



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:** 00107752  
**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 will be responsible for the following duties: creation of and distribution of the bi-weekly activity reports; assisting in the processing of retirements for the North Region employees, including counseling employees on retirement policies, preparation of retirement applications, running of EPM reports and processing the transactions in CORE; actively participating in the conversion to self-service for payroll processing, handling the motor vehicle license and review process, per DDS policy, for North Region for individuals required to transport consumers; processing Public Passenger endorsements for all direct-care positions; coordinating with the employee and staff development department the processing of CPR exemption requests, processing discipline transactions in CORE and leave of absence transactions for approved leaves under 1199 contract. This position requires utilizing human resource information systems to produce reports and summarize data. This position also provides general information to employees and members of the public. Performs related duties as required.

**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](http://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](mailto: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.