

JOB ANNOUNCEMENT

The City of Norwich announces a closed promotional and an open examination to fill a future vacancy and establish an eligibility list for the following classification:

61198 – ASSISTANT HUMAN RESOURCES DIRECTOR

Human Resources Department

Open Until: February 23, 2023 at 04:30 PM EST

Rate of Pay: \$75,000 - \$84,729



General Description

This is responsible personnel management work involving assisting in the functional areas of Human Resources Management. Work involves responsibility for assisting the Director of Human Resources in the day-to-day administration of the municipality's personnel function. Duties include providing support in the areas of recruitment, testing, personnel records, pension administration, employee and/or labor relations, job evaluation, compensation management, benefits administration, FMLA, worker's compensation, training, and special projects. This position also has the responsibility for making standard personnel administration technical decisions. The work requires that the employee have good knowledge, skill and ability in personnel management, employee relations, contract negotiation and administration, and budget preparation.

Qualifications

A Bachelor's degree from a recognized college or university, plus 3 years of responsible recent experience in human resources administration including 1 year supervisory experience, or any combination of training and experience which provides a demonstrated ability to perform the duties of the position. Experience in a union environment required, experience with collective bargaining negotiations preferred. Recent is defined as within the last 5 years.

Important Information

In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement.

You must reside within the State of Connecticut, 60 miles from Norwich within one year of appointment.

The complete job description is available online.

Examination will consist of 100% written OR 100% oral OR 100% experience and training.

To apply visit our website at www.norwichct.org/hr.
For questions or additional information, call (860) 823-3836.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

2/1/2023

A handwritten signature in black ink, appearing to be "Blm", is written over the date.