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:

61197 - HUMAN RESOURCES GENERALIST

Human Resources Department

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

Rate of Pay: $58,425 - $63,021

General Description

This is responsible specialized work involving varied confidential administrative functions pertaining to support for recruitment, labor relations, worker's compensation, onboarding, pension/benefits administration, FMLA, CDL, training, OSHA mandates, safety, unemployment benefits and a variety of other Human Resources functions. Work involves responsibility for providing administrative and specialized support services to human resources functions. Duties include preparing information for management to use during negotiations, timekeeping, recruitment and examination process, point of contact with multiple parties for worker's compensation injuries, producing a variety of correspondence and mandated reports, provide pension and benefits information to employees and retirees, coordinate various mandated trainings, communication with job applicants and prospective employees, coordinate background screening and onboarding processes, coordinate random CDL drug/alcohol testing, record keeping, and a variety of other human resources functions. This position has responsibility for making standard technical human resources decisions. The work requires that the employee have good knowledge, skill and ability in administrative and human resources practices and procedures.

Qualifications

An Associate's degree plus two (2) years of recent responsible administrative experience including proficiency in Microsoft Office applications or a high school diploma plus four (4) years of experience. Other combinations of experience, training and education which provides a demonstrated ability to perform the duties of the position will be considered. Experience in human resources or finance-related functions preferred.

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