

SECRETARY OF STATE  
JOB OPPORTUNITY  
HUMAN RESOURCES SPECIALIST

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

**Open To:** Current State Employees (Candidates on a current examination list or lateral transfer)  
**Location:** 30 Trinity Street, Hartford, CT 06106  
**Job Posting No:** 231  
**Hours:** Full-Time (40 hours) Monday - Friday  
**Salary:** MP-60 \$70,662 - \$96,351  
**Closing Date:** April 25, 2017

**Eligibility Requirement:** Candidates must have applied for and passed the 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.**

The incumbent of this position will be the sole human resource representative to the Secretary of State and will be accountable for independently performing a full range of complex professional duties relating to human resources management. The incumbent may also be involved in the development of procedures, training for new employees and supervisors. This position will be responsible for conducting some fact-finding investigations into employee conduct.

Interested candidates should possess strong overall human resource skill sets, with experience in recruitment, Core-CT, EPM Reporting in Core-CT, conducting fact –finding investigations and involvement in labor relations activities. Ability to supervise and train staff is also desired.

The Secretary of State is seeking candidates who have strong leadership abilities and are able to guide and assist managers, supervisors, and employees in resolving work related issues. The selected candidate should have a strong work ethic, superior written and verbal communication skills, and excellent customer service values.

**KNOWLEDGE, SKILL AND ABILITY:**

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 design and deliver training programs.

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid 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, an Application for Employment ([CT- HR-12](#)), two years of performance evaluations, and two years of time and attendance to:

Secretary of State  
Attention: Suzanne Pinette  
HUMAN RESOURCES UNIT  
30 Trinity Street  
Hartford, CT 06106  
Fax # 860-509-6236  
E-MAIL ADDRESS: [suzanne.pinette@ct.gov](mailto:suzanne.pinette@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.