

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
Human Resources Associate
(may be under filled as a Leadership Associate)**

Open To: The Public
Location: Central Office, Wethersfield, CT
Hours: 40 Hours per week, 1st Shift, Monday - Friday
Salary: HR Associate - MP-57, \$61,039.00 - \$83,233.00
Leadership Associate –VR-99, \$57,988.00
Closing Date: September 23, 2014

Example of Duties:

Prepares and maintains human resource records; researches organization and position functions; participates in recruitment, orientation and promotion process; interviews, evaluates, and recommends applicants for employment; maintains applicant job banks and other records related to recruitment and selection; assists agency supervisory staff by monitoring working test periods; counsels and advises employees on matters related to employment, career development, transfer, separation, recruitment, employee benefits, and/or retirement benefits; conducts or participates in job audits; researches and composes requests for position action; analyzes and recommends changes to class specifications; calculates longevity and salary adjustments; coordinates performance evaluation process; assists in training operations; conducts turnover analysis; may participate in collective bargaining, grievance procedures, and contract administration; may assist in the implementation of equal opportunity programs; may participate in the preparation of multiple payrolls; performs related duties as required.

Eligibility Requirement:

- To apply at the level of Human Resources Associate, candidates must be on the certified exam list for this position.
- To apply at the Leadership Associate level, candidates must be able to meet the experience and training requirements of the target class within the three-year training program.

Six (6) years professional experience in human resources management, payroll or equal employment assurance. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or a law degree may be substituted for one (1) additional year of the General Experience. For state employees two (2) years as a Human Resources Assistant may be substituted for the General Experience.

Preferred Experience:

The agency is seeking candidates with a generalist background and superior customer service experience. Experience in the following areas is preferred: CORE (PeopleSoft), EPM reporting, position management, payroll, FMLA, and retirement paperwork. This position requires superior oral and written communication skills, analytical ability and a focus on providing customer service to employees. This position may require travel to Correctional Institutions around the state.

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:

Interested candidates who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations and 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%20Application.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**

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