



Department of ADMINISTRATIVE SERVICES Job Postings



Department of Administrative Services
JOB OPPORTUNITY
Human Resources Associate
Small Agency Resource Team (SmART)

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

Open To: Candidates on a current examination list or lateral transfer.

Location: 450 Columbus Boulevard, Hartford, CT 06103

Job Posting No: 00003425

Hours: 8:00 am – 4:30 pm

Salary: \$61,039 - \$83,233

Closing Date: March 27, 2017

The Department of Administrative Services, Small Agency Resources Team (SmART) provides a full range of complex human resources support services for multiple state agencies. This position will perform professional duties relating to human resources management, and the incumbent of this position should possess leadership abilities and be able to guide and assist managers, supervisors and employees in resolving human resources issues.

Eligibility Requirement: Candidates must have applied for and passed the Human Resources Associate examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities:

Knowledge of the principles and practices of public human resources administration; basic knowledge of relevant state and federal laws, statutes and regulations; basic knowledge of employee and labor relations principles and practices; basic knowledge of equal opportunity principles and requirements; basic knowledge of payroll procedures and operations; oral and written communication skills; interpersonal skills; ability to apply human resource principles and procedures in the areas of recruitment, selection, classification, compensation, payroll and benefits administration; ability to analyze problems quickly and determine effective solutions; ability to read and interpret laws, regulations, policies, procedures and collective bargaining agreements; ability to serve as an effective business partner; some ability to design and deliver formal and informal training.

General Experience:

Six (6) years professional experience in human resources management, payroll or equal employment assurance.

Substitution Allowed:

1. 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.
2. 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

Special Requirement:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's License.

Preferred Skills & Experience:

- Experience and ability to evaluate situations, identify options and implement effective solutions quickly and efficiently.
- Ability to be collaborative with verbal and written communications skills and be able to communicate effectively across all levels of the organization
- Experience working with HRIS systems, internet and web based resources, and Microsoft skills to include Word and Excel
- Demonstrated ability to prioritize and manage time effectively
- Strong follow-through and sense of ownership along with an aptitude for building successful relationships with employees at all levels
- Ability to prioritize business needs
- Ability to use appropriate resources to solve problems

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment [CT-HR-12](#); and three (3) pertinent professional references; candidates currently employed in state service, please submit your two most recent service ratings in lieu of reference to:

DEPARTMENT OF ADMINISTRATIVE SERVICES
450 Columbus Boulevard
HARTFORD, CT 06103
ATTN: Brenda Abele
E-MAIL: Brenda.Abele@ct.gov or Fax: (860) 622-2640

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.