

**OFFICE OF THE STATE COMPTROLLER
PROMOTIONAL / LATERAL TRANSFER OPPORTUNITY
PRINCIPAL HUMAN RESOURCES SPECIALIST**

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

Open To: State of Connecticut Employees
Location: 55 Elm Street, Hartford, CT
Job Posting No: #771
Hours: Full-Time (40 hrs/week)
Salary: \$77,923 (MP63) Starting Annual Salary
Closing Date: Tuesday, July 16, 2013 - Application materials must be received by 4:30 p.m. by this date

The Office of the State Comptroller (OSC) is currently seeking an energetic human resources professional to full a **Principal Human Resources Specialist** position within the Management Services Division – Human Resources Office. The selected candidate will be responsible for managing the Office of the State Comptroller’s labor relations activities. In addition, this position will supervise staff in the full range of human resources management functions within a centralized office including planning workflow and determining priorities; scheduling, assigning, overseeing and reviewing work; providing training and assistance to assigned staff; and evaluating performance.

Eligibility Requirement: Candidates must have applied for and passed the **Principal Human Resources Specialist** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status in the 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.**

Examples of Duties: Responsible for supervising the human resources and payroll operations of the agency; developing, coordinating and implementing agency human resource policies and procedures such as FMLA, ADA, recruitment, selection, classification, compensation, and workforce and organizational planning; conduct a variety of investigations and recommend appropriate action; interpret collective bargaining agreements; advise managers and supervisors regarding labor relations issues, human resources policies and procedures; administer progressive discipline; participates in employee investigations, represent agency at hearings and/or grievances; serve as a member of labor contract negotiating teams; participate with recruitment activities; ensures compliance with equal opportunity; union contracts and state policies and procedures regarding recruitment and selection process; consults with the Department of Administrative Services and the Office of Labor Relations on classification, compensation, policy and collective bargaining agreement related issues; develops and recommends new or revised job classifications; counsel employees in job mobility and benefits issues; develop and participate in training for agency employees on human resources programs, policies and procedures; analyze and resolve complex situations and issues; prepare reports, manuals and correspondence; assist with the preparation of the agency’s Affirmative Action Plan; Monthly Position Status Report; assist the agency’s Business Office with budget preparation and development, payroll reconciliation, salary projections, budget expenditures and fiscal analysis activities and performs other related duties as required.

PREFERRED EXPERIENCE AND SKILLS:

- Knowledge in the Labor Relations process;
- Exceptional communication skills including interpersonal, written, negotiation and conflict resolution;
- Proficient in the navigation and use of Core-CT HRMS module and developing EPM reports;
- Knowledge of payroll regulations, procedures and operations;
- Excellent leadership and supervisory skills;
- Considerable ability to analyze, interpret and apply laws, statutes, regulations, policies, and collective bargaining agreements;
- Experience or knowledge of benefits administration, including FMLA and ADA;
- Knowledge of public human resources administration including recruitment, selection, classification, and compensation.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, resume, three (3) letters of professional references from current and/or previous supervisors and an Application for Examination or Employment (Form CT-HR-12 – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) (Please indicate the job posting number on the application form). State employees must include copies of their last three (3) Performance Evaluations in lieu of references no later than the closing date at the top of this announcement to:

Elena Vazquez, Human Resources Associate
Office of the State Comptroller
Management Services Division - Human Resources Office
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106
OR
Fax to: 860-702-3324
Email: elena.vazquez@po.state.ct.us

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

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.