

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY  
HUMAN RESOURCES ASSOCIATE – #OC24578  
(MAY UNDERFILL AS LEADERSHIP ASSOCIATE)  
HUMAN RESOURCE SERVICES CENTER  
CORE-CT UNIT**

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

**Open To:** Candidates on the current exam list for Human Resources Associate  
Candidates being considered for an appointment as a Leadership Associate must be able to meet the experience and training requirements of the Human Resources Associate classification within two (2) years of date of hire\*.

**Location:** 460 Silver Street, Middletown, CT 06457

**Job Posting No:** OC24578

**Schedule:** 8:00 a.m. – 4:30 p.m., Monday thru Friday, full time, 40 hours per week

**Salary Range:** \$61,039.00 - \$83,233.00 (MP 57) for Human Resources Associate  
\$57,987.00 - \$79,070.00 (VR 99) for Leadership Associate (Confidential)

**Closing Date:** September 28, 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. State 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:** leads Human Resources Assistants assigned to the Core-CT unit by assigning and reviewing work, prioritizing and assisting and guiding staff with interpretation of collective bargaining rules and policies and procedures; prepares and maintains human resource records utilizing the Core-CT system; calculates salary in accordance with collective bargaining and statutory regulations and procedures; monitors working test periods; utilizes Core-CT to create EPM reports; analyzes data and conducts audits of salary calculations, working test period completions, extensions, position transfers, reclasses, resignations, retirements, etc.; conducts service audits calculating seniority in accordance with collective bargaining rules and statutory regulations; conducts new employee orientation; liaison for Core-CT, self-service and security setting issues with Human Resources professionals and DAS Core-CT; processes and monitors FMLA, leaves of absence and Worker's Compensation transactions in the Core-CT system; performs related duties as required.

**Special Requirements:** Incumbent will be required to travel and must have a valid motor vehicle operator's license.

**\*Minimum Qualifications Required for Leadership Associate (Confidential):**

To be considered for the Leadership Associate (Managerial) classification, candidates cannot currently meet the minimum Experience & Training requirements of the Human Resources Associate but must be able to meet the minimum Experience and Training Requirements of the Human Resources Associate by the end of the development program (not to exceed two (2) years) as indicated below.

**Experience & Training:** Candidates must meet the experience and training requirements of the Human Resources Associate job class, as outlined below, at the completion of the development program. The length of the development program will be designed around the requirements for the Human Resources Associate job class and the prior experience of the incumbent and will not exceed (2) calendar years.

**General Experience for Human Resources Associate:** Six (6) years professional experience in human resources management, payroll or equal employment assurance.

Substitutions Allowed:

1. 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 four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or a law degree may be substituted for one (1) additional year of the General Experience.
3. For state employees two (2) years as a Human Resources Assistant may be substituted for the General Experience.

**Preferred experience:** Experience with the creation of statistical reports, data analysis and excellent writing/proof reading skills.

**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 4<sup>th</sup> Floor  
410 Capitol Avenue,  
Hartford, CT 06106  
Fax: (860) 418-6697

[Maria.D.DeJesus@ct.gov](mailto:Maria.D.DeJesus@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)**