



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



DIVISION OF FINANCE AND INTERNAL OPERATIONS
BUREAU OF HUMAN RESOURCES
HUMAN RESOURCES ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open To: Candidates on current exam list or lateral transfer

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 5:00 p.m.

Salary: \$55,797 - \$72,420

Job Posting # 62856

Closing Date: October 28, 2015

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the Human Resources Assistant exam and be on the current certified list promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.** State employees who have attained permanent status and are eligible for appointment may also apply.

GENERAL KNOWLEDGE:

Knowledge of principles and techniques of public human resources management; some knowledge of relevant state and federal statutes and regulations; some knowledge of labor relations; some knowledge of affirmative action principles and requirements; interpersonal skills; oral and written communication skills; ability to apply human resources practices and procedures in recruitment, selection, classification, compensation, payroll and benefits administration; ability to utilize human resource information systems; ability to analyze and gather data; ability to problem solve.

EXAMPLE OF DUTIES:

Reviews all job data transactions for accuracy and apply business rules prior to entry into CORE-CT; reviews position data for the employee action prior to entering the job data action; communicates with the Payroll Manager and/or HR Managers regarding discrepancies discovered with position data or with job data transactions; process the following transactions in CORE-CT: Hire/Rehire, leaves, reinstatements, salary changes, including demotions, promotions, ETO to another agency, WTP, administrative leaves, suspensions, TSHC, etc.; review hours, pay plans, compensation, job codes, location codes and chart fields; assists with the calculation and processing of PARS Lump Sum and Phase-in payments and researching and resolving DAS Error Reports; extract employment history from retirement database; apply state statutes, business rules and collective bargaining contract rules as they apply to seniority, benefit service, and longevity; calculates seniority; may participate in HR screening and interview process; performs related duties as required.

GENERAL EXPERIENCE:

Five (5) years of experience in complex clerical work in human resources management in at least one of the following areas: recruitment, selection, personnel assessment, classification, compensation, benefits, payroll, affirmative action, employee relations, labor relations, organizational and/or employee development.

Note: For state employees complex clerical work is interpreted at the level of Office Assistant or above.

SUBSTITUTION ALLOWED:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of two (2) years.

NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

PREFERRED EXPERIENCE:

Proficiency in the Core-CT Human Resources Management System (HRMS) including the ability to enter and extract data to generate reports related to human resources operations.

APPLICATION PROCEDURE:

In addition to meeting the above requirements, candidates must submit the following information in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>
3. The names and contact information for three (3) pertinent professional references
4. For candidates who are currently employed in state service, you must submit your two most recent service ratings with your application materials to:

**State Department of Education
Bureau of Human Resources
165 Capitol Avenue, Room G-16
Hartford, CT 06106
ATTN: Debra Paradis
TEL: (860) 713-6695**

Please note: Applications will be accepted via U.S. mail or hand delivery only.

All required documents must be received by close of business on the closing date in order to be considered for interview.

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