

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
Human Resources Assistant
Human Resources Division

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

Open To: Candidates who have applied for and passed the Human Resources Assistant Examination, including those who have applied for and taken exam #061200CRFD given on December 10, 2014, Lateral Transfers or Current State of Connecticut Employees who hold permanent status as a HR Assistant

Location: Wethersfield

Job Posting: P-105787

Schedule: Monday – Friday Full time, 40 hours

Salary: \$54,171 - \$70,310

Closing Date: January 5, 2015

The Department of Motor Vehicles is currently seeking qualified candidates to fill a Human Resources Assistant position within the Human Resources Office of DMV. The successful candidate will be accountable for performing a broad range of Human Resource functions.

ELIGIBILITY REQUIREMENTS: Candidates who have applied for and passed the Human Resources Assistant Examination, including those who have applied for and taken exam #061200CRFD given on December 10, 2014, Lateral Transfers or Current State of Connecticut Employees who hold permanent status as a HR Assistant

EXAMPLES OF DUTIES: The primary responsibilities of this position include, but are not limited to the following: processing multiple HR transactions in CORE-CT; coordinating and processing FMLA and corresponding CORE-CT transactions; assist in agency recruitment; request for position actions in CORE-CT; utilize human resources information systems to produce reports and summarize data; may calculate seniority and longevity; may assist human resources professionals with special projects; performs related duties as required.

PREFERRED EXPERIENCE AND SKILLS: Experience using PeopleSoft IT Software and/or the State's CORE-CT System; ability to prioritize assignments; excellent organizational skills; strong analytical and problem-solving skills; excellent oral and written communication skills; negotiation and conflict resolution skills; outstanding interpersonal and customer service skills; experience using Microsoft Word and Excel;

APPLICATION INSTRUCTIONS: Note: The filling of this position will be in accordance with Reemployment, SEBAC, Transfer, Promotion and Merit employment rules.

Interested and qualified candidates who meet the above requirements must submit a Cover Letter, Resume, and an Application for Examination or Employment (CT-HR-12) – available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

Jeremy Kushin, Human Resources Specialist
Department of Motor Vehicles
Human Resources Office, 2nd floor
60 State Street, Wethersfield, CT 06161
Or by Fax: (860) 263-5576
Or by Email to: jeremy.kushin@ct.gov

(Please indicate the job posting number on the application form)

Applications must be postmarked on or before **January 5, 2015**. **INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.**

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.