

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
JOB OPPORTUNITY
HUMAN RESOURCES ASSOCIATE – #OC23497
HUMAN RESOURCE SERVICES CENTER
WORKERS' COMPENSATION & RETIREMENT UNIT(S)

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

Open To: DMHAS Employees – (See Eligibility Requirements Below)
Location: 460 Silver Street, Middletown, CT 06457
Job Posting No: OC23497
Schedule: Monday thru Friday, full time, 40 hours per week
Salary Range: \$61,039.00 - \$83,233.00
Closing Date: August 18, 2015

Eligibility Requirement:

Candidates must have applied for and passed the Human Resources Associate exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. DMHAS 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.**

Duties will include: Workers' Compensation Unit: Liaison between DAS, Third Party Administrator, facility Human Resources, FMLA Unit and employees. Ensures that WC benefits and FMLA entitlements are run concurrently as appropriate; researches, gathers and provides information to/from HR facility staff, Third Party Administrator, physicians within WC network and employee; Advises fellow HR staff regarding interpretations and applications of WC laws and regulations for each claim; prepares, maintains and processes human resource records utilizing the CORE-CT system as well as the information contained within the Third Party Administrator's computerized claims management system; manages/coordinates the return of employees to light duty assignments as appropriate; monitors claims to assist employees and facility in returning employees back to work as soon as practicable; analyzes data and conducts audits of benefits being paid to employees on WC; conducts new employee orientation to inform staff regarding the rules and regulations of WC; performs related duties as required.

Retirement Unit: Prepares application and required forms for all types of retirements for DMHAS employees electing to retire. Counsels and advises employees on matters related to retirement benefits. Research records, review and audit employee salary records for determination of creditable service for the purpose of statutory language, directives, and procedures as issued by the Office of the State Comptroller, Retirement Division and the State Employees Retirement Commission. Calculate and provide estimates of the amount of monthly pension an employee would receive for monthly retirement benefit. Research and respond to inquiries from employees. Process requests for retirement credit and/or requests to purchase prior miscellaneous service to the State Comptroller/Retirement Services Division. Review CO-931's for accuracy and completeness prior to forwarding to the State Comptroller/Retirement Services Division. Performs related duties as required.

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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Harlynn.Jackson@ct.gov

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. (03)