

STATE OF CONNECTICUT
DEPARTMENT OF REHABILITATION SERVICES
Human Resource Assistant

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

Open To:	Candidates on current exam list or lateral transfer
Location:	55 Farmington Avenue, Hartford, CT 06105
Job Posting No:	34803
Hours:	Monday – Friday, hours to be determined
Bargaining Unit:	Confidential (CR)
Salary:	\$55,797 - \$72,420 * Employees new to state service start at the minimum of the range
Closing Date:	November 3, 2015

The Department of Rehabilitation Services, is currently seeking an individual who is qualified to perform the following duties: Process CORE-CT transactions; coordinate FMLA process; coordinate WCOMP; EPM Reporting; and assist payroll. Strong candidates will possess customer focus and excellent verbal, written and interpersonal skills. Excellent organizational and time management skills are required to succeed in this position.

The successful individual will have experience processing requests for FMLA and SMLA and notifying appropriate parties; experience with Workers' Compensation claims; ability to process a full range of CORE Job Data transactions including hires, terminations and leaves of absence; ability to develop and revise EPM reports as requested; experience with recruitment processes and familiarity with CORE payroll screens and processing. Additionally, this individual will have experience in calculating seniority based on bargaining unit rules and the knowledge and ability to research work histories for this purpose. Knowledge of retirement processing is a plus.

Eligibility Requirement: Candidates must have applied for and passed the Human Resources Assistant exam and be on the current certified list promulgated by the Department of Administrative Services for this Classification. State employees who have attained permanent status and are eligible for appointment may also apply.

Examples of Duties: Reviews all job data transactions for accuracy and apply business rules prior to entry into CORE-CT; reviews position data for the employee action prior to entering the job data action; communicates with the Payroll Manager and/or HR Managers regarding discrepancies discovered with position data or with job data transactions; process the following transactions in CORE-CT: Hire/Rehire, leaves, reinstatement, salary changes, including demotions, promotions, ETO to another agency

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.

Preferred Experience: Proficiency in CORE-CT Human Resource Management Systems (HRMS) including the ability to enter and extract data to generate reports related to Human Resources operations.

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 the following and forward as indicated below:

1. State of Connecticut Application for Employment (CT-HR-12), available online at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS.
2. Three (3) professional reference letters from current and/or former supervisors, or performance appraisals.
3. Candidates currently employed in state service, please submit your two (2) most recent service ratings in lieu of references with your application materials.

DORS.Recruitment@ct.gov

THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL

or

Department of Rehabilitation Services (DORS)

55 Farmington Avenue, 12th Floor

Hartford, CT. 06105

ATTN: Human Resources

Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted.

PLEASE NOTE: The primary contact will be via email if provided on your application.

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE November 3, 2015.

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.