

**JOB POSTING**  
**OFFICE OF THE COMMISSIONER**  
**HUMAN RESOURCES ASSISTANT – OC101508**

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

**Open to:** Candidates on a current examination list  
**Location:** 97 Middle Street, Bridgeport, Ct 06604  
**Program/Unit:** Human Resources Office  
**Schedule/Hours:** Monday - Friday, 8:00 am - 4:30 pm, 40 hours per week  
**Salary:** \$51,061.00  
**Posting Date:** May 1, 2012 **Closing Date:** May 7, 2012

**Eligibility Requirement:**

This is a competitive classification. State employees currently holding the above title or those who have previously attained permanent status or candidates who have applied for and passed the Human Resources Assistant examination, and therefore; on the current certification list promulgated by the Department of Administrative Services for this classification may apply. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

**Duties may include but not limited to:** Assist the Human Resources Director and the Human Resources Associate with recruitment for SWCMHS; complete the processing forms for CORE-CT transactions; assist staff with FMLA process; counsel and advise staff on various issues related to employment, benefits, career opportunities, tuition reimbursement, etc; assist with the performance evaluation process for SWCMHS; design and prepare reports; assist with the Self Services issues; monitoring the time and attendance; assist with workers compensation related issues; act as a liaison between staff and Payroll to resolve payroll issues; perform related duties as required.

**Special Requirement:** Incumbents in this class will be required to travel; Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC and DMHAS affirmative action goals.

**Application Instructions:**

To be considered for this position applicants must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

Edra Knight, Human Resources Associate  
Office of the Commissioner  
410 Capitol Avenue, Hartford, CT 06105  
Fax : 860-418-6697 Phone 860-418-6866  
Email : edra.knight@po.state.ct.us

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. (Confidential – 03)