

**DEPARTMENT OF LABOR  
PROMOTIONAL/LATERAL TRANSFER OPPORTUNITY  
HUMAN RESOURCES SPECIALIST**

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

**Open To:** State of Connecticut Employees  
**Location:** 200 Folly Brook Boulevard, Wethersfield  
**Job Posting No:** 541  
**Hours:** 8:00 a.m. – 4:30 p.m.  
**Salary:** \$66,604 - \$85,436  
**Closing Date:** June 25, 2013

**Eligibility Requirement:** This posting is for current State of Connecticut employees holding the title of Human Resources Specialist who are interested in a lateral transfer or current State of Connecticut employees who are on an active exam certification list for Human Resources Specialist.

**Duties:** Interprets collective bargaining contracts, human resource policies and procedures; confers with employees and superiors on human resource issues; analyzes problem situations and takes or recommends appropriate action; ensures proper organizational structure, use of classification system and implementation of compensation plan; screens, interviews, refers and recommends candidates for employment; develops materials for special recruitment programs; conducts orientation sessions; counsels and advises employees on matters related to employment, career development, transfer, separation, recruitment, employee benefits, and/or retirement benefits; counsels and refers employees to assistance programs; conducts investigations; administers progressive discipline; consults with the Department of Administrative Services on issues of classification, compensation and policy; coordinates performance management system; processes human resource records and transactions; maintains human resource information systems; prepares or oversees preparation of reports; performs job audits; trains new staff in human resource policies; assists in implementation of equal opportunity policies and procedures; implements and may assist in developing agency training programs; may serve at reclassification grievance panels and labor contract negotiating teams; may represent agency in grievances and other hearings; may oversee preparation of multiple payrolls; performs related duties as required.

**Note:** The ideal candidate will have a strong generalist background, experience working with CORE-CT, knowledge of relevant state and federal laws, statutes and regulations, and considerable interpersonal, written and communication skills.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a copy of their last two service ratings, a State of Connecticut Application for Examination or Employment (CT-HR-12), and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement), which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. Current Department of Labor employees are not required to submit the Pre-Authorization and Release form. The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 541. Submit via mail to:

**DEPARTMENT OF LABOR – HUMAN RESOURCES  
200 Folly Brook Boulevard  
Wethersfield, CT 06109  
FAX NUMBER (860) 263-6699**

Please note: Applications will not be considered if incomplete, missing materials, or not received or postmarked by the above closing. Not all applicants will be interviewed. If you choose to fax your application package you do not have to also send copies via mail. Due to the large number of expected applicants we cannot confirm receipt of application materials.

The filling of this position will be in accordance reemployment, SEBAC, transfer, promotion and merit employment rules.

**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.

CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: (    ) \_\_\_\_\_

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

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|-------------|------------------------|
| Date Signed | Signature of Applicant |
|-------------|------------------------|

As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

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|-------------|-----------|
| Date Signed | Signature |
|-------------|-----------|

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained/reviewed at the following link:

[http://www.ct.gov/ethics/lib/ethics/guides/2012/public\\_officials\\_and\\_state\\_employees\\_guide\\_december\\_2012\\_rev.pdf](http://www.ct.gov/ethics/lib/ethics/guides/2012/public_officials_and_state_employees_guide_december_2012_rev.pdf)