

SECRETARY OF STATE
JOB OPPORTUNITY
PRINCIPAL HUMAN RESOURCES SPECIALIST
(Reposted with an extended closing date)

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

Open To: Candidates who are on the current exam list for Principal Human Resources Specialist and State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer

Location: Human Resources – 30 Trinity Street Hartford, CT 06106

Job Posting No: 231

Hours: Full-Time (40 hours), Monday - Friday

Salary: MP-63 \$80,261 - \$109,428

Closing Date: July 21, 2017

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.**

The incumbent of this position will be the sole human resource representative to the Secretary of State and will be accountable for independently performing a full range of complex professional duties relating to human resources management.

The Secretary of State is seeking candidates who have strong leadership abilities and are able to guide and assist managers, supervisors, and employees in resolving work related issues. The selected candidate should have a strong work ethic, superior written and verbal communication skills, and excellent customer service values.

Knowledge, Skill and Ability:

Considerable knowledge of public human resources administration including 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; knowledge of and ability to apply management principles and techniques; knowledge of occupational safety and health; knowledge of and ability to apply organizational development principles and practices; knowledge of payroll regulations, procedures and operations; knowledge of equal opportunity policies and procedures; considerable interpersonal skills; 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.

General Experience: Eight (8) years professional experience in human resources management.

Special Experience: One (1) year of the General Experience must have been at the full working level in human resources management. For state employees this is interpreted at the level of Human Resources Specialist or Human Resources Consultant 2.

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 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 Specialist or Human Resources Consultant 2 may be substituted for the General and Special Experience.

Special Requirements:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's License.

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, should submit a cover letter, a resume, and an Application for Employment ([CT-HR-12](#)). Current state employees must also submit two years of performance evaluations and two years of time and attendance. Applications are to be mailed and received by the closing date.

Incomplete application materials will not be considered.

**Office of the Secretary of State
Attention: Suzanne Pinette
HUMAN RESOURCES UNIT
30 Trinity Street
Hartford, CT 06106**

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.