



# CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC PRINCIPAL HUMAN RESOURCES SPECIALIST

ANNUAL \$75,653  
SALARY: \$97,032

SALARY  
GROUP: MP 63

APPLICATION CLOSING  
DATE: SEE BELOW

EXAM  
NO: 062293CRFD

**THIS EXAMINATION WILL ALSO BE USED TO FILL VACANT POSITIONS IN THE CLASS OF HUMAN RESOURCES CONSULTANT 3**

**PURPOSE OF CLASS:** In a state agency this class is accountable for acting as a working supervisor over a full range of human resources management functions or for performing as a specialist responsible for performing highly complex agency wide labor and employee relations activities.

### MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

**GENERAL EXPERIENCE:** Eight years professional experience in human resources management.

**SPECIAL EXPERIENCE:** One year of the General Experience must have been at the full working level in human resources management. For state employees this is interpreted at the level of Human Resources Specialist or Human Resources Consultant 2.

**SUBSTITUTIONS ALLOWED:** (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or law degree may be substituted for one additional year of the General Experience. (3) For state employees one year as a Human Resources Specialist or Human Resources Consultant 2 may be substituted for the General and Special Experience.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six months of appointment. (2) Incumbents in this class may be required to travel.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA's):** Considerable knowledge of public human resources administration including recruitment, selection, classification, compensation, career counseling and employee relations; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of labor relations; knowledge of and ability to apply management principles and techniques; knowledge of occupational safety and health; 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.

<b>THE EXAMINATION WILL BE COMPOSED OF:</b>	<b>PART</b>	<b>WEIGHT</b>
<b>(Exam questions will cover KSA's listed above.)</b>	<b>WRITTEN</b>	<b>100%</b>

[Applicants admitted to take the Human Resources Associate, Human Resources Specialist, and/or Principal Human Resources Specialist examinations will only need to attend one examination session. You must apply for all examinations separately if you wish to be considered for jobs at all levels.]

**APPLICATION INSTRUCTIONS AND TEST DATES:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history. Be certain to detail your experience including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **Applications must be date stamped by DAS/Human Resources or postmarked by OCTOBER 18, 2012 for the DECEMBER 6, 2012 test date. (Reserve the entire day as this examination may be scheduled for the morning or afternoon.)** Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2840**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. **A separate application form must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

(revised October 3, 2012 )

### 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, persons with disabilities and military veterans.