

**DEPARTMENT OF REVENUE SERVICES
EMPLOYMENT OPPORTUNITY**

**Human Resources Specialist
(May be underfilled as a Human Resources Associate)**

OPEN TO: State Employees and Public
POSTING NUMBER: 13-53
LOCATION: 25 Sigourney Street, Hartford, CT 06106
SALARY: \$68,603 to \$ 93,544 annually
CLOSING DATE: November 13, 2013

ELIGIBILITY:

Candidates who have passed the Human Resources Specialist or Human Resources Associate examination and are on an active certification list promulgated by the CT Department of Administrative Services (DAS); or State employees who have attained permanent status as a Human Resources Specialist or Human Resources Associate.

POSITION DESCRIPTION AND KEY RESPONSIBILITIES:

The [Department of Revenue Services](#) is currently recruiting for two motivated [Human Resources Specialists](#). The selected individuals must have excellent organizational, analytical, and communication skills, as well as exceptional interpersonal skills. This position will provide a full range of Human Resources services to 600+ full-time employees and up to 140 temporary clerks including, but not limited to: recruitment, interviewing, applicant screening, workforce planning, position management, FMLA, worker's compensation, retirement counseling, conducting orientation and training sessions, interpreting collective bargaining contracts and human resources policies, reviewing classifications, counseling employees on retirement, career counseling, separations, promotions and transfers, etc. These positions also assist supervisory staff and management regarding agency and state human resources procedures, statutory and contractual provisions. May represent the agency at hearings and grievances.

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

APPLICATION PROCEDURE: Interested candidates must submit a [State Application Form](#) (CT-HR-12), cover letter detailing their qualifications for the position, and their most recent two performance evaluations/PARS via mail to:

**Department of Revenue Services
Human Resources, 19th Floor
25 Sigourney St., Suite 2
Hartford, CT 06106
Attention: Kim Zordan**

The Dept. of Revenue Services is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.