State of Connecticut
JOB POSTING

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

HUMAN RESOURCES SPECIALIST
(Human Resources Division)

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: Bridgeport, CT

Hours: 40

Salary: $66,604 - $85,436 (Annually)

Closing Date: May 2, 2012

Eligibility: **Candidates must have passed the Human Resources Specialist examination 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.**

Position Description: The Department of Children & Families is recruiting for a Human Resources Specialist within the Human Resources Division. This position will be located in the Bridgeport area office with responsibility for the Bridgeport, Norwalk & Stamford area offices. Selected incumbent will work closely with the management team at these offices to address recruitment and other Human Resources generalist activity.

Example 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.

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

Note: The filling of this position will be 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, three (3) professional references and an Application for Employment (CT-HR-12) to:

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
FAX: 860.707.1952

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.