

DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 1

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

Open To: Candidates on current exam list and lateral transfers

Location: 460 Capitol Ave., Hartford

Job Posting No: 88656

Hours: 40 hours/week – Monday - Friday (First Shift)
some evening and weekend hours may be required

Salary: \$59,261 – \$80,808 (MP-57)

Closing Date: August 12, 2013

Eligibility Requirement:

Candidates must have passed the **Equal Employment Opportunity Specialist 1** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties:

This position is within the DDS Equal Employment Opportunity Division. Incumbent will be work on affirmative action plan development, will conduct trainings, and will assist with investigations of complaints of discrimination and/or sexual harassment. Will perform related duties as required.

General Experience: Six (6) years of professional experience in affirmative action, equal opportunity assurance or human resources management.

Special Experience: Two (2) years of the General Experience must have involved primary responsibility for affirmative action or equal opportunity assurance in an employment setting.

Special Requirements:

- 1 - Incumbents in this class will be required to travel.
- 2 - Incumbents in this class must complete ten (10) hours of training during the first year of service or designation and a minimum of five (5) hours per year thereafter. This training shall include (1) state and federal discrimination laws and (2) internal discrimination investigation techniques which will be provided by the Commission on Human Rights and Opportunities and the Permanent Commission on the Status of Women.

Preferred Skills & Experience:

- Documented experience in development of state or federal affirmative action plan.
- A proven record of training employees about EEO/affirmative action laws or policies.
- Ability to use computer software to include: Microsoft suite (Excel, PowerPoint, & Word)
- Excellent written and verbal Communication Skills
- Good Organizational Skills

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam including the job Posting Number. Current State employees must also provide a copy of his/her last two performance appraisals. Non-State employees should submit 2 letters of reference. All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send Applications To:

Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos
Email: Daimar.Ramos@ct.gov Phone: 860-418-6121 Fax: 860-418-6004

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.