

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
PAYROLL OFFICER 1

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: **Candidates on a Current Exam List & Lateral Transfer**

Location: Human Resources, Middletown

Job Posting No: 6799

Salary: \$57,997- \$73,242

Closing Date: **Wednesday, January 8, 2014**

At DESPP, the Payroll Officer 1 will be responsible for supervising a payroll operation of 1600+ employees and staff to ensure timely submission of payroll processes. **The Preferable candidate:** Interested in hiring someone with excellent communication and interpersonal skills, an individual who has supervisory experience and able to multi-tasks, good with making decisions, solving problems, meeting deadlines and can work within a highly fast-paced office environment; strong experience working with CORE Benefits and EPM is a plus.

Duties include: Direct supervision of all payroll clerks in the general processing of the agency's biweekly payroll including entry of timesheets and day sheets, processing of general maintenance changes such as tax exemptions, credit union/direct deposit, processing new hires, promotions, demotions and separations; review Payroll Clerk biweekly activity reports; ensures timely submission of payroll processes; develop audit tools to monitor day to day and recurring processing associated with submission of bi-weekly payroll; assist in training of payroll staff; implement Comptrollers memorandums as they pertain to payroll; and performs related duties.

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. State employees currently holding the PAYROLL OFFICER 1 or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

SUPERVISION RECEIVED:

Receives general direction from a Payroll Officer 2 or other fiscal or administrative employee of higher grade.

SUPERVISION EXERCISED:

Supervises Payroll Clerks and other staff as assigned.

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

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by * **Wednesday, January 8, 2014, close of business** to:

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 – 8356

***Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer