

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

HUMAN RESOURCES ASSISTANT – #OC107278
HUMAN RESOURCES

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

Location: Connecticut Valley Hospital, Middletown, CT 06457

Job Posting No: OC107278

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

Salary Range: \$52,593.00 - \$68,262.00

Closing Date: February 11, 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 will include: Assist with the recruitment process; review applications for eligibility and/or minimum experience and training requirements; perform license verification and tracking; process applications through the VMS (Vacancy Management System); responds to employee questions; tracks and monitors performance evaluations; utilize Core-CT system to run EPM reports; prepares reports for HR Director which consist of Workforce Planning, Hires, Separations, Staff Competency Evaluations, Worker's Compensation, Licenses and Certification and Labor Relations; responsible for human resources record management; 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
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.