

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
PRINCIPAL HUMAN RESOURCES SPECIALIST

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

Open To: CURRENT STATE EMPLOYEES
Location: 60 STATE STREET, WETHERSFIELD, CT. 06161
Job Posting No: 8197
Hours: Full - Time
Salary: \$80, 261 - \$109,428 Annual Salary
Closing Date: November 5, 2014

The Department of Motor Vehicles is accepting applications and resumes for the position of Principal Human Resources Specialist. The selected candidate for this position will serve as the manager of the Recruitment, Classification and CORE- CT areas within the Human resources and will also function as the Assistant Director of Human Resources for the Agency. The Department of Motor Vehicles has over 800 full-time and part time positions at 14 work locations throughout the state and has a workforce that is represented by 5 collective bargaining units. The selected candidate will also supervise HR and clerical staff as part of their duties. This position will also require knowledge and understanding of contractual labor relations and payroll areas. This position will also be involved in developing and implementing training and outreach initiatives in coordination with the Organizational Development and Equal Opportunity Units of the agency.

Eligibility Requirement: Candidates must currently be state employees and have applied for and passed the Principal Human Resources Specialist exam and be on a 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 this position.

Special Experience: The Agency is seeking a candidate with the following demonstrated skill sets:

1. Strong recruitment background;
2. Thorough knowledge of CORE – CT and DAS Classification procedures and policies;
3. Experience in development and delivery of training to employees and managers;
4. Experience in providing effective guidance to managers and supervisors on Human Resource matters;
5. Excellent communication skills including, strong interpersonal, writing, and conflict resolution abilities;
6. Knowledge of Affirmative Action processes for state government;
7. Ability to lead staff from all levels of the organization.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. The Selected candidate will be required to complete the DMV's background check process prior to hire.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and an application for Employment (CT-HR-12) by **regular mail** or **e-mail** to:

DMV – HUMAN RESOURCES
ATTENTION: LISA SPOONER
60 STATE STREET
WETHERSFIELD, CT 06161
E-MAIL ADDRESS: lisa.spooner@ct.gov

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.