



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. 24-49

HUMAN RESOURCES GENERALIST- Board of Education
Annual Salary Range: \$94,632 - \$121,744

General Duties: Under the general direction of the Executive Director of Human Resources and Talent Management, the Human Resources Generalist provides a variety of professional level work in assigned area of responsibility including recruitment and selection, orientation and onboarding, staffing and employment, leave management and workers' compensation, training and development, HRIS and payroll, employee relations, compliance, and special projects as directed; Ensures excellent HR service to all levels of employees. Performs other related duties as required or assigned.

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 recruitment, compensation and benefits, employee relations, position classification or training and development.

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 REQUIREMENT: Within eighteen (18) months of appointment, must obtain at least a Professional in Human Resources (PHR) certification from HRCI or a SHRM-CP 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: A completed City of Stamford Employment Application and Application Supplement "24-49". Position is open until filled. Application and supplement must be submitted to hrrecruiting@stamfordct.gov or mailed to 888 Washington Boulevard, Stamford, Connecticut 06904. Application and supplement can be obtained at www.stamfordct.gov.

PLEASE NOTE: All applications **MUST BE COMPLETELY FILLED OUT**, even if submitting a resume, including but not limited to: (1) Position applying for (2) Employment history including dates (month & year) and reasons for leaving a position ("**See Attached Resume**" is not acceptable) **Applications with missing information will be considered incomplete and will not be processed.** 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: 10/22/2024

EMPLOYMENT BENEFITS: <ul style="list-style-type: none"> Health Plan and Hospitalization Paid Vacations and Holidays Retirement Plan Group Life Insurance Sick Leave 	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.stamfordct.gov	CHANGE OF ADDRESS: It is your responsibility to notify the Department of Human Resources of any Change of Address on your application
VETERAN'S PREFERENCE: Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.	General Conditions for Job Announcements and Civil Service Information can be viewed at www.stamfordct.gov	PERSONNEL COMMISSION Marc Teichman Lynn Arnow Elizabeth Main Jaelyn Williams Stuart Adelberg

RECORD OF EDUCATION

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

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 to training, number of hours weekly and other details.

Summarize any other Special skills or Abilities relating to the job you are applying for, such as licenses, machines you operate, languages you speak, read and write well, computer skills and any other special abilities or knowledge.

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.**

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____
From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____
From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

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

- A. Your former employer? Yes No
- B. Your present employer? Yes No

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

Applicant's Signature _____

COMMENTS

ADA ACCOMMODATIONS IN TESTING: The City of Stamford provides reasonable accommodations for individuals with a disability during the application, examination, interview, and employment. If you need reasonable accommodation, check the box below and attach a written description of the accommodation sought. Medical documentation may be required.

I require accommodation as outlined in the attachment.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test day due to a conflict with a religious observation or practice, check the box below and submit attach an Accommodation request by the Last Date to File.

I cannot be tested on the scheduled examination date due to a conflict with a religious observance or practice.

OTHER ACCOMMODATIONS NEEDED: If you require accommodation for reasons other than religious or disability, check the box below and attach a written description of the accommodation sought.

I require special accommodation to take this examination.

* Documentation may be requested to support accommodation requests*

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

Applicant's Signature _____

APPLICANT DISCLOSURE FORM

CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire and promote qualified people in all job classification 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 report 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 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.

GENERAL INFORMATION

Your Name _____ Date _____

Social Security Number (Last 6 digits) XXX _____

STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)	
American Indian or Alaska Native <input type="checkbox"/>	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 <input type="checkbox"/>	All persons having origins in any of the original peoples of 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 <input type="checkbox"/>	(Not Hispanic or Latino origin). All persons having origins in any of the black racial groups of Africa.
Hispanic or Latino <input type="checkbox"/>	<input type="checkbox"/> 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 <input type="checkbox"/>	All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.
White <input type="checkbox"/>	(Not Hispanic or Latino origin). All persons having origins in any of the original peoples of Europe, the Middle East or North America.
Other <input type="checkbox"/>	Please Specify: _____

Job Classification

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

Gender	
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>

NON-PARTICIPATION

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

(Please check box if applicable)

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 _____ |
| <input type="checkbox"/> Internet
Please give name _____ | <input type="checkbox"/> Other: Please specify _____ |
| <input type="checkbox"/> City Employee | |

Mayor
Caroline Simmons



Director of Legal Affairs
Thomas Cassone

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

HUMAN RESOURCES GENERALIST- BOARD OF EDUCATION
APPLICATION SUPPLEMENT # 24-49

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 #24-49

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 _____
- Employee Relations 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____

PART I. SUMMARY OF EDUCATION AND EXPERIENCE #24-49

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. Do you have experience working in a unionized environment? Yes _____ No _____

Describe your experience:

PART II. #24-49

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, employee relations or recruitment.

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

PART II. (cont'd) #24-49

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.

#24-49

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, wage and salary administration, training, employee relations and recruitment. Also include any computer related training.

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

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 employment-related laws and regulations.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Examples:

2. Knowledge employment practices related to equal employment opportunity or affirmative action plans or programs.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Specific Examples:

KNOWLEDGE, SKILLS, AND ABILITIES STATEMENT

3. Knowledge of and ability to apply the principles, concepts and professional standards and practices of Human Resources Administration.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Examples:

4. Knowledge and ability of recruitment and recruitment strategies.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Examples:

KNOWLEDGE, SKILLS, AND ABILITIES STATEMENT

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

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Specific Examples:

6. 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

KNOWLEDGE, SKILLS, AND ABILITIES STATEMENT

- 7. 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:

- 8. Ability to communicate effectively with all levels within an organization: employees, management, co-workers, the public, etc.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Specific Examples:

KNOWLEDGE, SKILLS, AND ABILITIES STATEMENT

9. Ability to research industry trends, benchmarks and best practices.

Circle the Appropriate Letter

A B C

Employer/School:

Dates:

Give Specific Examples:
