



CITY OF STAMFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

OPEN COMPETITIVE EXAMINATION NO. 14-20

HUMAN RESOURCES GENERALIST

Salary Range: \$74,805 - \$96,237/Annually

POSITION

Under the general direction of the Director of Human Resources, is responsible for the development and administration of a total human resources program, including position classification, recruitment and selection, training and development, employee relations, and special projects as directed; does related work as required.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's Degree and five (5) years of professional human resources experience, at least two (2) of which shall have involved two or more of the following fields: classification, examination development, wage and salary administration, training, or recruitment.

NOTE: A Master's Degree in Human Resources, Public or Business Administration or a related field may substitute for two (2) years of the general experience described above.

SPECIAL REQUIREMENTS: *Within eighteen (18) months of appointment, must obtain at least a Professional in Human Resources (PHR) certification from the Society of Human Resources Management.*

SCOPE OF EXAMINATION: There will not be a written examination. Qualified applicants will be ranked according to their education, training and experience. **Applicants are required to fully complete the application form and supplement, listing all related degrees, training and work experience.**

APPLICATION PROCESS: Interested candidates should submit an Employment Application and Application Supplement "14-20" by **Friday, July 18, 2014**. Applications can be obtained at the City of Stamford, Human Resources Division, 9th Floor, 888 Washington Boulevard, Stamford, Connecticut or at www.cityofstamford.org. **Please note:** Only properly completed and submitted applications and application supplements will be considered. Applications of candidates who do not meet the stated position requirements will not be considered.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.

Issued: 6-27-2014

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

Applications are obtained from and submitted to
DEPARTMENT OF HUMAN RESOURCES
 CITY OF STAMFORD
 888 WASHINGTON BOULEVARD
 STAMFORD, CONNECTICUT 06904
 TELEPHONE (203) 977-4070
www.cityofstamford.org

General Conditions for Job Announcements
 and Civil Service Information can be viewed at
www.cityofstamford.org

CHANGE OF ADDRESS:

It is your responsibility to notify the Department of Human Resources of any Change of Address on your application

PERSONNEL COMMISSION

Frank Greene
 Julie Granser
 Peter Nanos
 Marc Teichman
 Carl Weinberg

Mayor
David A. Martina



Director of Legal Affairs
Kathryn Emmet

City of Stamford
Human Resources Division
888 Washington Blvd.
Stamford, Connecticut 06904
(203) 977-4070

**HUMAN RESOURCES GENERALIST
APPLICATION SUPPLEMENT # 14-20**

EXPERIENCE AND TRAINING EXAMINATION

NAME _____

SOCIAL SECURITY NUMBER 000 - -
(Last six digits only)

For this examination, you will be filling out specific information about your education, training and experience. The information that you give will be used to find out how well your background qualifies you for this position. You **MUST** fill out this examination booklet completely in order to take part in this examination. **THIS BOOKLET IS AN EXAMINATION.**

On the pages that follow, you will be asked to supply factual information about your education and training and about the duties, responsibilities and accomplishments that are associated with jobs, which helped you qualify for the position for which you are applying. Your education, training and experience will be scored according to how closely they relate to the various job components or factors of the position of *Human Resources Generalist*. Your score will be based only on what you include in this examination. Incomplete or illegible applications/supplements will be rejected.

This examination booklet and a completed "Application for Examination or Employment" must be filed with the Human Resources Division by the last filing date noted in the job announcement, or bear a postmark no later than the last filing date. Information submitted after the last filing date will not be considered.

AN EOE/AA EMPLOYER

PART I. SUMMARY OF EDUCATION AND EXPERIENCE #14-20

Again, you **must** complete this supplement fully and thoroughly. Resumes **will not** serve in lieu of this supplement; however, you may attach a copy of your resume to complement your application package. Please note that applicants who do not meet the minimum qualifications for Human Resources Generalist will be disqualified.

A. EDUCATION:

1. Do you possess any of the following degrees? (If "Yes", specify the major field of study for which the degree was conferred.)

- a. Bachelor's Yes____ (Major)_____ No____
- b. Master's Yes____ (Major)_____ No____
- c. Other Yes____ (Explain)_____

B. EXPERIENCE:

1. Do you have at least five (5) years of professional human resources experience? Respond and specify number of years.

Yes____ No____ No. of Years _____

2. Was at least two of the above years spent in two or more of the following functions?

- | | | | |
|------------------------------|---------|--------|--------------------|
| Classification | Yes____ | No____ | No. of Years _____ |
| Examination Development | Yes____ | No____ | No. of Years _____ |
| Wage & Salary Administration | Yes____ | No____ | No. of Years _____ |
| Training | Yes____ | No____ | No. of Years _____ |
| Recruitment | Yes____ | No____ | No. of Years _____ |

3. Have you worked in a unionized setting? Yes____ No____

4. Do you have experience using a Human Resources Information System (HRIS)?

Yes_____ No_____

Name the System(s) you have used to manage human resources data

5. Have you worked with Civil Service Rules? Yes_____ No_____

PART II. #14-20

EXPERIENCE: Please follow column headings completely. Attach additional copies of this page if required. Use whatever terms would best describe the level and scope of your work and responsibility.

