

**DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)
JOB OPPORTUNITY
EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 1
Equal Employment Opportunity Unit**

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

Open To: Candidates who are on the current exam list for Equal Employment Opportunity Specialist 1.

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: 112847-EEOS1

Work Schedule: Full Time, 40 hrs/week, 5 days/week
Hours: 8:00am – 4:30pm

Salary: MP57: \$61,039 - \$83,233 annually

Closing Date: October 23, 2015

The Department of Administrative Services (DAS) is currently accepting applications for an Equal Employment Opportunity Specialist 1 to be assigned to the Equal Employment Opportunity Unit. The incumbent's duties: assists with preparing and implementing affirmative action plans, including compiling and analyzing statistical data; monitors hiring and promotional decisions for assigned facilities; ensures inclusion of goal candidates in the selection process; develops and implements sexual harassment prevention training and other affirmative action related training programs for the agency; acts as the American with Disabilities Act (ADA) Coordinator for assigned facilities; conducts investigations into allegations of discrimination or harassment, including sexual harassment and unfair treatment; may act as a mediator for informal discrimination complaints; conducts new employee orientation on the affirmative action policy and other related nondiscrimination policies; provides career counseling; performs related duties, as required.

Eligibility Requirement:

Candidates must have applied for and passed the Equal Employment Opportunity Specialist 1 examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above 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.

Knowledge, Skill and Ability:

Knowledge of relevant state and federal laws, statutes and regulations; knowledge of affirmative action programs; knowledge of interviewing and counseling techniques; knowledge of merit system selection process including recruitment, examination and classification; considerable interpersonal skills; considerable oral and written communication skills; ability to develop and implement affirmative action plans; ability to compile, analyze and evaluate human resource records and statistical information; investigatory ability; ability to assess and define training requirements; ability to utilize human resources information systems.

Special Requirements:

Incumbent will be required to travel and must have a valid motor vehicle driver's license. Incumbents in this class must complete five (5) hours of training during the first year of service or designation and a minimum of three (3) hours biannually 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:

- Experience in development/writing of a state or federal affirmative action plan;
- Investigatory experience and conflict resolutions;
- Training experience;
- Experience in developing strategic recruitment efforts, including, but not limited to the use of social media, to reach targeted groups;
- Experience with Microsoft Office, including Excel, PowerPoint, and Word.

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 must submit a cover letter, a completed State CT-HR-12 Application Form, resume, and three (3) pertinent professional references. (Candidates currently employed in State service, please submit your two (2) most recent service ratings in lieu of references.):

165 CAPITOL AVENUE, 5TH Floor East
HARTFORD, CT 06106
ATTN: Susan Turko, Human Resources Specialist
OR
FAX to: 860-622-2835
OR
EMAIL to: susan.turko@ct.gov

APPLICANTS MUST NOTE THE JOB POSTING NO. 112847-EEOS1 ON THE APPLICATION.

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 10/23/2015 WILL NOT BE
CONSIDERED.**

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.