

DEPARTMENT OF MOTOR VEHICLES  
JOB OPPORTUNITY  
PRINCIPAL HUMAN RESOURCES SPECIALIST

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

**Open To:** CURRENT STATE EMPLOYEES  
**Location:** 60 STATE STREET, WETHERSFIELD, CT  
**Job Posting No:** 8197  
**Hours:** Full - Time  
**Salary:** \$75,673 - \$97,032  
**Closing Date:** APRIL 2, 2013

The Department of Motor Vehicles is accepting applications and resumes for the position of Principal Human Resources Specialist. The selected candidate for this position will serve as the Lead Labor Relations Representative and will also function as the Assistant Director of Human Resources for the Agency. The Department of Motor Vehicles employs 730 full-time and part time employees at 14 work locations throughout the state and has a workforce that is represented by 5 collective bargaining units. The selected candidate will also supervise HR and clerical staff as part of their duties and will likely be involved in some general recruitment duties as well as serving as DMV's main responder to employee CHRO complaints.

**Eligibility Requirement:** Candidates must currently be state employees who are on a current Department of Administrative Services certification list for the classification of Principal Human Resources Specialist. State employees currently holding the title of Principal Human Resources Specialist, or those who have previously attained permanent status in this classification, may apply for this position.

**Special Experience:** The Agency is seeking a candidate with the following demonstrated skill sets:

1. Strong Labor Relations background which includes successful presentation of discipline and contract grievance cases;
2. Investigative and analytical skills which include, knowledge of state contracts, the just cause standard, construction of discipline letters, and ability to make recommendations for action to senior management;
3. Experience in providing effective guidance to managers and supervisors on Human Resource matters;
4. Effective communication skills including, strong interpersonal, writing, and conflict resolution abilities;
5. Knowledge of Affirmative Action and general recruitment processes for state government;
6. Ability to lead and train staff from all levels of the organization.

**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, resume, Application for Employment (CT-HR-12) and your last two performance evaluations either by **regular mail or e-mail** to:

**DMV – HUMAN RESOURCES  
ATTENTION: LISA UPTON  
60 STATE STREET  
WETHERSFIELD, CT 06161**

**E-MAIL ADDRESS:** [lisa.upton@ct.gov](mailto:lisa.upton@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.