

MANCHESTER COMMUNITY COLLEGE
JOB OPPORTUNITY
HUMAN RESOURCES ASSISTANT
HR and PAYROLL DEPARTMENT

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

Open To: State Employees on current exam list or lateral transfer
Location: Manchester Community College, Manchester, CT
Hours: Monday – Friday; 40 hours per week
Salary: (CR19) \$54,171 Minimum - \$70,310 Maximum
Closing Date: Monday, November 24, 2014

General Knowledge: Candidates must have be a current State employee holding the title of Human Resource Assistant or 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.

The incumbent will be responsible for the following major functional area:

Assists and coordinates projects for Human Resources, Payroll and Affirmative Action
Researches information from the CORE system, including Data Audits and various Reports
Provides Customer Service to faculty and staff and personnel outside of the College
Assists in Contract Administration including Dual Employment and Educational Assistants
Assists in recruitment and selection process including search committees
Explains regulations, policies and procedures to the public and employees
Performs related duties as required

Knowledge Skills and Abilities: 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.

Special Experience: Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment.

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.

Substitution Allowed: College training in the secretarial sciences may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year 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.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a completed Form CT-HR-12 Application to:

Desreen Petgrave, Human Resource Specialist
Manchester Community College, MS# 2
Great Path, P.O. Box 1046
Manchester, CT 06045-1046
dpetgrave@mcc.commnet.edu

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.