

DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITY

HUMAN RESOURCES SPECIALIST

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

The Department of Social Services is seeking an energetic human resources professional who will independently performing a full range of complex professional duties relating to human resources management. This position will be based at our Hartford Central Office reporting to the Human Resources Manager.

**Open To:** The Public and State Employees who meet the following eligibility:

*Applicants must have taken and passed the current state of CT examination for Human Resources Specialist. State employees who are currently classified at this level or previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this vacancy.*

**Location:** 55 Farmington Ave., Hartford, CT

**Job Posting No:** DSSHRS

**Schedule:** Monday – Friday: 8:30am – 5:00pm

**Salary Range:** \$70,662 - \$96,351 Annually

**Closing Date:** September 23, 2014

**Essential Responsibilities:**

As an active member of the human resources team, you will serve as a business partner with the offices you service and play a vital role in the management of employee activity. Your responsibilities will include workforce planning, recruitment, applicant screening, interviewing, reference and background checking as well as employee orientation, and career counseling. You will confer with employees and superiors on human resource issues; analyze problem situations and recommend appropriate actions to office managers and supervisors. You will assess office staffing on an ongoing basis to ensure that appropriate classifications, compensation and structure are in place. You will provide counsel and advice to employees on matters related to employment, career development, transfer, separation, recruitment, employee benefits, retirement benefits and employee assistance programs. Other responsibilities include managing and providing counsel on the issuance of performance assessments and evaluations; processing human resources records and transactions; preparing statistical reports; performing job audits; and training all levels of assigned staff in human resources policies.

**Qualifications:**

Considerable knowledge of public human resources administration including recruitment, selection, classification, compensation, career counseling and employee relations, knowledge of relevant state and federal laws, statutes and regulations; knowledge of labor relations principles and procedures; knowledge of payroll procedures and operation and benefits administration; knowledge of equal opportunity principles and requirements; considerable interpersonal skills; considerable written and oral communication skills; interviewing skills; negotiation and conflict resolution skills; ability to read and interpret laws, statutes, regulations, policies, and collective bargaining agreements; ability to analyze complex problems quickly and determine effective solutions; ability to counsel employees; ability to deliver training programs. Successful applicants must also demonstrate the ability to build strong working relationships with office management, supervisors, staff and coworkers.

Proficiency in the navigation and use of Connecticut's Core-CT Human Resources Management System (HRMS) and EPM reporting module is necessary. Incumbents in this class must successfully complete the State of Connecticut Certification in Human Resources Management Program within six (6) months of appointment.

**Note:** The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION FORMS). Please **mail** your completed

State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory reference letters (*State employees must submit their two (2) most recent Performance Appraisals and Attendance Records from July 2012 to present in lieu of references*) **in duplicate** to:

**Kelly Geary, Principal Human Resources Specialist  
Department of Social Services  
55 Farmington Ave. – 5th Floor  
Hartford, CT 06105**

**Due to the large volume of applications received, we are unable to confirm receipt of applications.**

**\*PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED\***

**~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~**

**APPLICATIONS MUST BE RECEIVED BY TUESDAY, SEPTEMBER 23, 2014**

**An Equal Opportunity / Affirmative Action Employer**

*The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.*