

Connecticut General Assembly
JOB OPPORTUNITY
Human Resources Administrator
Office of Legislative Management

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

Open To: The Public
Location: Hartford, Legislative Office Building
Hours: Full time
Salary: Commensurate with experience
Closing Date: September 19, 2012

General Knowledge:

The Connecticut Legislature is seeking a Human Resources Administrator for a comprehensive human resources management program to include recruitment, selection, employee counseling, benefits, retention, performance management, FMLA administration, organizational planning, classification and compensation, training, payroll and staff development. The legislature has approximately 450 full-time employees, 125 part-time employees and 187 legislators.

Preferred Skills and Ability:

We are looking for someone committed to customer service with considerable knowledge of federal and state HR laws. Employer.

Special Experience:

A masters in business or public administration or a related field preferred plus a minimum of nine years of professional level administrative experience in human resources.

Substitution Allowed:

.Equivalent experience can be substituted for part of the educational requirement.

Salary is commensurate with experience.

Excellent state fringe benefits package.

Application Instructions:

Please send resume with cover letter including salary history to be received no later than September 19, 2012 to:

Search Committee/Human Resources Administrator
Joint Committee on Legislative Management
Legislative Office Building, Room 5100,
Hartford, Connecticut 06106

We are an Equal Opportunity

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.