

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY  
Human Resources Assistant (Reposted)**

**Open To:** Candidates on the current examination list

**Location:** Central Office, Wethersfield, CT

**Position:** 110148

**Hours:** 40 Hours per week, 1<sup>st</sup> Shift, Monday - Friday

**Salary:** CR-19 \$54,171.00

**Closing Date:** March 17, 2015

**Example of Duties:**

Reviews application for minimum qualifications and participates in employment process; conducts employee orientation sessions; generates and coordinates processing of human resources transactions and requests for position actions (e.g. establish, reclassification); counsels employees on career mobility, employee benefits, separation, transfer, tuition reimbursement and/or retirement policies and procedures; participates in recruitment process; responds to inquiries by gathering information and composing correspondence; utilizes human resources information systems to produce reports and summarize data; assists in agency performance evaluation process; may assist in the preparation and delivery of training; may gather information and data for grievances and requests for information; may calculate seniority and longevity; may be assigned to one or more specialized human resources operations or programs; may assist human resources professionals with special projects; may conduct research; performs related duties as required.

**Eligibility Requirement:**

Candidates must have applied for and passed the Human Resources Assistant exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding one of the above titles or those who have previously attained permanent status in the class may also apply.

**Preferred Experience:**

This position will serve as an assistant to the Director and Assistant Director of Human Resources. The agency is seeking candidates with a generalist skills and superior customer service experience. Experience in the following areas is preferred: CORE (PeopleSoft), EPM reporting, position management, payroll, FMLA, and retirement reports. This position requires superior oral and written communication skills, analytical ability and a focus on providing customer service to employees.

**Note:**

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

**Application Instructions:**

Candidates who applied to the previous posting in November need not apply again. We have your application on file and will consider you for this position.

Interested candidates who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations, an application for Employment (Form CT-HR-12) which is available at [http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf) and a State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12A\\_Addendum.pdf](http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf) Please email or mail your information to:

**Susan Levey, Administrative Assistant  
Department of Correction  
Recruitment Office  
24 Wolcott Hill Road  
Wethersfield, CT 06109  
[Susan.Levey@ct.gov](mailto:Susan.Levey@ct.gov)**

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

03/03/15,00110148,CBR,6161.05