State of Connecticut
JOB POSTING

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES

PRINCIPAL HUMAN RESOURCES SPECIALIST

OFFICE OF THE COMMISSIONER

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: 410 Capitol Avenue, Hartford, CT 06106

Job Posting No: OC00101037

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

Salary: $77,923.00

Closing Date: August 28, 2013

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 include: Incumbent will be responsible for the oversight of Human Resources functions for the Office of the Commissioner, specifically focusing on the classification and organizational design aspects of a 400 staff payroll; Interact with high level managers, Department heads and the Commissioners Executive staff to design a and create an organization that meets the challenges of delivering behavioral health care in accordance with state and federal mandates. The incumbent will also oversee the unit at Capitol Region Mental Health Center (CRMHC) (225+ employees) to promote consistency between the two geographically close locations and encourage the sharing of resources between the 2 units. As the agency wide Classification/Business Rules expert, incumbent will be critical in the development of monthly training within the Agency HR staff on: new and existing business rules, organizational design, desk audits and classification review before DQ submission, understanding, examinations, decentralized classification, ETC. With the HR Administrators, incumbent will assist in working to develop consistency of classification and business rules throughout the Agency and the incumbent will be instrumental in that role. All CORE CT classification transactions will flow through this queue and the incumbent will be critical in the development of monthly training within the Agency HR staff on: new and existing business rules, organizational design, desk audits and classification review before DQ submission, understanding, examinations, decentralized classification, ETC. This includes being the joint supervisor of the CORE processing unit within the Agency.

Knowledge Skills and Abilities Considerable knowledge of public human resources administration including recruitment, selection, classification, compensation, and career counseling; considerable knowledge of relevant state and federal laws, statutes, and regulations; ;knowledge of and ability to apply management principles and techniques; 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. Candidate must have considerable knowledge of State HR business rules and an ability to teach those principles throughout an organization both formally and through HR information system management. The candidate should have experience analyzing complex classification issues and making appropriate classification determinations that address the short and long term needs of 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:

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.