

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:** Candidates on certified examination list or a lateral transfer
- Location:** 450 Capitol Avenue, Hartford, CT 06106
- Job Posting No.** **100280** (Please include this number in your cover letter and on your application)
- Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m. (40 hours per week)
- Salary:** \$80,261 – \$109,428 annual
(New hires into state service usually start at the minimum of the salary range)
- Closing Date:** Must be received in this office by close of business (4:00 p.m.) August 18, 2014

The Office of Policy and Management (OPM) seeks to fill a Principal Human Resources Specialist vacancy in the Division of Administration.

Duties:

This position has the sole responsibility for performing the full range of human resources management and equal employment opportunity functions for OPM, which has an authorized position count of 127. Human resources functions include but are not limited to, labor and employee relations, recruitment and hiring, FMLA, workers' compensation, administration of employee assistance program, and counseling employees regarding career development and upward mobility. Equal employment opportunity functions include preparation and implementation of OPM's biennial affirmative action plan.

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 principles 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.

Eligibility Requirements:

Candidates must have passed the Principal Human Resources Specialist examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the title or those who have previously attained permanent status may apply for a lateral transfer.

Note: The filling of this position will be in accordance with reemployment, SEBAC rules, if applicable.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit (1) cover letter that describes your interest and suitability for the position; (2) resume; and (3) Application for Employment (form CT-HR-12) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. **Do not include your social security number on the Application for Employment form.** Your application will not be considered complete without these three (3) documents. Submit your application to:

Office of Policy and Management – Human Resources

450 Capitol Avenue

MS# 55SEC

Hartford, CT 06106

Attn: MaryAnn Palmarozza

Tel: 860-418-6360

NOTE: Applications may be e-mailed to maryann.palmarozza@ct.gov.

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.