

CONNECTICUT DEPARTMENT OF CORRECTION

JOB OPPORTUNITIES

Human Resources Specialist

(May be under-filled at the level of Human Resources Associate)

Please follow the specific application filing instructions at the bottom of this page!

Open To: The Public

Location: Central Office, Wethersfield, CT

Hours: 40 Hours per Week, 1st Shift, Monday – Friday

Salary: MP 60 - \$68,603 - \$93,544 (Human Resources Specialist)
MP 57 - \$59,261 - \$80,808 (Human Resources Associate)

Closing Date: June 25, 2014

Minimum 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 design and deliver training programs.

Eligibility Requirement:

Candidates must have applied for and passed the Human Resources Specialist and/or Human Resource Associate exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding one of the above titles or those who have previously attained permanent status in the class may also apply.

Preferred Experience:

The ideal candidate should possess a strong generalist background and have experience in the following areas: recruitment, benefit administration, payroll, and processing employee paperwork for retirement, FMLA, etc. Familiarity with CORE-CT or PeopleSoft is a plus. This position requires superior oral and written communication skills, analytical ability and a focus on providing customer service to employees. This position may require travel to Correctional Institutions around the state.

Note:

The filling of this position will be in accordance with reemployment, transfer, promotion and merit employment rules. Department of Correction employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Interested candidates who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at <http://www.das.state.ct.us/HR/Forms/CT-HR-12 Application.pdf>. Please email or mail your information to:

Susan Levey, Administrative Assistant
Department of Correction
Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109
Susan.Levey@po.state.ct.us

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