

**STATE OF CONNECTICUT
DEPARTMENT OF REHABILITATION SERVICES**

HUMAN RESOURCES SPECIALIST

OPEN TO: CANDIDATES ON CURRENT EXAM LIST OR LATERAL TRANSFER

POSITION: MP 60 - 40HRS, BU – Confidential

JOB POSTING NO: 32454

SALARY RANGE: \$70662.00 – \$96351.00

LOCATION: Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT. 06105

POSTING DATE: October 6, 2014 – October 20, 2014

The Department of Rehabilitation Services, Human Resources Division, is seeking an individual to perform a full range of human resources functions including recruitment, classification, retirement, FMLA, Workers Compensation, career counseling, benefit counseling, new employee orientation, CORE CT processing; calculating seniority; assisting in the development of agency policies and procedures; administering progressive discipline and providing labor relations advice to supervisors and managers, and assisting in the development and presentation of training for employees. This position will provide services to the Department of Aging as well. The preferred candidate will have experience in collective bargaining contract interpretation and an excellent working relationship with their customers.

EXAMPLES OF DUTIES:

Interprets collective bargaining contracts, human resource policies and procedures; confers with employees and superiors on human resource issues; analyzes problem situations and takes or recommends appropriate action; ensures proper organizational structure, use of classification system and implementation of compensation plan; screens, interviews, refers and recommends candidates for employment; develops materials for special recruitment programs; conducts orientation sessions; counsels and advises employees on matters related to employment, career development, transfer, separation, recruitment, employee benefits, and/or retirement benefits; counsels and refers employees to assistance programs; conducts a variety of investigations; administers progressive discipline; consults with the Department of Administrative Services on issues of classification, compensation and policy; coordinates performance management system; processes human resource records and transactions; maintains human resource information systems; prepares or oversees preparation of reports; performs job audits; trains new staff in human resource policies; assists in implementation of

equal opportunity policies and procedures; implements and may assist in developing agency training programs; may serve at reclassification grievance panels and labor contract negotiating teams; may represent agency in grievances and other hearings; may oversee preparation of multiple payrolls; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of public human resources administration including recruitment, selection, classification, compensation, career counseling and employee relations, knowledge of relevant state and federal laws, statutes and regulations; knowledge of labor relations principles and procedures; knowledge of payroll procedures and operation and benefits administration; knowledge of equal opportunity principles and requirements; considerable interpersonal skills; considerable written and oral communication skills; interviewing skills; negotiation and conflict resolution skills; ability to read and interpret laws, statutes, regulations, policies, and collective bargaining agreements; ability to analyze complex problems quickly and determine effective solutions; ability to counsel employees; ability to design and deliver training programs.

APPLICATION PROCEDURE: To be considered candidates need to submit a completed and signed State of Connecticut Application (Form CT-HR-12) along with a cover letter and three (3) professional references, at least one should be supervisory. State employees should submit a copy of their two most recent service ratings or PARS as their reference materials. The CT-HR-12 Application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf.

Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted. Please send your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

DORS.Recruitment@ct.gov

**PLEASE NOTE, THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE
EMAIL**

or

**Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT. 06105
ATTN: Sabrina Betts - Human Resources**

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE October 20, 2014.

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.