

DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY

HUMAN RESOURCES ASSISTANT  
(Human Resources Division)

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

**Open To:** Candidates on a current examination list or Lateral Transfers  
**Location:** Hartford and Manchester, CT  
**Hours:** 40  
**Job Posting No.:** BM42921CO  
**Salary:** \$52,593 - \$68,262 (Annually)  
**Closing Date:** April 8, 2014

**Eligibility:** Candidates must have passed the Human Resources Assistant examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Human Resources Assistant, or have attained permanent status in the class since their most recent hire date.

**Position Description:** The Department of Children and Families - Human Resources Division is currently recruiting for one full-time Human Resources Assistant. This position will be assigned to provide administrative human resources assistance to the Hartford & Manchester area offices and will be located in one of the offices indicated.

**Example of Duties:** Reviews application for minimum qualifications and participates in employment process; conducts employee orientation sessions; generates and coordinates processing of human resources transactions and requests for position actions (e.g. establish, reclassification); counsels employees on career mobility, employee benefits, separation, transfer, tuition reimbursement and/or retirement policies and procedures; participates in recruitment process; responds to inquires by gathering information and composing correspondence; utilizes human resources information systems to produce reports and summarize data; assists in agency performance evaluation process; may assist in the preparation and delivery of training; may gather information and data for grievances and requests for information; may calculate seniority and longevity; may be assigned to one or more specialized human resources operations or programs; may assist human resources professionals with special projects; may conduct research; performs related duties as required.

**General Experience:** Five (5) 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:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) supervisory references and an Application for Employment (CT-HR-12) to the address below. State employees please submit last two (2) Service Ratings in lieu of references. Please reference Job Posting #BM42921CO.

DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET  
HUMAN RESOURCES, 8<sup>TH</sup> FLOOR  
HARTFORD, CT 06106  
FAX: (860) 550-6433

**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.