

**DEPARTMENT OF DEVELOPMENTAL SERVICES – NORTH REGION**  
**JOB OPPORTUNITY**  
**PAYROLL OFFICER 2**  
**Full-time (80 Hours)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** State Employees  
**Location:** Human Resources Division, East Hartford  
**Job Posting No:** 00020119  
**Hours:** Monday through Friday 8a – 4:30p  
**Salary:** \$66,608 - \$85,851  
**Closing Date:** December 19, 2011

**Eligibility Requirement:**

Applicants must be state employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**EXAMPLES OF DUTIES**

Payroll Officer 2 would be accountable for the entire payroll operation including the supervision of one Payroll Officer 1 and four Payroll Clerks. Supervision would include scheduling, assigning and reviewing work of staff and providing training and assistance to payroll staff as an HRMS user for the Time and Labor, Payroll, Human Resources and Benefits modules of Core-CT. Interprets and applies payroll policies and procedures including provisions of collective bargaining agreements for seven bargaining units and approximately 1200 employees. Payroll Officer 2 would process transactions in Payroll, Time and Labor and Benefits modules for new employees, transfers, promotions, demotions, terminations and stipulated agreements and would calculate retroactive salary adjustments accordingly. Duties would also include the implementation and verification of system generated mass changes for anniversary increases, collective bargaining increases, longevity and basic group life insurance. Payroll Officer 2 would also be responsible for “hands-on” weekly elapsed time entries in the Time and Labor module.

**EXPERIENCE & TRAINING**

**General Experience:** Seven (7) years of experience in complex clerical work in accounting or payroll.

**Substitutions Allowed:** 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 two (2) years.

**Special Experience:** Two (2) years of the General Experience must have included responsibility for the supervision of a payroll operation at the level of Payroll Officer 1.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable

**Application Instructions:** Please submit a CT-HR-12 application referencing the position number and provide a copy of two most recent performance appraisals or two letters of reference. All application materials must be received before the close of business on the closing date provided above. Please submit to:

**Department of Developmental Services—North Region**  
**155 Founders Plaza / 255 Pitkin Street**  
**East Hartford, CT 06108**  
**Attn: Ms. Carol Pfeifer, Human Resources**  
**Phone: (860) 263-2618**  
**Fax: (860) 622-4967**

**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.