

Department of Labor
JOB OPPORTUNITY
PAYROLL OFFICER 1 (AR 21)
Business Management

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

Open To: State Employees
Location: 200 Folly Brook Boulevard, Wethersfield, CT
Hours: 8:00 a.m. – 4:30 p.m.
Annual Salary: \$56,307 - \$71,108.00
Closing Date: October 21, 2011
Job Posting No. 307

Eligibility Requirement: Candidates must have applied for and passed the Payroll Officer 1 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.

General Experience: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations; knowledge of and ability to apply state payroll policies and procedures; knowledge of uses of office machinery used in accounting work; some knowledge of governmental accounting as it applies to payroll; considerable skill in performing arithmetical computations; interpersonal skills; oral communication skills; supervisory ability.

Duties: Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; reviews accuracy of payroll including shift differential payments, annual increases, collective bargaining increases, retirement calculations, workers compensation benefits and revisions for attachments; prepares or closely supervises more complex portions of a payroll such as retroactive payments or garnishments; supervises reconciliation of payroll deductions and coding of payroll expenditures; supervises maintenance of time records including issuing semi-annual leave balances; supervises control and distribution of paychecks; answers employees questions relating to payroll; may compile payroll expenditure data for budget preparation; may provide information and process paperwork regarding employee fringe benefits; performs related duties as required.

Note:

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a State of Connecticut Application for Examination or Employment (CT-HR-12), an Addendum to the Application for Examination or Employment (CT-HR-13) Criminal Convictions, copies of their last two service ratings, and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees. The CT-HR_12 and CT-HR-13 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 307. Application materials will not be considered without these documents. Submit via mail to:

DEPARTMENT OF LABOR
200 Folly Brook Boulevard, Wethersfield, CT 06109
Attn: Human Resources (tv-307)
FAX NUMBER: 860-263-6699

If you are choosing to fax your application, it is not necessary to also send an original copy. **Due to the large number of recruitments we cannot confirm receipt of application materials.** Please do not call concerning your application.

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.

CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening --Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant's Name (Last, First, Middle) : _____

Mailing Address: _____

Home Phone Number : () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed	Signature of Applicant
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As a candidate being considered for employment at the Department of Labor, I have received a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date

Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

http://www.ct.gov/ethics/lib/ethics/publications/public_officials_guide_11.pdf