

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
JOB OPPORTUNITY  
HUMAN RESOURCES SPECIALIST

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

**Open To:** Lateral Transfers & Candidates on a current examination list

**Location:** Human Resources, Middletown

**Job Posting No:** 6042

**Salary:** \*\$66,604.00 - \$85,436.00 (New hires to state employment start at the minimum salary range).

**Closing Date:** Friday, July 5, 2013

**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. 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:** The Human Resources Specialist will be responsible for the full range of complex human resources functions for their assigned areas of responsibility. The Human Resources Specialist will be required to coordinate and implement agency human resource policy, plan workflow and determine priorities, provide training and assistance to staff, conducts a variety of investigations and recommends appropriate actions, conduct and assists with performance evaluations, interprets collective bargaining agreements, advise managers and administrators regarding labor relations issues, administers progressive discipline, represents the agency at hearings, serves as a member of labor contract negotiating terms, conducts difficult recruitment, ensures compliance with EEO policy, advises agency staff on appropriate organizational structure as well as develop and recommends new or revised job specifications. The Specialist will be required to educate and administer Military leave, FMLA Leave, career development, upward mobility and various classification and benefit issues with all staff; performs related duties as required.

**Preferable Candidate:** Dependable, willing to take on responsibilities and challenges; adaptable to changes in a fast past office; able to deal with high stressful situations; maintain personal challenging achievement goals and exerting effort; thorough in completing work tasks; and have experience with CORE-CT would be a plus.

**Special Requirement:**

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

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit their two most recent PERFORMANCE ASSESSMENT and RECOGNITION SYSTEM (PARS) evaluations in lieu of references by **\*Friday, July 5, 2013, close of business**, to:

**The Department of Emergency Services & Public Protection**  
**1111 Country Club Road, Middletown, CT 06457-9294**  
**Attn: Denise Shelton, HR Associate**  
**Fax: (860) 685 – 8356**

\*Incomplete or late application packages will not be considered.

Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications. If faxing your packet; please do not send the originals via mail.

Interested candidates for employment at the Department of Emergency Services and Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

**The State of Connecticut is an Affirmative Action/Equal Employment Opportunity Employer**