

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

PROMOTIONAL EXAM #1296

PROMOTIONAL EXAMINATION FOR: ASSISTANT HRIS MANAGER

SALARY: \$75,838.11~94,733.09 PER YEAR (Exempt)

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., Waterbury, CT 06702 & must be on file by 4:30 p.m. on:

UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED

IMPORTANT:

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.

Seniority Points – Credit for this position will be in accordance with the amendment of the Civil Service Rules & Regulations.

EXAMPLES OF WORK: (Illustrative only)

Under the general direction of the HRIS Manager, the Assistant HRIS Manager is responsible for assisting in the development and administration of a total Human Resources program, including position classification, training and development, employee relations, labor relations, system upgrades and testing, and special projects as directed. The role of Assistant HRIS Manager is to ensure that the information being entered into the HRIS ERP system are accurate and up to date; Performs complex and sensitive and/or confidential professional-level work in the following areas; Assists in the maintenance HR related databases (Infor, Access, Excel, etc.); Staff training and development on systems and software; Personnel policy development reporting; Assists with the completion of daily, weekly and monthly reporting in line with but not limited to submitted ECFs, leave management, headcount reports and union requested reports; Assists with the departments planning activities to manage and maintain accuracy of employee data for reporting, and distribution purposes; Assists the HRIS Manager with developing classifications, positions, personnel requisitions, providing data entry support; Reviews HR data entry submissions and acts as HRIS Manager backup during Payroll Processing; Assists with Grant Funding changes as required; Assists with General Wage Increases governed by the current Collective Bargaining Agreements; Assists in supervision of HRIS staff which includes prioritizing and assigning work; ensuring employees follow policies and procedures; advising the HRIS Manager of any issues or concerns; Responsible for maintaining a healthy and safe working environment at all times; Assists in the Maintenance of active employee files, I-9 forms and terminated files and acts as a Program Administrator for the City's E-Verify Program; Assists in reporting including but not limited to Union Seniority lists and ad hoc reports using Crystal Reports and Lawson Add-Ins. Maintains queries/reports and works with employees on the continuous improvement to all customers as needed; Provides technical assistance to the HR Staff on technology related issues including database issues and software functionality; Supports on-boarding and off-boarding by reviewing paperwork. Processes other employee transactional paperwork; Performs special projects as assigned by the Director of Human Resource or the HRIS Manager; Assist the HRIS Manager with Data Uploads from other programs into Lawson/Infor including our SafePersonnel and other training sites; Performs other related work as required.

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of modern human resources policies and procedures; Ability to work independently with minimum supervision; 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.

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 Microsoft Office (Word, Excel, Access, PowerPoint, Publisher) Infor/Lawson, ADP, Crystal Reports, database programs (Access).

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

1. Bachelor's degree from accredited college or university preferably in the area of information/computer science/technology or related field.
Four (4) years of professional Human Resources experience, at least two (2) of which must have involved experience managing and maintaining an HRIS system(s).
Two (2) years supervisory experience.

OR
2. An Associated Degree from accredited college or university preferably in the area of information/computer science/technology or related field or an equivalent combination of IT related training and certification.
Six (6) years of professional Human Resources experience, at least three (3) of which must have involved experience managing and maintaining an HRIS system(s).
Two (2) years supervisory experience.
3. Experience with Infor or Lawson or other similar software preferred.

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

**COPIES OF COLLEGE DEGREE OR TRANSCRIPTS
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

9/8/25 md

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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)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	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.

9/8/25 md