

HUMAN RESOURCES ASSOCIATE

ADMINISTRATION – Human Resources

POSTING DATE: January 27, 2015

CLOSING DATE: February 3, 2015*

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

OPEN TO: Candidates who are on a current examination list

POSITION CONTROL NUMBER: 012080PD PLEASE NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/40 hours/week

SALARY GROUP/RANGE: MP 57/\$61,039*-\$83,233 (*NEW State Employees)

NOTE: Candidates must have applied for and passed the Human Resources Associate exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class 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.

PREFERRED SKILLS:

- Experience processing person and position actions in CORE-CT HRMS module or a similar human resources information system, as well as MS Word, Excel and Outlook.
- Experience serving as a human resources generalist.
- Experience administering the Family Medical Leave Act (FMLA) and Workers' Compensation.
- Experience providing customer service via email and telephone.
- Experience working independently and in a team environment.
- Experience applying human resources principles and best practices.

Candidates invited for interview may be requested to supply the following: last two performance appraisals (current State Employees only) or two professional letters of reference (non-State employees).

MINIMUM QUALIFICATIONS REQUIRED:

Knowledge, Skill and Ability: Knowledge of the principles and practices of public human resources administration; basic knowledge of relevant state and federal laws, statutes and regulations; basic knowledge of employee and labor relations principles and practices; basic knowledge of equal opportunity principles and requirements; basic knowledge of payroll procedures and operations; oral and written communication skills; interpersonal skills; ability to apply human resource principles and procedures in the areas of recruitment, selection, classification, compensation, payroll and benefits administration; ability to analyze problems quickly and determine effective solutions; ability to read and interpret laws, regulations, policies, procedures and collective bargaining agreements; ability to serve as an effective business partner; some ability to design and deliver formal and informal training.

EXPERIENCE AND TRAINING:

General Experience: Six (6) years professional experience in human resources management, payroll or equal employment assurance.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or a law degree may be substituted for one (1) additional year of the General Experience.
3. For state employees two (2) years as a Human Resources Assistant may be substituted for the General Experience.

Special Requirement:

1. Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment.
2. Incumbents in this class may be required to travel.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions:

ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184(if faxing, only one application is necessary)
EMAIL: dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.