



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: 25 Industrial Park Road, Middletown

Hours: 8:00 a.m. – 5:00 p.m.

Salary: \$52,593 - \$68,262

Job Posting # 57964

Closing Date: January 17, 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 are eligible for consideration. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

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 application for minimum qualifications and participates in employment process; conducts employee orientation sessions; generates and coordinates processing of human resources transactions and requests for position actions (e.g. establish, reclassification); counsels employees on career mobility, employee benefits, separation, transfer, tuition reimbursement and/or retirement policies and procedures; participates in recruitment process; responds to inquiries by gathering information and composing correspondence; utilizes human resources information systems to produce reports and summarize data; assists in agency performance evaluation process; may assist in the preparation and delivery of training; may gather information and data for grievances and requests for information; may calculate seniority and longevity; may be assigned to one or more specialized human resources operations or programs; may assist human resources professionals with special projects; may conduct research; 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; experience in recruitment and selection; experience in retirement and benefits counseling; evidence of considerable interpersonal and communication skills to effectively serve as a human resources assistant to support central office staff and the Connecticut Technical High School System.

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. Three (3) pertinent professional references
4. Candidates currently employed in state service, please 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
FAX: (860) 713-7011**

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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