A. Describe your professional human resources experience in the following areas: classification, examination development, wage and salary administration, training or recruitment.

DATES & NO. HRS PER WEEK	IDENTIFY EMPLOYER AND TITLE OF SUPERVISOR	YOUR JOB TITLE & DUTIES

PART II. (cont'd) #14-20

B. Describe your work experience working with collective bargaining units, interpreting union contracts and handling employee issues such as excessive absenteeism, progressive discipline, discharge/termination, as they pertain to the collective bargaining agreements. Attach additional copies of this page if required.

DATES & NO. HRS PER WEEK	IDENTIFY EMPLOYER AND TITLE OF SUPERVISOR	YOUR JOB TITLE & DUTIES

PART III.

#14-20

SPECIAL TRAINING: List all specialized training that you have received within the past five (5) years through institutes, conferences, seminars, workshops or professional associations pertaining to human resources, including but not limited to, classification, examination development, wage and salary administration, training, recruitment. Also include any computer related training.

SPECIALIZED TRAINING- TITLE OF COURSE	SPONSORING ORGANIZATION	DATES ATTENDED & NO. OF HRS.

PART IV. KNOWLEDGE, SKILLS AND ABILITIES

#14-20

On the following pages are a variety of statements that are related to this position. For each of those statements, circle the letter for the level described below which best reflects your experience, education or training as it relates to that item.

- A - I have applied this Knowledge, Skill or Ability in an actual setting while performing a job.

- B - I have education or training relevant to this Knowledge, Skill or Ability, but have not applied it in an actual job.

- C - I have little or no experience, education or training relevant to this Knowledge, Skill or Ability.

For each A or B answer, give evidence, in detail, in the space provided of how you acquired the Knowledge, Skill or Ability listed. Evidence may be stated in terms of education/training (list courses and schools) or in terms of experience (list your job duties that apply, name of employer, and dates of work).

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

1. Knowledge of human resources methods and practices.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Examples:

2. Knowledge of policy development and ability to draft personnel policies.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Specific Examples:

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

3. Knowledge of the principles and practices of test development, administration and analysis.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Examples:

4. Knowledge of recruitment and recruitment strategies.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Examples:

PART IV. (cont'd) #14-20

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

5. Ability of recruitment.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Specific Examples:

6. Ability of screen applicants, analyze data and write reports.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Specific Examples:

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

7. Working knowledge of legal issues pertaining to employment, including but not limited to, EEOC/discrimination laws, ADA, FMLA, wage and hour.

Circle the Appropriate Letter

EEOC/discrimination laws	A	B	C
ADA	A	B	C
FMLA	A	B	C
Wage and hour	A	B	C

Identify course or position title

Description

8. Ability to utilize various office automation programs such as Microsoft Office including Windows / Word, Excel, Access and PowerPoint; E-mail, Internet, HRIS.

Circle the Appropriate Letter

Windows / Word	A	B	C
Excel / Access	A	B	C
PowerPoint	A	B	C
E-mail	A	B	C
Internet	A	B	C
HRIS	A	B	C

Give Specific Examples:

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

9. Ability to communicate effectively with all levels within an organization: employees, management, co-workers, the public, etc. and ability to communicate and deal effectively with hostile situations.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Specific Examples:



APPLICATION FOR EXAMINATION OR EMPLOYMENT

The City of Stamford
Human Resources Division
888 Washington Boulevard
P.O. Box 10152
Stamford, CT 06904-2152
Tel. (203) 977-4070

AN EQUAL OPPORTUNITY EMPLOYER

Position applying for
Use Title on Job Announcement

Exam Number

DO NOT WRITE IN THIS SPACE	
<input type="checkbox"/> Q	Rev. by: _____
<input type="checkbox"/> NQ	_____
<input type="checkbox"/> Educ	_____
<input type="checkbox"/> Exp	_____
<input type="checkbox"/> Not City EE	_____
<input type="checkbox"/> Other	_____

PLEASE TYPE OR PRINT CLEARLY IN BLACK INK.
All blanks must be completed in order for application to be considered.

GENERAL INFORMATION

Name _____
(Last) (First) (Middle)

Address _____
(Street/Apt. #) (City) (State) (Zip Code)

Home Telephone _____ Work Telephone _____
(Area Code) (Area Code)

Cellular Telephone _____ E-mail Address _____
(Area Code)

Social Security Number _____ 000 _____ Best daytime contact: Home Work Cell
(Last six digits ONLY)

Do you claim 5 points preference based on active duty in the U. S. Armed Forces? Yes No
(Attach copy of DD214)

Do you claim 10 points veteran's disability preference? Yes No
(Attach DD214 and supporting documentation)

Have you ever worked for the City of Stamford before? Yes No
If yes, list by dates employed and job title(s): _____

Are you currently authorized to work in the United States? Yes No
Note: 1986 Immigration Reform & Control Act requires verification of identity and employment eligibility at the time of hire.

