

**DEPARTMENT OF DEVELOPMENTAL SERVICES**  
**North Region**  
**155 Founders Plaza / 255 Pitkin Street**  
**East Hartford, CT 06108**

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

**OPEN TO:** State Employees  
**POSITION:** Payroll Officer 1  
**POSITION #:** 00020120  
**LOCATION:** East Hartford Office (may possibly relocate to Waterbury)  
**SCHEDULE:** Monday through Friday 8a – 4:30p  
**PASS DAYS:** Saturday and Sunday  
**HOURS PER PAY PERIOD:** Full-Time 80 hours  
**POSTING DATE:** May 23, 2011  
**CLOSING DATE:** May 30, 2011

**ELIGIBILITY REQUIREMENTS:** **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. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.**

**EXAMPLES OF DUTIES**

Payroll Officer 1 would assist in the supervision of payroll operations and staff and report to the Payroll Officer 2. The primary duties of this position would be the responsibility for enrollment and eligibility activity in the Benefits Module of Core-CT. This individual would also serve as the contact person for all health and life insurance benefits for employees and vendors. Duties would also include time sheet entry in the Time & Labor module of Core-CT, along with reviewing and auditing data reports to ensure accuracy of data entry. Duties would also include the implementation and verification of system generated mass changes for anniversary increases, collective bargaining increases, longevity and basic life insurance. Performs related duties as required.

**EXPERIENCE & TRAINING**

**General Experience:** Five (5) years of experience in complex clerical work in accounting or payroll.

**Special Experience:** Two (2) years of the General Experience must have had payroll preparation as the principal responsibility at the level of Payroll Clerk.

**Substitutions Allowed:** 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 two (2) years.

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

**TO APPLY:** Please complete a DDS Transfer/Promotion application (applicable to DDS employees) or a State of CT Application for Examination or Employment CT-HR-12 located at <http://das.ct.gov/employment> (applicable to non-DDS employees), including the Position # and copies of your last two performance appraisals or two letters of reference. All application materials must be received by close of business on the closing date indicated above.

**SEND APPLICATIONS TO:**

**Department of Developmental Services—North Region**  
**155 Founders Plaza / 255 Pitkin Street**  
**East Hartford, CT 06108**  
**Attn: Ms. Carol Pfeifer, Human Resources**  
**Phone: (860) 263-2618**  
**Fax: (860) 622-4967**

**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.