

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

**HUMAN RESOURCES ASSISTANT - OC107278**

SOUTHEASTERN MENTAL HEALTH AUTHORITY  
HUMAN RESOURCES

**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. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer as mentioned below

**Location:** 401 West Thames St, Building 301, Norwich, CT 06360

**Job Posting No:** OC107278

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

**Salary:** \$54,171.00 - \$70,310.00

**Closing Date:** September 24, 2014

**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:** Assist the Human Resources Director with recruitment, selection and on boarding process; assist & participate with new employee orientation process; generate and complete processing forms for DMHAS, HRIS CORE-CT transactions; Work directly and counsel employees on career mobility, employee benefits, separation, transfer, workforce development; tuition reimbursement and/or retirement policies and procedures; as well as other employment related issues. Assist staff with FMLA process; assist with the performance evaluation process for Southeastern Mental Health Authority; utilizes human resources information systems to produce reports, summarize and analyze data; assist with the CORE Self Services issues; act as a liaison between staff and payroll to resolve payroll issues; employee safety, welfare, wellness, and health reporting; maintains employee confidence and protects operations by keeping human resource information confidential; run reports as well as monitor time and attendance; leave of absence monitoring; assist with workers compensation related issues; gather information and compose correspondence; gather data and requests information for seniority, grievances, workers' comp., recruitment, FMLA, career mobility, tuition reimbursement, transfer, separation, retirement policies and procedures. May assist Human Resources Director with special projects; demonstrates reporting skills, maintaining employee files, dependability, organization, scheduling, confidentiality, independence, orienting employees, strong customer service skills, teamwork, demonstrated Microsoft Office Skills utilizing Word, Excel, and Visio; other related duties as assigned.

**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  
[Maria.D.DeJesus@ct.gov](mailto:Maria.D.DeJesus@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. **(03)**