

DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)
JOB OPPORTUNITY
HUMAN RESOURCES ASSISTANT
STATEWIDE HUMAN RESOURCES MANAGEMENT DIVISION

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

Open To: Candidates on current Human Resources Assistant certification list.

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: 3498

Hours: Full Time/40 hours per week

Salary: CR19: \$52,593 - \$68,262
Incumbents new to State employment start at the minimum salary.

Closing Date: OCTOBER 18, 2013

The Department of Administrative Services is currently seeking to fill a Human Resources Assistant position in the merit examination unit of the Statewide Human Resources Management Division. This position will be responsible for performing paraprofessional duties related to the announcement, development, administration, and scoring of state employment examinations. This position may also be responsible for performing paraprofessional duties related to other human resources programs administered by the Statewide Human Resources Management Division.

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.**

Knowledge, Skills and Abilities:

Knowledge of principles and techniques of public human resources management; some knowledge of relevant state and federal statutes and regulations; some knowledge of labor relations; some knowledge of affirmative action principles and requirements; interpersonal skills; oral and written communication skills; ability to apply human resources practices and procedures in recruitment, selection, classification, and compensation, ability to utilize human resources information systems; ability to analyze and gather data; ability to problem solve.

The successful candidate must:

- be detail oriented;
- have proven organizational, computer and interpersonal skills;
- have knowledge of selection and recruitment principles;
- have experience working in a fast paced environment where multi-tasking is required;
- have experience responding to customer inquiries and complaints, in person, on the phone, and in writing.

Special Requirement:

Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment.

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 must submit a cover letter, a completed State CT-HR12 Application, and a resume (optional) to:

DEPARTMENT OF ADMINISTRATIVE SERVICES
S.M.A.R.T/HUMAN RESOURCES
165 CAPITOL AVENUE, 5TH Floor East
HARTFORD, CT 06106
ATTN: Susan Turko, Human Resources Specialist
OR
FAX to: 860-622-2835 (*Preferred Method*)
OR
EMAIL to: susan.turko@ct.gov

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 10/18/2013 WILL NOT BE CONSIDERED.

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.