

JOB POSTING
OFFICE OF THE COMMISSIONER

PRINCIPAL HUMAN RESOURCES SPECIALIST – Position Number OC101265

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

Open to: **Candidates on a current examination list**

Location: 460 Silver Street, Middletown, Ct 06457

Program/Unit: Labor Relations

Shift/Schedule/Hours: 1st shift/Monday - Friday, 8:00 am - 4:30 pm, 40 hours a week

Salary: \$75,653.00

Posting Date: March 27, 2012

Closing Date: April 10, 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. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties may include but not limited to: Develops or assists in development, coordination and implementation of agency human resource policies; Interpret contract language involving numerous contracts; plans workflow and determines priorities; schedules, assigns, oversees and reviews work; conducts a variety of investigations and recommends appropriate actions; advises executives, administrators, managers and supervisors regarding labor relations issues, human resource policies and procedures; performs administrative investigations for disciplinary action; administers progressive discipline; investigates charges of discrimination; negotiations of Memorandums of Understanding, Stipulated Agreement and Labor Management Agreements; impose administrative leave; represents agency at hearings or most complex grievances; serves as a member of labor contract negotiating teams; consults with the Department of Administrative Services and the Office of Labor Relations on classification, compensation, policy and collective bargaining agreement related issues; analyzes and resolves complex situations and issues; may serve on reclass grievance panels; may administer agency employee assistance program and recommend counseling to employees; performs related duties as required.

Special Requirement:

Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment. Incumbent will be required to travel. Must have and retain a current motor vehicle operator's license.

Note: Applicants will be selected in accordance with reemployment, SEBAC, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions:

Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

Office of the Commissioner
410 Capitol Avenue, Hartford, CT 06105
Fax: 860-418-6697 Phone: (860) 418-6866
Email: Edra.knight@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. MP (02)