

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

HUMAN RESOURCES ASSISTANT

HUMAN RESOURCE SERVICES CENTER  
Loss Prevention Unit

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

**Open To:** Candidates who are on the current exam list for Human Resources Assistant and State employees currently holding the above title or those who have previously attained permanent status as mentioned below

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

**Job Posting No:** OC107248

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

**Salary Range** \$52,593 - \$68,262

**Closing Date:** June 20, 2014

**Eligibility Requirement:**

Candidates must have applied for and passed the Human Resources Assistant 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:** Process, monitor and maintain requests for Family & Medical Leaves of absence; interpret State and Federal Family Medical Leave laws ; interpret collective bargaining language; enter requests into the FMLA database; monitor database to ensure timelines are met and documentation is processed in accordance with state and federal laws; review applications to ensure all required information has been submitted; follow-up with employees ; respond to employee questions pertaining to State and Federal Family Medical Leave; ensure FMLA runs concurrently with Workers' Compensation, if necessary; communicate with healthcare providers, employees and HR professionals; 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 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.