

**DEPARTMENT OF REVENUE SERVICES**

**JOB OPPORTUNITY**

**HUMAN RESOURCES SPECIALIST**

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

**OPEN TO:** Candidates on a current examination list or Lateral Transfers

**LOCATION:** Dept. of Revenue Services, 25 Sigourney St., Hartford, CT 06106

**SALARY:** \$66,604 - \$85,436 (Annually)

**WORK HOURS:** 40 work week

**CLOSING DATE:** April 11, 2012

**POSTING NUMBER:** 12-03

**ELIGIBILITY:** **Candidates must have passed the Human Resources Specialist examination and be on the list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Human Resources Specialist, or have attained permanent status in the class since their most recent hire date. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**POSITION DESCRIPTION:** The [Department of Revenue Services](#) has an immediate need for a motivated [Human Resources Specialist](#) to perform a full range of Human Resource functions. The selected individual must be a team player with good organizational and analytical skills, and good communication and interpersonal skills.

**KEY RESPONSIBILITIES:** Advises employees on FMLA rights and benefits, processing forms ensuring state and federal guidelines are met and monitoring FMLA requests to ensure continued compliance with state and federal requirements; assists in guidance to assigned managers and supervisors with employee performance issues; and monitoring working test periods and annual performance evaluations to ensure that service rating are conducted in a timely manner fully in compliance with state law, state personnel procedures and employee collective bargaining unit rights. Interprets human resource policies and procedures; confers with employees and superiors on human resource issues; analyzes problem situations and takes or recommends appropriate action; 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; 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; reviews and approves proposed reclassifications through the agency's upward mobility program; other related duties as required.

**PREFERRED EXPERIENCE:** The successful candidate must possess extensive experience in the interpretation of Federal and State FMLA laws, advising employees as to their rights under FMLA as well as experience interpreting union contracts.

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

**APPLICATION INSTRUCTIONS:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a completed state [Application for Employment](#) (CT-HR-12) to the address listed below. The (CT-HR-12) can be located at: [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf). Applications may be submitted either in hard copy or by email or fax.

**Department of Revenue Services  
Human Resources, 19<sup>th</sup> Floor  
25 Sigourney St. Ste 2  
Hartford, CT 06106  
Attention: [Kim Zordan](#)  
[\(Kimberly.Zordan@po.state.ct.us\)](mailto:Kimberly.Zordan@po.state.ct.us)  
Fax: 860-297-5743**

**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.