

Connecticut General Assembly
JOB OPPORTUNITY
Human Resources Assistant

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

Open To: The Public

Location: Hartford

Salary: \$56,508 plus State Pension and Health Benefits

Closing Date: April 30, 2022

General Knowledge:

The Office of Legislative Management at the Connecticut General Assembly is seeking a Human Resources Assistant. The Human Resource Assistant will be responsible for basic technical human resources duties within the day-to-day operations of the Human Resources department. Related activities include, but are not limited to, supporting, executing and completing tasks and projects within the following HR disciplines: Recruiting, Benefits Administration, Compensation, Employee Relations, Training and Worker's Compensation.

Responsibilities to include:

- Handles HR clerical or secretarial duties expected of a Senior Legislative Secretary or Administrative Assistant;
- Conducts employee orientation sessions;
- Assists with coordination of the employment process by scheduling interviews and corresponding with candidates;
- Prepares and maintains human resource records;
- Counsels employees on benefits, separation, transfer, tuition reimbursement and/or retirement policies and procedures;
- Responds to inquiries by gathering information and composing correspondence;
- Assists other HR professionals with special projects;
- Acts as HR partner with other legislative offices to develop and implement HR strategies and solutions to address office's needs;
- Responds to questions, interprets policy and explains procedures to legislators, staff and the public;
- Responsible for communication of organization-wide tasks and programs including monthly newsletter, Red Cross blood drives and the State Employee Campaign;
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks;
- Responsible for new hire on-boarding
- Utilize human resources information systems to produce reports and summarize data

Skills and Experience:

Requires an associate's degree or any equivalent combination of education and experience; Four (4) years secretarial or administrative experience in human resources management with basic knowledge in the areas of: recruitment, selection, compensation, benefits, payroll, employee relations, organizational and/or employee development; Basic knowledge of relevant state and federal statutes and regulations; Knowledge of principles and techniques of human resources management; Requires strong interpersonal skills including initiative, leadership and tact; Excellent oral and written communication skills; Ability to work overtime as needed.

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 April 30, 2022. Please include Human Resources Assistant in the subject line of the email.

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.