

OFFICE OF THE STATE TREASURER
JOB OPPORTUNITY
HUMAN RESOURCES ASSISTANT
HUMAN RESOURCES

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

Open To: Public - Must be on the current Human Resources Assistant certification list.

Location: 55 Elm Street Hartford CT

Job Posting No: 95417

Hours: Full Time/40 hours per week

Salary: CR19: \$54,171-\$70,310
Incumbents new to State employment start at the minimum salary

Closing Date: June 19, 2015

Eligibility Requirement: Candidates must have applied for and passed the **Human Resources Assistant** 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. ***Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.***

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.

The successful candidate must:

- Be detail oriented
- Have proven organizational, computer and interpersonal skills;
- Have experience working in an environment where multi-tasking is required;
- Have experience responding to customer inquiries and complaints in person, on the telephone and in writing.

Special Requirement:

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.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment via Fax or E-Mail to:

The Office of the State Treasurer
Human Resources
55 Elm Street
Hartford, CT 06106
Attn: Ted Janiszewski, Principal Human Resources Specialist
FAX NUMBER: 860.702.3003
E-MAIL ADDRESS: Theodore.janiszewski@ct.gov

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.