

**Connecticut General Assembly**  
**JOB OPPORTUNITY**  
Human Resources Generalist

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE  
BOTTOM OF THIS PAGE**

**Open To:** The Public

**Location:** Hartford

**Salary:** \$80,214 plus State Pension and Health Benefits

**Closing Date:** December 30th, 2022 5pm

**General Knowledge:**

The Office of Legislative Management at the Connecticut General Assembly is seeking a Human Resources Generalist with an advanced level of human resources knowledge, accountability, and problem-solving skills. The selected candidate should operate with a high degree of independence and must exercise judgment and analytic skills when encountering new situations and problems.

**Responsibilities to include:**

Prepares and maintains human resource records; participates in recruitment process; conducts employee orientation ; generates and coordinates processing of HR transactions; counsels' employees and legislators on benefits, separation, transfer and/or retirement; acts as HR partner with other legislative offices to develop and implement HR strategies and solutions to address office's needs; keeps employees and legislators informed and involved with HR activities; responds to questions, interprets policy and explains procedures to legislators, staff and the public; assists with the researching, writing, editing or development of required human resource policies and procedures; coordinates HR programs (i.e. tuition reimbursement); Counsels Supervisors on employee issues including leaves, discipline and harassment; attends in house and off site training events as directed by the HR Administrator.

**Skills and Experience:**

Candidates must possess eight years of progressively responsible experience in human resources management with considerable knowledge in the areas of: leaves, recruitment, selection, compensation, benefits, retirement, payroll, employee relations, organizational and/or employee development; knowledge of principles and techniques of human resources management; ability to apply human resource principles and procedures; knowledge of relevant state and federal statutes and regulations; requires strong interpersonal skills including initiative, leadership and tact; ability to analyze problems quickly and determine effective solutions. Must be detail oriented and have excellent oral and written communication skills. Knowledge of CT State Employee Retirement plans a plus.

**Application Instructions:**

Qualified candidates who meet the above requirements should submit a cover letter and resume by 5:00 pm December 30th, 2022 5pm to Caroline Beitman at [CGAemployment@cga.ct.gov](mailto:CGAemployment@cga.ct.gov)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.