



DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES
OFFICE OF THE COMMISSIONER
JOB OPPORTUNITY
HUMAN RESOURCES SPECIALIST – OC23677
HUMAN RESOURCES

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates who are on the current exam list for Human Resources Specialist.
Location: Southwest Connecticut Mental Health Services, 1635 Central Avenue, Bridgeport, CT 06610 and DMHAS Human Resources Processing Center, 460 Silver Street, Middletown, CT
Job Posting No.: OC23677
Hours: 8:00 a.m. – 4:30 p.m., Monday thru Friday, full time, 40 hours per week
Salary Range: \$70,662.00* – \$96,351.00 **(*NEW State Employees start at minimum salary)**
Posting Date: November 4, 2016 **Closing Date:** November 11, 2016

Eligibility Requirement:

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.**

Duties may include but not limited to:

Completes recruitments for Southwest Connecticut Mental Health Services and at times other DMHAS facilities; this position will be split between the Southwest Connecticut Mental Health Services as well as the DMHAS Human Resources Processing Center. Travel between both locations will be weekly and on a mandatory basis. Meets with and advises management team pertaining to interpretation and administration of Human Resources rules, regulations and collective bargaining agreements; determines appropriate organizational structure and administers proper use of job classifications; participates in succession planning; develops HR policies and procedures related to Southwest Connecticut Mental Health Services as well as review processes and make recommendations to improve and streamline such processes; research various complex questions related to Human Resources and provides responses as well as guidance and direction for such issues; makes recommendations for necessary action as well as bring issues to the attention of supervisor, as necessary. This position will also participate in audits by the Joint Commission and ensure Human Resources files are in compliance with standards required by The Joint Commission.

Special Requirement: Incumbent in this class will be required to travel and must possess and retain a valid Motor Vehicle Operator license.

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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

DMHAS/Office of the Commissioner
Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
MHAOCHR@ct.gov / Fax: (860) 730-8355

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.