

OFFICE OF THE CHIEF MEDICAL EXAMINER  
JOB OPPORTUNITY  
HUMAN RESOURCES SPECIALIST

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

**Open To:** CANDIDATES MUST BE ON CURRENT EXAM LIST or LATERAL TRANSFERS

**Location:** Farmington CT (Medical Examiner's Office – University of Connecticut Campus)

**Job Posting No:** 2015-1021

**Hours:** Monday - Friday, Five (5) hours per day schedule to be determined. 25 hours per week, 50 hour pay period.

**Salary:** Full time equivalent \$45,543

**Closing Date:** May 14, 2015

**In a state agency human resources office, this class is accountable for independently performing a full range of complex professional duties relating to human resources management.**

**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.**

**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.

**NOTE: In the Office of the Chief Medical Examiner, the successful candidate will serve as the highest level human resources professional responsible for human resources, payroll and equal opportunity activities.**

**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.

**Substitution 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 Requirement:**

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:** 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 please apply to: <https://jobs.uchc.edu> and reference search code 2015-1021. Cover letter, resume and references may be uploaded at the time you apply on-line. Posting closes on MAY 14, 2015.

**OFFICE OF THE CHIEF MEDICAL EXAMINER**

11 Shuttle Road. Farmington, CT 06032.

**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.