

DEPARTMENT OF ADMINISTRATIVE SERVICES  
**HUMAN RESOURCES CONSULTANT 3**  
STATEWIDE HUMAN RESOURCES MANAGEMENT DIVISION

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** State Employees on current exam list or lateral transfer

**Location:** 165 Capitol Avenue, Hartford, CT 06106

**Job Posting No:** 83561-HRCONS3

**Hours:** Monday – Friday: 40 hours per week

**Salary:** (MP63) \$80,261 Minimum - \$109,428 Maximum

**Closing Date:** November 5, 2014 (4.30 PM)

**Eligibility Requirement:** Candidates must be a current State employee holding the title of Human Resources Consultant 3 or Principal Human Resources Specialist or a current State employee who has previously attained permanent status in one of these classifications or be on a current examination list promulgated by the Department of Administrative Services for Principal Human Resources Specialist. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

This position is located within the Department of Administrative Services, Statewide Human Resources Management Division, HR Business Rules Unit. The incumbent will be responsible for the following major functional areas:

- Advising human resources professionals on a variety of HR topics requiring a knowledge of relevant state statutes and regulations, federal laws and regulations, state policies and procedures, and state human resources systems (e.g., merit system, classification, compensation, recruitment).
- Drafting new and revised policies (e.g., e-items, q-items, MPP's, general letters), manuals (e.g., managers, appointed officials, compensation, PARS), stipulated agreements, pay plans and reports.
- Developing and conducting internal and statewide training on HR topics as part of the HR Management Certificate program, State Managers program, appointed officials briefings and other formal and informal training programs.
- Testify at hearings, grievances, arbitrations and in court.
- Designing and running complex EPM reports to answer questions and provide information for auditing.
- Serving as an expert on compensation, PARS, and FLSA as it relates to dual employment requests, questions, and training.
- Leading and participating in sensitive and confidential research and special projects.

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

**General Experience:** Eight (8) years professional experience in human resources management.

**Special Experience:** One (1) year of the General Experience must have been at the full working level in human resources management. For state employees this is interpreted at the level of Human Resources Specialist or Human Resources Consultant 2.

**Preferred Experience, Knowledge, Skills and Abilities:**

- Thorough understanding of state HR business rules and proven ability in interpreting and analyzing state and federal laws and regulations.
- Considerable knowledge of HR business practice as it pertains to compensation, classification, recruitment succession planning and employee relations.
- Experience demonstrating attention to detail, analytical research and data analysis skills.
- Knowledge of CORE CT and demonstrated ability to use EPM to create complex reports.
- Demonstrated ability to be self-directed and results-focused.
- Demonstrated ability to design and conduct formal training programs.
- Demonstrated ability to testify at formal hearings, grievances, arbitrations and in court.
- Demonstrated ability to draft policies and procedures, stipulated agreements, and technical reports.
- Demonstrated ability to provide internal or external consultation services to customers.

**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 must submit a cover letter, a completed Form CT-HR-12 application, resume, and copies of their last two performance appraisals to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**SmART/Human Resources**  
**ATTN: Susan Turko**  
**E-MAIL: [susan.turko@ct.gov](mailto:susan.turko@ct.gov) OR FAX: 860-622-2835**

**APPLICANTS MUST NOTE THE JOB POSTING NO. 83561-HRCONS3 ON THE APPLICATION. INCOMPLETE PACKAGES AND THOSE RECEIVED AFTER 4:30 PM ON 11/5/2014 WILL NOT BE CONSIDERED.**

**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.