

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY**  
**JOB OPPORTUNITY**  
**HUMAN RESOURCES SPECIALIST (JOB CLASS 6164) PCN 00103160**

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

**Open To:** Lateral Transfers & Candidates on a current examination list  
**Location:** 18-20 Trinity St., Hartford, CT  
**Hours:** 40 per week Full Time  
**Salary:** MP60 ANNUAL SALARY \$66,604.00 -- \$85,436.00  
**Closing Date:** 10/29/12

\*New hires to state employment start at the minimum of the above salary range.

**Eligibility Requirement Human Resources Specialist:**

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. State employees currently holding the above title or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Duties to include but not limited to:**

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; 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; assist 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.

**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.

**Substitution Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Public Administration, Human Resources Management, Labor Relations, may be substituted for one (1) additional year of the General Experience.
3. For State employees one (1) year as a Human Resources Associate or Human Resources Consultant 1 may be substituted for the general and special experience.

**Special Requirements:**

1. Incumbents in this class must successfully complete the State of Connecticut Certification in Human Resources Management Program within six (6) months of appointment.

**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, and the required CT-HR-12 State Employees Application available online at <http://www.das.state.ct.us/HR/Forms/ct-hr-12-application.pdf> to: and two (2) letters of professional references from current and/or previous supervisors. State employees may submit their two most recent performance appraisals in lieu of references by **\*Monday, October 29, 2012, close of business**, to:

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY**

**18-20 Trinity St., 5<sup>th</sup> Floor**

**Hartford, CT 06106**

**Attn: David Guay**

**Fax: 860-256-2997**

**Ph: 860-256-2968**

**[david.guay@ct.gov](mailto:david.guay@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.