

DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
PRINCIPAL HUMAN RESOURCES SPECIALIST
DIVISION OF HUMAN RESOURCES

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

The Department of Social Services is currently accepting applications for one (1) Principal Human Resources Specialist for the Department of Human Resources located in our Hartford Central Office.

Open To: State Employees Only

Position: Principal Human Resources Specialist
Managerial (02)

Location: 25 Sigourney Street, Hartford, CT

Job Posting No: 33792

Salary Range: \$75,653.00 - \$97,032.00 Annually

Closing Date: January 24, 2012

Eligibility Requirement:

Candidates must have applied for and passed the Principal 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.

PLEASE NOTE: The incumbent in this position will be required to travel throughout the State of Connecticut, Department of Social Services sub-offices. **This position will be filled by the mandatory Re-employment and Sebac Lists, which we are obligated to use.**

DUTIES/RESPONSIBILITIES: The incumbent serves as the Human Resources Representative for DSS Regional sub-offices and provide generalist Human Resources services. Which will include recruitment and selection, labor relations, administers progressive discipline, interprets collective bargaining agreement and participate in the grievance process for contractual and reclassification issues. Administers and monitors the Federal Family Leave Act (FMLA), oversees time and labor, conducts variety of investigations and recommends appropriate actions; counsels employees in area of career development, upward mobility and various classification and benefits issues. May administer agency employee assistance program and recommend counseling to employees.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of navigating Core-CT which included, reported time, workforce administration, benefits, organizational development, time and labor, EPM reporting Tools. Considerable knowledge of Federal Family Leave Act (FMLA) and the ability to implement and manage the program. Knowledge in recruitment, selection, classification, compensation, career counseling and employee relations, considerable knowledge of relevant state and federal laws, statutes, and regulations, considerable knowledge of labor relations, considerable oral and written communications skills; considerable negotiation and conflict resolution skills, considerable ability to analyze and interpret laws, statutes, regulations, policies, and collective bargaining agreements; considerable ability to counsel employees; ability to effectively serve as an advocate; supervisory ability.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services' Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Kristina Grodzicki, Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY THUESDAY, JANUARY 24, 2012, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.