

**DEPARTMENT OF CORRECTION
JOB OPPORTUNITIES**

**HUMAN RESOURCES ASSISTANT (2 Positions)
HR Operations & WC/Dependability Unit**

Please follow the specific application filing instructions at the bottom of this page!

Open To: The Public

Location: Central Office, Wethersfield, CT

Hours: Monday – Friday, 40 hours per week; 1st Shift

Salary: CR 19 - \$52,593 to \$68,262

Closing Date: November 26, 2013

Eligibility:

The Department of Correction is currently recruiting for two Human Resources Assistants. Candidates who have passed the Human Resources Assistant examination and are on a current certification list promulgated by the Department of Administrative Services may apply, as well as State employees who have attained permanent status as a Human Resources Assistant.

Minimum Qualifications:

Knowledge of principles and techniques of public human resources management; some knowledge of relevant state and federal statutes and regulations; some knowledge of labor relations; some knowledge of affirmative action principles and requirements; interpersonal skills; oral and written communication skills; ability to apply human resources practices and procedures in recruitment, selection, classification, compensation, payroll and benefits administration; ability to utilize human resource information systems; ability to analyze and gather data; ability to problem solve.

General Experience:

Five (5) years of experience in complex clerical work in human resources management in at least one of the following areas: recruitment, selection, personnel assessment, classification, compensation, benefits, payroll, affirmative action, employee relations, labor relations, organizational and/or employee development.

Preferred Experience:

The ideal candidate should possess a strong generalist background and have excellent organizational, interpersonal and analytical skills. Familiarity with Core-CT (PeopleSoft), BOSS, APS, Risx-Facs and Biznet are a plus. Candidates knowledgeable in the areas of workers' compensation and/or FMLA are strongly encouraged to apply. These positions require superior oral and written communication skills, with a focus on providing excellent customer service to employees.

Note:

The filling of this position will be in accordance with reemployment, transfer, promotion and merit employment rules. Department of Correction 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:

Interested candidates who meet the above requirements should submit a cover letter, resume, two (2) supervisory references (current State employees please provide last two service ratings in lieu of references) and an Application for Employment (Form CT-HR-12) which is available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. Please mail or email your application package to:

**Linda Cooney-Fogg, Secretary
Department of Correction
Human Resources
24 Wolcott Hill Road
Wethersfield, CT 06109
Linda.Cooney-Fogg@ct.gov**

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.