



# Connecticut Lottery Corporation

## Position Vacancy Announcement

(Open to the Public)

**TITLE:** Human Resources Specialist  
**SALARY:** Commensurate with experience

The Connecticut Lottery Corporation, a quasi-public entity with over one billion dollars in annual sales, is currently recruiting for a Human Resources Specialist. Under the direction of the Director of Human Resources, independently performs a full range of professional duties relating to human resources management. Various areas of responsibility include payroll, benefits administration, recruitment, onboarding, retirement, training and development and the maintenance of human resource systems. May supervise paraprofessional and clerical employees as assigned.

Duties include the following: Prepares, calculates and balances payroll bi-weekly. Ensures compliance with State and Federal labor laws including FMLA, OSHA, Workers Compensation, FLSA, IRS and administers programs. Coordinates health, life and disability insurance enrollments, administers programs, and communicates with service providers. Administers recruitment process in accordance with State statutes and applicable collective bargaining agreements. Conducts turnover analysis and forecasts for the human resources function using analytics and metrics. Oversees and maintains employee handbook. Prepares retirement and separation packets, including accurate calculations, unemployment and COBRA notices. Interprets collective bargaining agreements and advises supervisors on contract interpretation and employee discipline. Oversees training needs and conducts training. Counsels employees on a variety of issues affecting their employment including transfer, career development, the employee assistance program; employment procedures, layoffs, retirement, etc. Oversees performance evaluation process to ensure evaluations are conducted, reviewed and returned to personnel files. Procures temporary employees when required. Maintains the transportation and vehicle maintenance program. Prepares a wide variety of correspondence, memorandums, letters, reports, charts, graphs, forms and performs related duties as required.

Qualified candidates must possess the following combination of knowledge and experience: An Associate's degree in human resource management or business management or closely related field with a minimum of five (5) years of experience in Human Resources. Experience in a collective bargaining environment a plus. Bachelor's degree or SHRM or comparable certification preferred.

Considerable knowledge of and experience interpreting and applying state and federal employment laws, statutes and regulations, policies, and labor contract provisions; demonstrated analytical and problem-solving ability; excellent written and oral communication skills; strong interpersonal skills; proven attention-to-detail and strong organizational skills; expert computer skills. Proficient in mathematical calculations, using fractions, percentages, and ratios. Experience with forecasting, analytics, and metrics preferred.

Interested candidates must submit a completed CLC application, available at [www.ctlottery.org](http://www.ctlottery.org), along with a cover letter, writing sample, resume, and salary requirements to:

Connecticut Lottery Corporation  
Human Resources  
777 Brook Street, Rocky Hill, CT 06067  
Fax to (860) 713-2670; or e-mail to [HR@ctlottery.org](mailto:HR@ctlottery.org).

CLC applications should be submitted by **Tuesday, May 22, 2018**, but will be considered until the position is filled.

Offer of employment is subject to licensing and other applicable policies.

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