

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2387

OPEN COMPETITIVE EXAMINATION FOR: HUMAN RESOURCES GENERALIST

SALARY: **\$67,078.04 ~ \$87,103.63 PER YEAR** (Exempt, paid bi-weekly) (Previous applicants need not reapply)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

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., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

UNTIL SUFFICIENT APPLICATIONS RECEIVED

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) 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.

EXAMPLES OF WORK: (Illustrative only)

Performs complex and sensitive professional-level work in the following areas; recruitment, selection, classification, compensation, grievance handling, staff training and development, personnel policy development, disciplinary procedures, and coaching and counseling management staff; Develops schedules, administers and scores written, oral, performance, unassembled and other examination methods for positions in the Classified Service, in accordance with professionally accepted guidelines; Assists in contract negotiations; Advises assigned departments on a broad range of human resource issues, such as existing and developing classifications, employee relations, staff training and management techniques; Reviews written material and performs audits of positions to determine the proper classification and compensation; Develops and revises job descriptions for positions in the Classified Service; Develops competitive employment examination announcements; Performs recruitment activities to announce and publicize examinations via print, Internet and/or other media; Reviews exam applications for minimum qualifications requirements. Analyzes and responds to disqualification appeals; defends position to Personnel Commission as required; Performs statistical analyses of examinations results to determine question efficacy and passing standards; Promulgates eligible and certified lists in accordance with Classified Services Rules. Advises and counsels eligible candidates and department representatives regarding interview and selection rules procedures; Supervise HR Assistants; Compiles and prepares position action requests for presentation to the Personnel Commission; Conducts departmental investigations into general personnel problems; Assists the Law Department in the preparation of CHRO complaint responses; Drafts or suggests revisions of departmental policies and procedures; Performs special projects as assigned by the Director of Human Resource or his designee; Reviews applications for timelines, completeness, veteran's points eligibility, request for special accommodation, criminal conviction record and minimum qualification requirements; Processes applications through initial review, disqualification or admission to examination, test administration, scoring and certification; Prepares materials for exam administration, including written, computerized, training and experience, and other types of exams; Conduct reference and background checks; Proctors group, individual and automated test sessions; Scores answer sheets using manual key, as required; Conducts employee orientation program; Contacts staff in other government HR offices for reference material on compensation and classification matters; Serves as liaison with print advertising agencies, Internet sites, schools, colleges, professional organizations and other sources to publicize examinations; Performs related work as required.

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of modern human resources policies and procedures; Working knowledge of legal issues pertaining to employment, including but not limited to, equal employment and affirmative action concepts and terminology, ADA, FMLA, minimum wage, sexual harassment laws; Working knowledge of, and ability to utilize and interpret statistics. Working knowledge of interviewing practices and procedures; Ability to prepare a variety of written reports and to comprehend complex oral and written material; Ability to communicate effectively, both orally and in writing. Ability to deal effectively with others; Ability to utilize various office automation software, including word-processing, spread sheets, data base management programs and presentation graphics.

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:

Graduation from an accredited college or university with a Bachelor's Degree **Or** Graduation from an accredited college with an Associates' Degree **and** achievement of a current and valid Professional in Human Resources Certification (P.H.R.) or higher certification through the Society of Human Resources Management Organization;

Regardless of which you have above you must also have: Four (4) years of professional human resources experience, at least one (1) of which shall have involved two or more of the following fields: classification, examination development, wage and salary administration, training, or recruitment.

NOTE: A Master's Degree in Human Resources, Public or Business Administration or a related field may substitute for one (1) year of the general experience described above.

**COPIES OF DEGREE/TRANSCRIPTS/CERTIFICATION MUST BE
SUBMITTED AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **Appeal Process-** An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/D/V

EEOP Utilization Report available upon request

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WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N) 0 % of Shift	OCCASIONALLY (O) 1-33% of Shift				FREQUENTLY (F) 34-66% of Shift	CONSTANTLY (C) 67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception			X	
Standing			X		Color Distinction		X		
Walking			X		Peripheral Vision		X		
Sitting			X		Driving		X		
Lifting		X			Physical Strength:				
Carrying			X		Little Physical Effort (-10 lbs.)				X
Pushing			X		Light Work (-20 lbs.)			X	
Pulling			X		Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling	X				Temperature Changes		X		
Reaching				X	Wetness		X		
Handling				X	Humidity		X		
Grasping				X	Extreme Noise or Vibration	X			
Twisting		X			Exposure to Chemicals	X			
Feeling		X			Exposure to Gases and Fumes		X		
Talking				X	Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids	X			
Repetitive Motion				X	Exposure to dampness		X		
Hand/Eye/Foot Coordination		X			Confinement to Small or Restricting Area	X			
Visual Acuity/Near				X	Mechanical Hazards	X			
Visual Acuity/Far			X		Physical danger or abuse		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.