecticut Motor Vehicle Operator license.

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)