1. Have you ever been convicted of any offense other than juvenile, youthful offender, or a minor traffic violation? Yes No
If yes, you must complete Section B of the applicant disclosure form.

2. Have you ever been disqualified for a position with the City of Stamford due to a criminal conviction or failure to fully disclose a criminal conviction? Yes No
If yes, list job title and date of disqualification. _____

(Provide information regarding ACTUAL convictions only. Any arrest, charge, conviction and/or record which has been erased, dismissed, nulled or pardoned pursuant to the CGS § 31-51i, should NOT be disclosed. Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.)

RECORD OF EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL AND CITY/STATE	DATES ATTENDED	COURSE OF STUDY (Major/Minor)	GRADUATED (Yes/No)	DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject of training, number of hours weekly, and other details.

Summarize any other Special Skills or Abilities relating to the job you want, such as: licenses, machines you operate, languages which you speak, read and write well, computer skills, and any other special abilities or knowledges.

EMPLOYMENT HISTORY

List below **ALL** present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application.**

1. Name and Address of Employer _____	Employed From _____ # of hours _____ per week _____	To _____ Ending Salary _____
Supervisor Name, Title, Telephone _____		
Your Title _____		
Describe your duties: _____		
Reason for leaving _____		

EMPLOYMENT HISTORY (Continued)

2. Name and Address of Employer _____ Employed From _____ To _____
of hours _____
per week _____ Last Salary _____
Supervisor Name, Title, Telephone _____
Your Title _____
Describe your duties: _____

Reason for leaving _____

3. Name and Address of Employer _____ Employed From _____ To _____
of hours _____
per week _____ Ending Salary _____
Supervisor Name, Title, Telephone _____
Your Title _____
Describe your duties: _____

Reason for leaving _____

4. Name and Address of Employer _____ Employed From _____ To _____
of hours _____
per week _____ Ending Salary _____
Supervisor Name, Title, Telephone _____
Your Title _____
Describe your duties: _____

Reason for leaving _____

5. Name and Address of Employer _____ Employed From _____ To _____
of hours _____
per week _____ Ending Salary _____
Supervisor Name, Title, Telephone _____
Your Title _____
Describe your duties: _____

Reason for leaving _____

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

(A) Your former employer? Yes No

(B) Your present employer? Yes No

If answer is "Yes" to either (A) or (B) explain under comments section

Applicant's Signature

COMMENTS

MILITARY INFORMATION

Veteran of U.S. Armed Forces	Service Branch	Date Discharged	Type of Discharge	Final Rank
<input type="checkbox"/> Yes				
<input type="checkbox"/> No				

PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing.

Applicant's Signature _____

Date _____



City of Stamford

Applicant Disclosure Form

Section A

1. CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire, and promote qualified people in all job classifications regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental reporting requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that they have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities. This form will be removed from the application.

2. GENERAL INFORMATION

Your Name _____	Date _____
Social Security Number _____ 000 _____ (Last six digits ONLY)	

3. STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)

American Indian or Alaska Native All persons having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American (Not of Hispanic or Latino origin) All persons having origins in any of the black racial groups of Africa.

Hispanic or Latino All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.

White (Not of Hispanic or Latino origin) All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Other Please specify _____

Job Classification

Please write the title of the position for which you are applying in the box above, using the title on Job Announcement.

Gender

Female

Male

4. NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form.

Please check box if applicable

5. RECRUITING INFORMATION

How did you hear about this job? (Please check one)

<input type="checkbox"/> Stamford Advocate	<input type="checkbox"/> Human Resources Division Bulletin Board
<input type="checkbox"/> Other newspaper. Please give name: _____	<input type="checkbox"/> Community Agency Please give name: _____
<input type="checkbox"/> City Website	<input type="checkbox"/> Professional journal Please give name: _____
<input type="checkbox"/> Internet Please give site: _____	<input type="checkbox"/> Other. Please specify: _____
<input type="checkbox"/> City Employee	



City of Stamford

Applicant Disclosure Form

Section B

NOTE:
THIS INFORMATION WILL BE REVIEWED ONLY BY
MEMBERS OF THE HUMAN RESOURCES DIVISION AND
HIRING MANAGERS.

CRIMINAL CONVICTION INFORMATION

Applicants are required to disclose the existence of *any* criminal conviction, regardless of the nature, date or location thereof, with the exception of minor traffic violations or an arrest, criminal charge, or conviction that has been erased. The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon.

The information provided below is subject to the terms of the "Pre-Employment Statement" on Page 4 of this application. A criminal conviction will not necessarily result in the rejection of this application, but will be considered as it relates to the nature of the position sought, and in light of any applicable state and federal law.

Name (Print)

Title of Position Sought

Applicant's Signature

Date

DATE OF CONVICTION	OFFENSE	DATE OF ARREST	PLACE OF ARREST (City/State)	SENTENCE