State of Connecticut
EXAM ANNOUNCEMENT

CONTINUOUS EXAMINATION OPEN TO THE PUBLIC

HUMAN RESOURCES ASSISTANT

ANNUAL SALARY	SALARY GROUP	APPLICATION CLOSING DATE	EXAM NO
$51,061 – $64,973	CR 19	MAY 10, 2013	061200CRFD

(REISSUED WITH TEST DATE FOR 2013)

PURPOSE OF CLASS: In a state agency or the Department of Administrative Services, Statewide Human Resources Management this class is accountable for performing basic technical duties relating to human resources management.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Five 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. [Note: For state employees complex clerical work is interpreted at the level of Office Assistant or above.]

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling six months of experience to a maximum of two years.

SPECIAL REQUIREMENT: Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six months of appointment.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): 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 resources information systems; ability to analyze and gather data; ability to problem solve.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
(Exam questions will cover KSA's listed above.)	WRITTEN	100%

APPLICATION CLOSING AND TEST DATES: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **Applications must be date stamped by DAS/Human Resources or postmarked by MAY 10, 2013 for the JUNE 25, 2013 test date. (Reserve the day as the exam may be scheduled in the morning or afternoon.) Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2840).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (http://das.ct.gov/employment) and at Connecticut State Job Centers.

(reissued April 24, 2013)

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, persons with disabilities and military veterans.