

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES  
PRINCIPAL HUMAN RESOURCES SPECIALIST  
LABOR RELATIONS UNIT

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

**Open To:** Candidates on a current examination list or lateral transfers

**Location:** 460 Silver Street, Middletown, Ct 06457

**Job Posting No:** OC26597

**Hours:** Monday - Friday, 8:00 am - 4:30 pm, 40 hours a week

**Salary:** \$75,653.00

**Closing Date:** June 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:** 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.

**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:** 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.

**Substitution Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree. 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. 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 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:** 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:

Human Resources  
410 Capitol Avenue, Hartford, Ct 06106  
FAX: (860) 418-6697  
Edra.Knight@po.state.ct.us

**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.