

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
HUMAN RESOURCES ASSOCIATE

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

Open To: Current State Employees
Location: Wethersfield
Job Posting No: 105635
Hours: Full-Time (40 hours) Monday - Friday
Salary: MP-57 \$59,261.00 - \$80,808.00
Closing Date: September 10, 2013

Eligibility Requirement: Candidates must be current State of Connecticut employees who have taken the Human Resources Associate exam and are on the current certification list promulgated by the Department of Administrative Services for this classification. In addition, State of Connecticut employees currently holding the above title or those who have previously attained permanent status in this classification may apply for transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

This position will be responsible for supervision of CORE, Payroll, and Retirement related activities. This position will also be responsible for generalist human resource duties for several DMV work units and recruitment related duties including interview and selection.

The DMV is seeking candidates who have strong leadership abilities, work ethic and who are able to guide and assist managers, supervisors, and employees in resolving work related issues. Candidates should have superior communication skills, teamwork abilities, and excellent customer service values.

Interested candidates should possess CORE, Payroll and Recruitment backgrounds. Knowledge of Affirmative Action policies, and the applicant flow process as it relates to hiring, is preferred. Ability to supervise staff is also desired.

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) to:

DEPARTMENT OF MOTOR VEHICLES
HUMAN RESOURCES UNIT
60 STATE STREET
WETHERSFIELD, CT. 06161
Fax # 860-263-5577
E-MAIL ADDRESS- lisa.upton@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.