

Department of Development Services – West Region  
JOB OPPORTUNITY  
Human Resources Specialist

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

**Open To:** Candidates on current EXAM List  
**Location:** Human Resources – Rowland Government Center  
**Job Posting No:** 018168  
**Hours:** Monday – Friday 8:00am – 4:30pm; RDO's Saturday, Sunday.  
**Salary:** \$2,551.88/bi-weekly  
**Closing Date:** July 2, 2012

**Eligibility Requirement:** This is a **competitive position**. 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.**

**Knowledge, Skills and Abilities:** Duties are consistent with the Human Resources Specialist job classification. Responsibilities will include assisting in labor relations; investigations and other employee relations matters including: interpreting collective bargaining contracts, personnel policies & procedures; conducts investigations and Loudermill hearings; Prepares/reviews investigation reports, disciplinary letters and advises managers and supervisors on appropriate actions to be taken; Represents the agency and presents information at grievances, arbitrations, CHRO, unemployment hearings, Labor/Management meetings, etc. Performs related duties as assigned.

**General Experience:** Seven (7) years professional experience in human resources management.

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

**Special Requirements:** Current in all mandated training; knowledge of Outlook, Word, Access and Excel beneficial. Must have Driver License, will be required to travel.

**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 copies of last two performance appraisals and an Application for Employment (CT-HR-12), including the position number to:

Department of Developmental Services - West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Fax: 203-574-8857  
[Belinda.Weaver@ct.gov](mailto:Belinda.Weaver@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.