

DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION
JOB OPPORTUNITY
PAYROLL OFFICER 1
EAST HARTFORD, CT 06108

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

Open To: Candidates on Exam List
Location: 155 Founders Plaza/255 Pitkin Street – East Hartford
Job Posting No: 00020120
Hours: Monday through Friday: 8:00am – 4:30pm RDO's: Saturday and Sunday
Salary: \$56,307 - \$71,108
Closing Date: November 5, 2012

Eligibility Requirement: 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 1 would assist in the supervision of payroll operations and staff and report to the Payroll Officer 2. The primary duties of this position would be to coordinate benefits and serve as the primary contact person for employees and vendors, specifically health and life insurance processing in the Benefits Module of Core-CT. Duties would also include time sheet entry in the Time & Labor module of Core-CT, along with reviewing and auditing data reports to ensure accuracy of data entry. Additional duties would include the implementation and verification of system generated mass changes for anniversary increases, collective bargaining increases, longevity and basic life insurance. Benefits processing experience preferred. Performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations; knowledge of and ability to apply state payroll policies and procedures; knowledge of uses of office machinery used in accounting work; some knowledge of governmental accounting as it applies to payroll; considerable skill in performing arithmetical computations; interpersonal skills; oral communication skills; supervisory ability.

General Experience: Five (5) years of experience in complex clerical work in accounting or payroll.

Special Experience: Two (2) years of the General Experience must have had payroll preparation as the principal responsibility at the level of Payroll Clerk.

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.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit copies of last two performance appraisals and an Application for Employment (CT-HR-12), including the position number to:

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

All application materials must be received by 11:59 p.m. on the closing date indicated above.

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.