

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

PROMOTIONAL EXAM #1175

**PROMOTIONAL EXAMINATION FOR:
HUMAN RESOURCES ASSISTANT-EDUCATION**

SALARY: \$22.466 ~ \$29.899/hr.

(NOTE: NEW HIRES START AT THE BEGINNING OF THE RANGE)

This examination is open to permanent classified employees of the City of Waterbury

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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 - Seniority points for this position will be in accordance with the Civil Service Rules and Regulations.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained at the Civil Service Office or City website, must be on file at the Civil Service Office, Chase Municipal Building, 236 Grand Street, Waterbury, CT 06702 by 4:50 p.m. on

AUGUST 30, 2019

SUMMARY OF CLASSIFICATION:

This class is accountable for performing basic technical duties relating to human resources management including the preparation, processing, review and coordination of personnel actions and processes for the Board of Education.

Guidelines for Class Use: This is a paraprofessional class and is distinguished from clerical classes by its degree of accountability, independence, decision making and complexity of assignments.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of human resources office and recordkeeping policies and procedures; Knowledge of principles and techniques of public human resources management; Some knowledge of affirmative action principles and requirements; Some knowledge of labor relations; Some knowledge of relevant state and federal statutes and regulations; Interpersonal skills; Oral and written communication skills; Intermediate PC skills (MS Word, Excel, Access or other software); Ability to analyze and gather data; Ability to apply human resources practices and procedures in recruitment, selection, classification, compensation, payroll and benefits administration; Ability to establish and maintain effective relationships; Ability to meet the expectations and requirements of internal and external customers, establish and maintain effective relationships; Ability to properly administer union contracts and personnel rules and regulations; Ability to use logic and methods to solve human resources problems; Ability to use time effectively and efficiently; Ability to utilize human resource information systems; Ability to work with individuals from diverse backgrounds.

ESSENTIAL FUNCTIONS:

Assists Director by scheduling and preparing reports for the labor contract negotiations; Assists in performance evaluation process; Assists with and trains support staff; Assists with reviewing, researching and processing FMLA, ADA, and other leave requests and associated time and attendance issues; Completes State teaching certification renewals, Durational Shortage Area Permits (DSAPs) and Substitute Authorization forms on behalf of the District; Conducts employee orientation sessions; Contacts State Department of Education to resolve issues related to certification compliance; Coordinates and ensures certification compliance for coaches in the District, and posts coaching vacancies internally and externally; Coordinates Tuition Reimbursement and Degree Status Change requests; Counsels employees on career mobility, employee benefits, separation, transfer, tuition reimbursement and/or retirement policies and procedures;

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ESSENTIAL FUNCTIONS (Continued):

Determines tenure awards per the State statutes and creates tenure contracts; Enters requisitions for the Department; Generates and coordinates processing of human resources transactions and requests for position action (e.g., establish, reclassify); Helps coordinates voluntary transfer process; Participates in recruitment process; Posts vacancies for certified positions on automated systems; Prepares documentation and assists in employee orientation program; Provides training and support to users of human resources information systems; Responds to inquiries by gathering information and composing correspondence; Reviews application for minimum qualifications and participates in employment process; Uses human resources information system software (Lawson) to enter new employee and personnel changes, as well as requisitions for District certified staff; Utilizes human resources information systems to produce reports and summarize data; May assist human resources professionals with special projects; May assist in the preparation and delivery of training; May attend job fairs on behalf of the District; May calculate seniority and longevity; May conduct research; May gather information and data for grievances and requests for information; Performs related duties as required.

WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS: **Physical 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	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 and Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District 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

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AUGUST 30, 2019

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

Five (5) years of experience in clerical work in human resources management in at least one of the following areas: recruitment, selection, classification, compensation, benefits, payroll, affirmative action, employee relations, labor relations, organizational and/or employee development.

Substitutions Allowed:

1. A Bachelor's degree may be substituted for four (4) years of the General Experience.
2. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years.

Special Requirement:

1. Incumbents in this class may be required to travel within the District.

LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:

Incumbents in this class may be required to possess and retain a current Motor Vehicle Class D Operator's License.

CONTINUING EDUCATION REQUIREMENTS:

Incumbents are expected to be current in employment law and other subjects related to the field of human resources administration

**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 White-Collar 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