

**DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY
HUMAN RESOURCES SPECIALIST**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

The Department of Social Services is seeking an energetic human resources professional who will independently perform a full range of complex professional duties relating to human resources management. This position is located at our Hartford Central Office reporting to a Principal Human Resources Specialist, with primary responsibilities for Core-CT entries and record management.

Open To: **The Public and State Employees who meet the following eligibility:**

Applicants must have taken and passed the current state of CT examination for Human Resources Specialist. State employees who are currently classified at this level or previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this vacancy.

Location: 25 Sigourney Street, Hartford, CT

Job Posting No: HRSCORE

Schedule: Monday – Friday: 8:00am – 4:30pm

Salary Range: \$68,603 - \$93,544 Annually

Closing Date: December 4, 2013

Essential Responsibilities:

As an active member of the human resources team, you will play a vital role in the management of employee and position record administration. Your primary responsibilities will include the processing of human resource records and transactions; assessing, processing and auditing all Core-CT entries related to employee and position activity, handling all activity related to list generation and processing in the APS/ATC database; preparing and assessing and/or overseeing the preparation of various reports through EPM, Excel and other databases as needed; and partnering with HR professionals, and agency management in workforce planning, recruitment, applicant screening, interviewing, reference and background screening as well as employee orientation, and career counseling.

You will also be called on to assist in developing training staff in HR related training programs, policies and systems and perform other related tasks as assigned and needed.

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 deliver training programs. Successful applicants must also demonstrate the ability to build strong working relationships with office management, supervisors, staff and coworkers.

Proficiency in the navigation and use of Connecticut's Core-CT Human Resources Management System (HRMS), EPM reporting module and APS/ATC database are necessary. Incumbents in this class must have successfully completed the State of Connecticut Certification in Human Resources Management Program or must complete the training within six (6) months of appointment.

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

Application Instructions:

If this opportunity interests you and you meet the qualifications noted above, please download a State of Connecticut Application for Examination or Employment (CT-HR-12) from the State of Connecticut's Department of Administrative Services' Website: www.das.state.ct.us/exam/default.asp#APPLICATION and FAX or MAIL your completed application with a cover letter and copies of your two (2) most recent service evaluations to:

**Ellen Mantel, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106
(Fax) 860-951-2979**

Applications must be received or postmarked by Wednesday, December 4, 2013, close of business

An Equal Opportunity / Affirmative Action Employer

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