

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
HUMAN RESOURCES ASSOCIATE
CORE-CT/EPM UNIT

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

Open To: State Employees on the current Human Resources Associate certification list.

Location: 101 East River Drive, East Hartford, CT

Job Posting No: 83810

Hours: Full Time/40 hours per week

Salary: MP57: Salary Range: \$59,261 - \$80,808

Closing Date: November 18, 2013

The Department of Administrative Services is currently seeking to fill a Human Resources Associate position in the CORE-CT/EPM Unit. This position is the sole position responsible for providing EPM HR training, guidance, solutions, query design and support to Human Resources, Payroll, and Benefits staff statewide in the CORE-CT Enterprise Performance Management (EPM) system. Other duties include responding to and troubleshooting CORE-CT EPM Level II help tickets; providing reporting solutions to both central and line agencies by applying various HR business processes, rules, personnel regulations and statutes, collective bargaining unit contracts, time and labor rules, HIPPA, and FOI laws in order to comply with regulatory, transactional, operational and strategic reporting needs, while understanding the underlying Data Warehouse tools and technology; providing and maintaining hundreds of public statewide reports for the on-line catalog of EPM reports for Human Resources, Position, Workers' Compensation, Recruitment, Payroll, Time and Labor and Benefits, used by EPM users daily; auditing and assurance that human resources data in EPM is accurate, timely, secure, and accessible to users statewide.

Eligibility Requirement: Candidates must have applied for and passed the Human Resources Associate 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 may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of the principles and practices of public human resources administration; basic knowledge of relevant state and federal laws, statutes and regulations; basic knowledge of employee and labor relations principles and practices; basic knowledge of equal opportunity principles and requirements; basic knowledge of payroll procedures and operations; oral and written communication skills; interpersonal skills; classification, compensation, payroll and benefits administration; ability to analyze problems quickly and determine effective solutions; ability to read and interpret laws, regulations, policies, procedures and collective bargaining agreements; ability to serve as an effective business partner; some ability to design and deliver formal and informal training.

The preferred candidate must:

- **Have experience working with CORE-CT's HRMS and Enterprise Performance Management (EPM) systems;**
- **Be detailed oriented;**
- **Have proven organizational and interpersonal skills to provide training and support to others.**

Special Requirements:

- Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment.
- Incumbents in this class may be required to travel.

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 should submit a cover letter, a CT-HR12 Application for Employment, copies of their 2 most recent performance evaluations/PARS, and a resume (optional) to:

DEPARTMENT OF ADMINISTRATIVE SERVICES
S.m.A.R.T./DAS HUMAN RESOURCES
165 Capitol Avenue
Hartford, CT 06106
ATTN: Susan Turko, Human Resources Specialist

OR
FAX to: 860-622-2835 (*Preferred Method*)
OR
EMAIL to: susan.turko@ct.gov

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 11/18/2013 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.