

DEPARTMENT OF REHABILITATION SERVICES
JOB OPPORTUNITY

HUMAN RESOURCES SPECIALIST

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

The Department of Rehabilitation Services presently is accepting applications to fill one (1) Human Resources Specialist position located at its Central Office in Hartford.

Open To: The Public and State Employees

Position: Human Resources Specialist (MP-60)

Location: 25 Sigourney Street, Hartford, CT

Job Posting No: 102739

Hours: Monday – Friday 40 hours-per-week

Salary Range: \$66,604.00 - \$85,436.00 Annually (MP-60)

Closing Date: September 21, 2012

EXAMPLE OF DUTIES: Interprets collective bargaining contracts, human resource policies and procedures; confers with employees and superiors on human resource issues; analyzes problem situations and takes or recommends appropriate action; ensures proper organizational structure, use of classification system and implementation of compensation plan; screens, interviews, refers and recommends candidates for employment; develops materials for special recruitment programs; conducts orientation sessions; counsels and advises employees on matters related to employment, career development, transfer, separation, recruitment, employee benefits, and/or retirement benefits; counsels and refers employees to assistance programs; conducts a variety of investigations; administers progressive discipline; consults with the Department of Administrative Services on issues of classification, compensation and policy; coordinates performance management system; processes human resource records and transactions; maintains human resource information systems; prepares or oversees preparation of reports; performs job audits; trains new staff in human resource policies; assists in implementation of equal opportunity policies and procedures; implements and may assist in developing agency training programs; may serve at reclassification grievance panels and labor contract negotiating teams; may represent agency in grievances and other hearings; may oversee preparation of multiple payrolls; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: 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.

EXPERIENCE AND TRAINING:

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.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's Degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or a law degree may be substituted for one (1) additional year of the General Experience.
3. For state employees one (1) year as a Human Resources Associate or Human Resources Consultant 1 may be substituted for the General and Special Experience.

SPECIAL REQUIREMENTS:

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: Applications will be accepted from candidates who have taken the current Human Resources Specialist examination 062292 and have received a passing score, and from state employees who already have attained permanent status in this job class. This position may be filled by candidates from mandatory Re-employment and SEBAC Lists, which we are obligated to use.

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, please keep a copy of your completed application and the fax transmittal receipt for your records, and do not mail a copy of your application form if you have faxed the materials. Due to the large number of applications received, we cannot confirm receipt of applications. Please mail or fax your completed State of Connecticut Application For Examination or Employment (CT-HR-12) to:

**Melvin A. Jackson, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY FRIDAY, SEPTEMBER 21, 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.