

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY

Human Resources Associate/Leadership Associate

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public

Location: Wethersfield Schedule: Monday to Friday - Full time, 40 hours

Job Posting: P - 109400

Salary: HR Associate \$61,039 - \$83,233 Leadership Associate \$57,987 (New Hire)

Note: For current state employees, compensation will be in accordance with guidelines for computing salary adjustments set forth by the Department of Administrative Services, Determining Salary Upon Change in Class manual and with job specification language.

Closing Date: February 6, 2015

The Department of Motor Vehicles is currently seeking qualified candidates to fill a Human Resources Associate position within the Human Resources Office of DMV. This position may also be under-filled at the level of Leadership Associate, with a target class of Human Resources Associate.

EXAMPLES OF DUTIES: The selected candidate will be assigned generalist human resource duties and will be responsible for functioning as the personnel representative of several work units within the Department of Motor Vehicles. The incumbent will be responsible for recruitment and interviews; evaluating, and recommending applicants for employment; completing personnel transactions via the CORE personnel system, which is a PeopleSoft system; will work with agency supervisory staff on a variety of human resource issues; counsels and advises employees and supervisors on matters related to employment, career development, transfer, separation, recruitment, employee benefits, and/or retirement benefits; researches and composes requests for position actions; calculates longevity and salary adjustments; coordinates performance evaluation process; assists in training operations; may participate in collective bargaining, grievance procedures, and contract administration; will draft and submit applicant flow paperwork to the Equal Opportunity Unit; may assist in outreach and the implementation of equal opportunity programs; performs related duties as required.

PREFERRED EXPERIENCE AND SKILLS: Strong background in Human Resources; Experience using PeopleSoft IT Software and/or the State's CORE-CT System; payroll experience; 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; knowledge of affirmative action.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS: Must be on a current certified list for Human Resources Associate, or apply to the position of Leadership Associate.

NOTE: In accordance with the job specification for Leadership Associate, appointments to Leadership Associate is for individuals who do not currently meet the minimum Experience and Training requirements of the HR Associate target class. The Experience and Training requirements for the HR Associate job specification can be viewed at the following link; <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=3688>

PLEASE NOTE: Based on the large volume of applications that are expected to be submitted for this posting, all candidates will not be contacted for interviews. It is anticipated that approximately 20 applicants will be interviewed.

APPLICATION INSTRUCTIONS: 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:

Department of Motor Vehicles
Human Resources Office, 2nd floor
Attention: Lisa Spooner
60 State Street, Wethersfield, CT 06161
Or by Email to: lisa.spooner@ct.gov

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

Note: The filling of this position will be in accordance with Reemployment, SEBAC, Transfer, Promotion and Merit employment rules. Applications must be received on or before Noon February 6, 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.