

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES**

**JOB OPPORTUNITY**

**HUMAN RESOURCES ASSOCIATE – #OC82613**

**(May be under-filled as Leadership Associate)**

**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 Associate  
Candidates being considered for appointment as a Leadership Associate must be able to meet the experience and training requirements of the Human Resources Associate class within in two (2) years of the date of hire.

**Location:** 97 Middle Street, Bridgeport, CT 06604

**Job Posting No:** OC82613

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

**Salary Range:** \$59,261.00 - \$80,808.00

**Closing Date:** February 16, 2014

**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.**

The Leadership Associate class can only be used for individuals who do not currently meet the minimum Experience and Training Requirements of the Human Resources Associate class but must meet such requirements within two (2) years of the date of hire.

**Duties will include:** prepares and maintains human resource records including utilizing the Core-CT system for both position and job data; participates in all phases of recruitment, orientation and promotion process; utilizes the DMHAS Vacancy Management System for recruitment; determines eligibility; clears certification requirements; interviews, evaluates, and recommends applicants for employment; advises interview panel concerning the process; maintains applicant information, data and other records related to recruitment and selection; creates and maintains organizational charts; monitoring working test periods, coordinates the evaluation process and assists managers and supervisors as needed; counsels and advises employees on matters related to employment, career development, transfer, separation, recruitment, employee benefits, and/or retirement benefits; administers the exit interviews; processes and monitors FMLA requests, leaves of absence and Worker's Compensation related matters; may conduct or participate in service and job audits; researches and composes requests for position action including position justifications and job postings; assists in training operations; conducts turnover analysis; may participate in collective bargaining, grievance procedures, and contract administration; may assist in the implementation of equal employment opportunity programs; 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. **(03)**