

DEPARTMENT OF BANKING
JOB OPPORTUNITY
PRINCIPAL HUMAN RESOURCES SPECIALIST
HUMAN RESOURCES

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

Open To: Current Connecticut state employees in the classified service holding the title of Principal Human Resources Specialist and to candidates eligible for hire from the current Principal Human Resources Specialist examination list.

Location: Hartford, CT

Hours: 1st shift

Salary: Starting at \$75,653

Closing Date: Applications must be **received by** the close of business (5:00p.m.), Tuesday, December 18, 2012.

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.

Responsibilities:

The Principal Human Resources Specialist position will have primary responsibility for and supervision of all human resources functions for the Department of Banking. Responsibilities will include developing and administering the agency Affirmative Action Plan, conducting recruitment and selection activities, consulting with managers and employees on state HR rules and procedures, interpreting union contracts, and assisting with investigations and grievances.

Qualifications:

Knowledge of public sector human resources administration, particularly in the areas of labor relations, investigations and discipline, HR policies, and equal opportunity policies and procedures; knowledge of workers compensation, FMLA, ADA; ability to produce the agency Affirmative Action Plan; excellent oral and written communication skills; problem solving ability; some knowledge of employment and civil rights law. Experience within Connecticut State government in Human Resources, Affirmative Action Plan development, and use of Core-CT are a plus.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions:

To apply, please send a cover letter, resume, and State of Connecticut Application Form for Employment (CT-HR-12) to the address shown below. The State of Connecticut Application Form for Employment (CT-HR-12) may be accessed at www.das.state.ct.us under State Employment.

Claudia Helfgott, Principal Human Resources Specialist
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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an affirmative action/equal opportunity employer and strongly encourages the applications of women, minorities, veterans, and persons with disabilities.