



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY
HUMAN RESOURCES ASSISTANT
HUMAN RESOURCES – EAST HARTFORD

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

Open To: Must be on the current exam list or lateral transfer
Location: Human Resources, East Hartford
Job Posting No: 00020117
Hours: Monday through Friday 8a-4:30p
RDO's: Saturday and Sunday
Salary: \$52,593 to \$68,262 annually
Closing Date: March 17, 2014

Eligibility Requirement: Candidates must have passed the **Human Resources Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. **DDS** employees currently holding the 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.**

Examples of Duties: The Human Resources Assistant is responsible for processing multiple Human Resources' transactions in CORE-CT. The Human Resources Assistant will be responsible for monitoring FMLA and Workers' Compensation and corresponding Core-CT transactions. Assist in reviewing employment applications, preparing Employee Selection Reports, in accordance with bargaining unit rules of selection, and mailing acknowledgement letters to applicants. The Human Resources Assistant will prepare new hire personnel folders and orientation packets and will assist in presenting New Employee Orientation including the completion of new hire forms. Will be responsible for ensuring CO-931 forms are finalized and sent to Comptrollers for new hires and also CO-931 changes for current employees. The HR Assistant will process Tuition Reimbursement applications for DDS employees, coordinating with Comptrollers. This position requires providing general information and referrals to region employees and members of the public and verbal employment confirmations for current DDS employees. The Human Resources Assistant maintains various Human Resources computer and paper files/records which may include running EPM reports. Performs related duties as assigned.

EXPERIENCE AND TRAINING:

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: For state employees complex clerical work is interpreted at the level of Office Assistant or above.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of two (2) years.

SPECIAL REQUIREMENT:

Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment.

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

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

Incomplete application materials will not be considered.

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

Send application materials to:
Department of Developmental Services — North Region
155 Founders Plaza, 255 Pitkin Street
East Hartford, CT 06108
Attn: Carol Pfeifer
Email: carol.pfeifer@ct.gov Phone: 860-263-2618 Fax: 860-622-4967
Preferred method of application is via fax to 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.