

Office of Governmental Accountability
State Employees Only
Human Resources Specialist

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

Open To: **Current State Employees Only** (Candidates on a current examination list or lateral transfer)
Location: 18-20 Trinity Street, Hartford, CT
Job Posting No: **103160**
Hours: Full time, 40 hours per week
Salary: \$ 2,551.88 bi-weekly (minimum)
Closing Date: **March 13, 2013**

Responsibilities:

The Human Resources Specialist position will have responsibility of **all** human resources functions, payroll, labor relations, and Affirmative Action in the Office of Governmental Accountability. Responsibilities will include, conducting recruitment and selection activities, consulting with managers and employees on state HR rules and procedures including FMLA and Workers Comp, interpreting union contracts and State Statutes and developing and administering the agency Affirmative Action Plan.

Qualifications:

Demonstrated knowledge of State human resources administration; hands on use of Core-CT in HR, payroll and benefit modules; advanced organizational skills; problem solving ability; excellent oral and written communication skills; and ability to succeed in a high pressure environment.

Application Instructions: Interested and qualified candidates should submit a cover letter that describes your interest and suitability for the position, resume, and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106
Confidential Fax: (860) 622-4921 (preferred method of submission)

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.