

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2625

OPEN COMPETITIVE EXAMINATION FOR: HUMAN RESOURCES ASSISTANT

SALARY: \$28.83 ~ \$35.31/hr. (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; paid Sick Leave; Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications: 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

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)

The work performed is above a clerical level and involves the processing of human resource activities for the Human Resource Department. Work is performed under the general supervision of a Human Resource professional. Position requires ability to act in an independent manner with minimal supervision; Reviews applications for timelines, completeness, veteran's and residency points eligibility, request for special accommodation, criminal conviction record and minimum qualification requirements; Processes applications through initial review, disqualification or admission to examination, test administration, scoring and certification; Prepares materials for exam administration, including written, computerized, training and experience, and other types of exams; Conduct reference and background checks as required; Proctors group, individual and automated test sessions; Scores answer sheets using automatic scanning device or manual key, as required; Assists in contract negotiation preparation; Prepares materials and conducts employee orientation program; Contacts staff in other government HR offices for reference material on compensation and classification matters; Serves as liaison with print advertising agencies, Internet sites, schools, colleges, professional organizations and other sources to publicize examinations; Compiles and updates employee records in a timely fashion; Contributes to team efforts; Occasional travel to various worksites; Be regular in attendance; Performs other related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good organizational skills; Good time management skills; Ability to prioritize workload; Ability to work as a team member; Knowledge of principles and practices of City human resources management; Knowledge of HR office operations, record-keeping and accounting procedures; Skill in personal computer usage, including MS Office Suite and other office programs; Ability to deal effectively with others; Oral and written communication skills.

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

Associate Degree **or** 60 college credits **and** Three (3) years' experience in a personnel or human resources office **or** B.A. and one (1) year of experience in a personnel or human resources office. Regardless of degree type and experience, at least one (1) year must have involved in semi-professional clerical work in the area of recruitment, examination, classification, or labor relations.

**COPIES OF COLLEGE DEGREE OR TRANSCRIPTS
MUST BE SUBMITTED AT TIME OF APPLICATION**

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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.

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