

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES
PRINCIPAL HUMAN RESOURCES SPECIALIST
Labor Relations Unit

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

Open To: Candidates on a current examination list or lateral transfers

Location: 460 Silver Street, Middletown, CT 06457

Job Posting No: OC23570

Hours: Monday - Friday, 8:00 am - 4:30 pm, 40 hours a week

Salary: \$77,923.00 - \$ 106,240.00

Closing Date: **March 3, 2014**

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.

Duties include: Incumbent will be responsible for a full range of Labor Relations functions, including conducting investigations including all cases of abuse and neglect; handling of all grievances, including reclassification grievances and Step 1 grievances for all discipline that result in investigations and 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.

Knowledge Skills and Abilities Considerable knowledge of public human resources administration including recruitment, selection, classification, compensation, and career counseling; considerable knowledge of relevant state and federal laws, statutes, and regulations; ;knowledge of and ability to apply management principles and techniques; knowledge of and ability to apply organizational development principals 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.

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 cover letter, a resume, and an Application for Employment to:

Human Resources
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.