

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
PROMOTIONAL / LATERAL TRANSFER OPPORTUNITY  
PRINCIPAL HUMAN RESOURCES SPECIALIST**

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

**Open To:** State of Connecticut Employees.

**Location:** Bureau of Financial and Support Services, Human Resources Division

**Job Posting No:** 105221

**Type of Position:** Full-time, Permanent

**Annual Salary:** \$75,653.00 - \$97,032.00 MP63

**Closing Date:** 07/09/2013

**Eligibility Requirement:** Candidates must be on the current PRINCIPAL HUMAN RESOURCES SPECIALIST 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.

**Description of Duties:**

- Provides generalist human resources services to 1100 full time/600 seasonal statewide employees;
- Oversees the Personnel Operations Management Unit within DEEP Human Resources division;
- Supervises staff in the full range of human resources management functions within a centralized office including planning workflow and determining priorities; scheduling, assigning, overseeing and reviewing work; providing training and assistance to assigned staff; and evaluating performance.
- Assists in development, coordination and implementation of agency human resource policies and procedures such as FMLA, ADA, recruitment, selection, classification, compensation, and workforce and organizational planning;
- Interprets collective bargaining agreements; advises executives, administrators, managers and supervisors regarding labor relations issues, human resource policies and procedures, administers progressive discipline; participates in employee investigations, may represent the agency at hearings and/or grievances; may serve on reclassification grievance panels;
- Conducts recruitment of all level of positions; ensures compliance with equal opportunity, union contracts and state policies and procedures regarding recruitment and selection process;
- Consults with the Department of Administrative Services and the Office of Labor Relations on classification, compensation, policy and collective bargaining agreement related issues; develops and recommends new or revised job classifications;
- Counsels employees in job mobility and benefits issues; develops and participates in training for agency employees on human resources programs, policies and procedures;
- Analyzes and resolves complex situations and issues; assists in the preparation of reports, manuals and correspondence.

**Preferred Candidate:**

- Excellent leadership and supervisory skills;
- Knowledge of and ability to apply management principles and techniques;
- Exceptional communication skills including interpersonal, written, negotiation and conflict resolution;
- Experience working with Core-CT HRMS module and developing EPM reports;
- Considerable ability to analyze, interpret and apply laws, statutes, regulations, policies, and collective bargaining agreements;
- Experience or knowledge of benefits administration, including FMLA and ADA;
- Knowledge of public human resources administration including recruitment, selection, classification, and compensation.

**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, resume and a CT-HR-12 Application for Employment. Current state employees must provide a copy of his/her last two performance appraisals to: **(Incomplete packages will not be considered)**

**Department of Energy and Environmental Protection  
Human Resources Division  
79 Elm Street  
Hartford, CT 06106-5127  
Attn: Elizabeth Checo  
Telephone: (860) 424-3006  
Fax: (860) 424-3896**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action and Equal Opportunity Employer that is committed to complying with the Americans with Disabilities Act. To request an accommodation contact us at (860) 418-5910 or [deep.accommodations@ct.gov](mailto:deep.accommodations@ct.gov)