

DEPARTMENT OF SOCIAL SERVICES – CENTRAL OFFICE

HUMAN RESOURCES ASSISTANT
DIVISION OF HUMAN RESOURCES

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

Posting Date: November 7, 2014

Closing Date: November 14, 2014

The Department of Social Services Central Office Human Resources unit is seeking an energetic human resources professional who will serve to assist our professional staff with a broad scope of human resources tasks.

Candidates who have applied need not reapply.

Applicants must have taken and passed the current State of CT examination for Human Resources Assistant. State employees who are currently classified at this level or previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to take the exam prior to the closing date to qualify for this vacancy.

Open To: The Public and State Employees who meet the following eligibility:

Job Posting No: DSSHRA

Position No: 32961

Hours: 40 Hours per week – Monday through Friday

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

Location: 55 Farmington Avenue, Hartford, CT

Essential Responsibilities:

The role of the DSS Human Resources Assistant will provide you with a challenging and dynamic public employment environment. As an active member of the human resources team, you will have the opportunity to work in and further your understanding of many areas of human resources. Primary responsibilities will include generating and coordinating the processing of human resources transactions and requests for position actions in Core-CT; assisting with recruitment and employment activity such as employee orientation, employee benefits and tuition reimbursement; producing a variety of EPM reports from Core-CT; assisting in the performance evaluation process; assisting in the preparation and delivery of training; and assisting human resources professionals with a variety of special projects and other areas as needed.

Qualifications:

The primary responsibilities of this position require that applicants must demonstrate a knowledge of the principles and techniques of public human resources management; have some knowledge of relevant state and federal statutes & regulations and labor contracts; have a thorough working knowledge and proficiency in the navigation and use of the Core-CT database; demonstrate strong and written communication skills; are able to understand, evaluate and solve problems by exercising good judgment and reasoning; are reliable, have excellent time management skills and are able to handle sensitive situations with diplomacy and tact; demonstrate the ability to analyze and gather data and have an ability to acquire knowledge and develop skills in all areas of human resource management.

Successful applicants must also demonstrate the ability to build strong working relationships with coworkers, supervisors, managers and agency staff. **Preference will be given to applicants who have a working knowledge of and experience with the processing of staff recruitments and using the Core-CT system.**

Note: The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.

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APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory reference letters (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*) **in duplicate** to:

**Kelly Geary, Principal Human Resources Specialist
Department of Social Services
55 Farmington Avenue, 5th Floor
Hartford, CT 06105**

Due to the large volume of applications received, we are unable to confirm receipt of applications.

~PLEASE BE ADVISED THAT HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED~

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

APPLICATIONS MUST BE POSTMARKED BY FRIDAY, NOVEMBER 14, 2014

An Equal Opportunity/Affirmative Action Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.