

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY**

Human Resources Assistant
Office of Human Resources

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

Open To: Candidates on current exam list
Location: Newington, CT
Job Posting No: 30642
Hours: 8:00 am to 4:30 pm
Salary: CR-19: \$51,061 to \$64,973 annual
Closing Date: August 28, 2012

The Human Resources Assistant will work under the supervision of a Human Resources professional.

Eligibility Requirement: Candidates must have applied for and passed the Human Resources Assistant examination 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.

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, compensation, payroll and benefits administration; ability to utilize human resource information systems; ability to analyze and gather data; ability to problem solve.

General Experience: Five (5) years of experience in complex clerical work in human resources management in at least one of the following areas: recruitment, selection, personnel assessment, classification, compensation, benefits, payroll, affirmative action, employee relations, labor relations, organizational and/or employee development.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of two (2) years.

SPECIAL REQUIREMENTS: 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. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Human Resources Assistant positions in the Bureau of Finance & Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment by August 28, 2012 to:

Department of Transportation
Ms. Doreen Rossi
Principal Human Resources Specialist
Human Resources Unit
P.O. Box 317546
Newington, CT 06131-7546
Fax: 860-594-3369
Email: Doreen.Rossi@ct.gov

State employees seeking a lateral transfer must include copies of their last 2 service ratings.

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.