

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
HUMAN RESOURCES SPECIALIST

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

Open To: The Public
Location: Human Resources – 60 State Street, Wethersfield, CT
Job Posting No: 7688
Hours: Full-Time (40 hours) Monday - Friday
Salary: MP-60 \$68,603 - \$93,544
Closing Date: March 13, 2015

Eligibility Requirement: Candidates must have taken the Human Resources Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. In addition, State of Connecticut employees currently holding the above title or those who have previously attained permanent status in this classification may apply. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

This position will be responsible for generalist human resource duties for several DMV work units, with recruitment related duties, including interviewing and selection. This position may also be involved in development of procedures, training for new employees and supervisors. This position will be responsible for conducting some fact-finding investigations into employee conduct.

Interested candidates should possess strong overall human resource skill sets, with experience in recruitment, Core-CT, conducting fact –finding investigations and involvement in labor relations activities. Ability to supervise and train staff is also desired.

The DMV is seeking candidates who have strong leadership abilities and are able to guide and assist managers, supervisors, and employees in resolving work related issues. The selected candidate should have a strong work ethic, superior written and verbal communication skills, and excellent customer service values.

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 (CT- HR-12) to:

DEPARTMENT OF MOTOR VEHICLES
Attention: Lisa Spooner
HUMAN RESOURCES UNIT
60 STATE STREET
WETHERSFIELD, CT 06161
Fax # 860-263-5576
E-MAIL ADDRESS- lisa.spooner@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.