



Department of
ADMINISTRATIVE SERVICES
Job Postings



**OFFICE OF THE TREASURER
JOB OPPORTUNITY
HUMAN RESOURCES ASSISTANT
HUMAN RESOURCES**

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

Open To: Candidates on a current examination list or lateral transfer.

Location: 55 Elm Street Hartford CT

Job Posting No: 95417

Hours: Full Time/40 hours per week

Salary: **CR19: \$55,797 - \$72,420**
Incumbents new to State employment start at the minimum salary

Closing Date: **February 17, 2017**

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 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.

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.

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 may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling six (6) months of experience to a maximum of two (2) years. (from the Class Specification)

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 a cover letter, a resume, and an Application for Employment [CT-HR-12](#) via Fax or Email to:

**The Office of the Treasurer
Human Resources
55 Elm Street
Hartford, CT 06106
Attn: Ted Janiszewski, Principal Human Resources Specialist
FAX NUMBER: 860.622.4905
E-MAIL ADDRESS: Theodore.janiszewski@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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Ted Janiszewski at 860 702-3144 or Theodore.janiszewski@ct.gov