

Office of Policy and Management  
JOB OPPORTUNITY  
PRINCIPAL HUMAN RESOURCES SPECIALIST  
Division of Administration

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

**Open To:** State Employees  
**Location:** 450 Capitol Avenue, Hartford, CT. 06106  
**Hours:** 8 – 5 full-time  
**Salary:** MP 63 Minimum \$75,653  
**Closing Date:** December 23, 2011

**Eligibility Requirement:** Candidates must have 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.

**Knowledge, Skills and Abilities:** 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 principals 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:** Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment. Incumbents may be required to travel.

**Duties and Responsibilities:** The duties of this position will include human resources, labor relations, equal employment opportunity, training and internship functions for the agency.

**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 to:

Bette Jenak  
Office of Policy and Management  
450 Capitol Avenue MS#55 ADM  
Hartford, CT. 06106-1308  
FAX (860)418-6487

**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.