

DEPARTMENT OF ADMINISTRATIVE SERVICES  
CORE-CT HUMAN RESOURCES MANAGEMENT SYSTEM (HRMS)  
JOB OPPORTUNITY  
HUMAN RESOURCES SPECIALIST

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

**Open To:** State Employees

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

**Job Posting No:** 100081

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

**Salary:** \$69,945 (MP 60)

**Closing Date:** January 10, 2011

This position is located within the Department of Administrative Services, Statewide Human Resources, CORE-CT. The focus of the position is on time and labor related tasks as they relate to CORE-CT operations.

**Eligibility Requirement:**

Candidates must have applied for and passed the [\*\*Human Resources Specialist\*\*](#) examination 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.

**Examples of Duties:**

Implements self-service time entry for multiple agencies; researches and resolves agency issues related to time reporting and scheduling; counsels and advises agency users on matters related to time reporting and scheduling rules; maintains schedules in central CORE-CT system to meet statewide agency needs; conducts research in areas such as collective bargaining rules for scheduling and time reporting administration purposes; researches and composes requests for modification to functionality of time reporting system; prepares and maintains time and labor reports; composes training materials and conducts training; may participate in grievance procedures; performs related duties as required.

**Knowledge, Skills and Abilities:**

Considerable knowledge of public human resources administration including recruitment, selection, classification, compensation, career counseling and employee relations, 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; knowledge of equal opportunity principles and requirements; considerable interpersonal skills; considerable written and oral communication skills; interviewing skills; negotiation and conflict resolution 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 counsel employees; 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, particularly the Time and Labor module; knowledge of bargaining unit contract language and familiarity with 24/7 agency scheduling needs

**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 must submit a cover letter, a completed State CT-HR12 Application, resume, and last two performance appraisals to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**165 CAPITOL AVENUE**  
**HARTFORD, CT 06106**  
**ATTN: Brenda Abele**  
**E-MAIL: [Brenda.Abele@ct.gov](mailto:Brenda.Abele@ct.gov) or Fax: (860) 622-2640**

**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.