

Connecticut General Assembly
JOB OPPORTUNITY
Human Resources Associate

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

Open To: The Public
Location: Hartford
Salary: \$65,268 plus State Pension and Health Benefits
Closing Date: July 30, 2021

General Knowledge:

The Office of Legislative Management at the Connecticut General Assembly is seeking a Human Resources Associate with an advanced level of human resources knowledge, accountability, problem-solving. The selected candidate should operate with a high degree of independence and must exercise judgment and analytic skills when encountering new situations and problems.

Responsibilities to include:

Prepares and maintains human resource records; participates in recruitment process; conducts employee orientation ; generates and coordinates processing of HR transactions; counsels' employees and legislators on benefits, separation, transfer and/or retirement; ; acts as HR partner with other legislative offices to develop and implement HR strategies and solutions to address office's needs; keeps employees and legislators informed and involved with HR activities; responds to questions, interprets policy and explains procedures to legislators, staff and the public; assists with the researching, writing, editing or development of required human resource policies and procedures ; coordinates HR programs (i.e. tuition reimbursement);

Skills and Experience:

Candidates must possess six years of experience in human resources management with considerable knowledge in the areas of: recruitment, selection, compensation, benefits, payroll, employee relations, organizational and/or employee development(college training may be substituted for experience); knowledge of principles and techniques of human resources management; ability to apply human resource principles and procedures; knowledge of relevant state and federal statutes and regulations; requires strong interpersonal skills including initiative, leadership and tact; ability to analyze problems quickly and determine effective solutions; excellent oral and written communication skills. Knowledge of CT State Employee Retirement plans a plus.

Application Instructions:

Qualified candidates who meet the above requirements should submit a cover letter and resume to CGAEMPLOYMENT@cga.ct.gov by 5:00 pm July 30, 2021

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.