

CIVIL SERVICE COMMISSION WATERBURY, CONNECTICUT

PROMOTIONAL EXAM #1078

PROMOTIONAL EXAMINATION FOR: HUMAN RESOURCES ASSISTANT - EDUCATION

SALARY: \$20.96 ~ \$27.89 PER HOUR

This examination is open to permanent classified employees of the City of Waterbury

This examination is open to permanent classified employees of the City of Waterbury. Individuals appointed as a result of passing the examination shall be required to serve a working test period which will be, in effect, the final phase of this examination. A passing score must be obtained on each part of the examination.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Room 202, Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

JANUARY 27, 2012

IMPORTANT:

- 1) Residents – Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.
- 2) Seniority Points - Seniority points for this position will be in accordance with the Civil Service Rules and Regulations.

EXAMPLES OF WORK: (Illustrative only)

Completes State of Connecticut teaching certification renewals; Durational Shortage Area Permits and Substitute Authorization forms on behalf of the District.
Contacts staff in the State Department of Education office to resolve issues related to certification compliance.
Determines tenure awards per the Connecticut State statutes and creates tenure contracts.
Coordinates Voluntary Transfer process.
Coordinates and ensures certification compliance for coaches in the District, and posts coaching vacancies internally and externally.
Posts vacancies for certified positions on Applitrack.
Provides training and support to Administrator users of Applitrack.
Coordinates Tuition Reimbursement and Degree Status Change requests.
Enters requisitions for the Education Personnel office.
Assists Director of Personnel – Education by scheduling and preparing reports for the Contract Negotiation Process.
Uses Lawson software to enter new employee and personnel changes, as well as requisitions for the Education Personnel department certified staff.
Prepares documentation and assists in employee orientation program.
Attends job fairs on behalf of the District.
Assists with and trains support staff.
Delegates work to support staff and follows-up on accuracy and adherence to deadlines.
Does related work as required.

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Knowledge of principles and practices of Education personnel administration;
Knowledge of HR office operations, record keeping, and CT State procedures and certification processes;
Ability to meet the expectations and requirements of internal and external customers, establish and maintain effective relationships;
Excellent written and verbal communication skills;
Ability to use logic and methods to solve difficult problems with effective solutions;
Ability to quickly learn new skills and knowledge;
Ability to adjust to the challenge of unfamiliar tasks;
Ability to use his/her time effectively;
Ability to act in an independent manner with minimal supervision;
Ability to demonstrate Intermediate PC skills (MS Word, Excel, Access or other software);
Ability to interpret and administer Human Resources laws and union contracts;
Demonstrated proficiency with Microsoft products.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Associate Degree or 60 college credits and three (3) years experience in a personnel or human resources office
or
Bachelors Degree and one (1) year of human resource experience

Regardless of degree type and experience, at least one (1) year must have involved highly complex administrative work in the area of human resources.

Knowledge of Lawson software and knowledge of teaching certification requirements preferred.

<p>COPIES OF COLLEGE DEGREE OR TRANSCRIPTS MUST BE SUBMITTED AT TIME OF APPLICATION</p>
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APPEAL PROCESS: An applicant may appeal a notice of not meeting the minimum qualifications (Civil Service Rules & Regulations, Section 3741, Subsection B, Article 9) to the Civil Service Commission within seven (7) days of the date on such notice.

This position is covered under the written agreement between the City of Waterbury and Waterbury City Employees Association. The Parts and Weights for this examination will be determined prior to conducting the exam.

Individuals shall be required to serve a working test period which will be, in effect, the final phase of examination.

Please notify the Civil Service Office of a change in address. Notification of examination will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/H/V

1/13/2012 sm