

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2172

OPEN COMPETITIVE EXAMINATION FOR: HRIS ASSISTANT (Non-Exempt)

SALARY: \$40,888.85 ~ \$54,417.61/yr. paid bi-wkly (NOTE: NEW HIRES START AT THE BEGINNING OF THE RANGE)

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:

Monday, April 16, 2018

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)

Assists the Human Resources Information System (H.R.I.S.) Analyst with Lawson data entry and associated projects including but not limited to system testing and upgrades; Generates Employee Change Forms via crystal report software. Generates Department audits of personnel data to ensure integrity and accuracy of data within the system; Maintains up to date Department audit files; Creates ad-hoc reports upon request for internal and external customers using Lawson Drill down and Excel; Copies and distributes weekly PA100 reports for Payroll, IT and Benefits; answer day-to-day customer inquiries and requests for Employee Change Forms; Assists with various Department sponsored training sessions; Conducts E-Verify queries and maintains I-9 files for all active and past employees; Generates I-9 Termination retention sheets; Generates new/rehire, transfer and termination routing forms as required Other related duties as assigned.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Some knowledge of principles and practices of municipal human resources management; Knowledge of HR office operations, record-keeping and accounting procedures; Ability to meet the expectations and requirements of internal and external customers, establish and maintain effective relationships (Customer Focus); Excellent written and verbal communications skills; Ability to use logic and methods to solve difficult problems with effective solutions(excellent analytical skills); Ability to pick up on technical aspects and quickly learn new skills and knowledge; Ability to adjust to the challenge of unfamiliar tasks; Ability to use his/her time effectively and concentrate efforts on more important priorities. Ability to act in an independent manner with minimal supervision; Ability to demonstrate Intermediate PC skills (MS Word, Excel, and Access, Crystal Reporting or other relational database reporting software).

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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 office, human resources office, or HRIS capacity.

or Bachelors Degree and one (1) year of experience in a personnel office, human resources office, or H.R.I.S. capacity.

Regardless of degree type and experience, at least one (1) year must have involved highly complex work in the area of H.R. or H.R.I.S. (S.A.P., PeopleSoft, A.D.P., Ceridian a plus).

**COPIES OF REQUIRED 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 City Employees Association-WCEA.. 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.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

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

EEOP Utilization Report available upon request