

State of Connecticut
JOB POSTING

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
HUMAN RESOURCES SPECIALIST

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

Open To: Lateral transfers and candidates on a current examination list
Location: Human Resources, Middletown
Job Posting No: 6657
Salary: \$70,662 - \$96,351 (New hires to state employment start at the minimum salary range)
Closing Date: Monday, August 11, 2014

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. State employees currently holding the HUMAN RESOURCES SPECIALIST or those who have previously attained permanent status in this class may apply for a 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: Responsible for implement complex human resources functions for assigned areas of responsibility; coordinate and implement agency human resource policy, plan workflow and determine priorities, provide training and assistance to staff, conducts a variety of investigations and recommends appropriate actions, conduce and assist with performance evaluations, interprets collective bargaining agreements, advise managers and administrators regarding labor relations issues, administers progressive discipline, represents the agency at hearings, serves as a member of labor contract negotiating terms, conducts difficult recruitment, ensures compliance with EEO policy, advises agency staff on appropriate organizational structure as well as develop and recommends new or revised job specifications; administer Military leave, FMLA leave, career development, upward mobility and various classification and benefit issues with all staff; perform related duties as required.

Preferable Candidate: Dependable, willing to take on responsibilities and challenges; adaptable to changes in a fast past office; able to deal with high stressful situations; maintain personal challenging achievement goals and exerting effort; thorough in completing work tasks; and have experience with CORE-CT would be a plus.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, [CT-HR/12](#) (State Application) & [CT-HR/13](#) (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Monday, August 11, 2014, close of business** to:

The Department of Emergency Services and Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 – 8356

***Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer