

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
STATEWIDE HUMAN RESOURCES, CORE-CT  
JOB OPPORTUNITY  
HUMAN RESOURCES SPECIALIST**

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

**Open To:** State Employees on a current examination list.

**Location:** 101 East River Drive, East Hartford, CT

**Job Posting No:** 80805

**Hours:** Monday – Friday (40 hours/week)

**Salary:** \$66,604 (MP60)

**Closing Date:** March 20, 2012

This position is located within the Department of Administrative Services, Statewide Human Resources, CORE-CT. The focus of the position is on performing human resources related tasks as they relate to CORE-CT and will be responsible for providing direct assistance to agencies in all areas of human resources, troubleshooting system issues, and implementing system changes in the human resources module. An immediate focus of this position is on performing tasks in support of the CORE-CT system upgrade to the HR module currently underway.

**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.**

**Examples of Duties:**

Researches and resolves agency issues related to human resources administration within the CORE-CT environment; counsels and advises agency users in a variety of human resources administration and processing areas including, but not limited to compensation, position and employee data management; ensures proper implementation of human resources policies, statutes, guidelines and procedures; consults with central agency and internal staff regarding all areas of human resources administration; analyzes problem situations and takes or recommends appropriate action; researches and composes requests for system modifications and works with information technology staff to implement new administrative requirements into system; conducts research in areas such as collective bargaining and administrative rules for human resources administration purposes; performs system configuration tasks; composes instructional materials; prepares and maintains human resources reports; composes training materials and conducts training and/or makes presentations; performs related duties as required.

**Knowledge, Skills and Abilities:**

Considerable knowledge of public human resources administration including recruitment, selection, classification, and compensation; knowledge of relevant state and federal laws, statutes and regulations; knowledge of labor relations principles and procedures; knowledge of payroll procedures and operation and benefits administration; considerable interpersonal skills; considerable written and oral communication skills; ability to read and interpret laws, statutes, regulations, policies, and collective bargaining agreements; ability to analyze complex problems quickly and determine effective solutions; ability to design and deliver training programs.

**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.

**Preferred Experience:**

Recent State of Connecticut hands-on experience with CORE-CT HRMS, including both position and employee processing; experience performing administrative tasks in a wide variety of human resources areas including recruitment/appointments, terminations, compensation, leaves, and workers' compensation; knowledge of bargaining unit contract language.

**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 a cover letter, a completed State of Connecticut CT-HR-12 Application, resume, and last two performance appraisals to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
165 CAPITOL AVENUE  
HARTFORD, CT 06106  
ATTN: Susan Turko  
E-MAIL: [susan.turko@ct.gov](mailto:susan.turko@ct.gov) or FAX: 860-622-2835**

**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.