

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

**HUMAN RESOURCES ASSISTANT – #OC105111**

HUMAN RESOURCE SERVICES CENTER  
CORE-CT UNIT

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

**Open To:** Candidates who are on the current exam list for Human Resources Assistant

**Location:** 460 Silver Street, Middletown, CT 06457

**Job Posting No:** OC105111

**Schedule:** 8:00 a.m. – 4:30 p.m., Monday thru Friday, full time, 40 hours per week

**Salary:** \$52,593.00

**Closing Date:** July 18, 2013

**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.**

**Duties will include:** Review Position Data for accuracy prior to entering into Job Data, communicate with HR Manager if discrepancies discovered; Review all Job Data transactions for accuracy and apply business rules prior to entry into Core, communicate with HR Manager if discrepancies discovered; process the following transactions or CORE-CT: Hire/Rehire, Transfer (lateral), Promotion, Demotion, ETO to another agency, WTP, Administrative Leave, Suspensions, etc.; Compare hours, pay plans, compensation, job codes, location codes and chartfields, communicate with HR Manager if discrepancies discovered; Process transactions in Position Data; location code changes, FTE/hours, Adds to FTE Actual Count; Attend CORE User Group Meetings in CORE Unit manager's absence; Assist CORE Unit manager with the calculation and processing PARS Lump Sum and Phase-In payments and researching and resolving DAS Error Reports, Reset passwords in accordance with OSC Memorandum 2011-23, maintaining DMHAS employees information for CORE Self Service, Assist with entering/changing job and position data to ensure CORE Self Service information is current and accurate, assist in preparing required Core self service spreadsheets, including location codes, time and labor spreadsheet and security spreadsheet, trouble shoot if employee or approver is experiencing problems; Assist CORE Unit Manager with generating monthly HR reports and requesting CSEIS, APS and Retirement access for Human Resource Staff; extract employment history from Retirement, CSEIS, APS and Core; extract earnings history from Retirement, BOSS and Core; review history and determine employees service time based on employment and earnings records; apply state statutes, business rules and collective bargaining contract rules to determine credit for layoff seniority, benefits service, longevity and retirement; assist in the preparation of Retirement applications; performs related duties as required.

**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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

DMHAS/Office of the Commissioner  
Human Resources 4<sup>th</sup> Floor  
410 Capitol Avenue,  
Hartford, CT 06106  
Fax: (860) 418-6697  
[Edra.Knight@ct.gov](mailto:Edra.Knight@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.