

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
JOB OPPORTUNITY
Executive Director of Commission on Human Rights and Opportunities

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

Open To: The Public
Location: 25 Sigourney Street, Hartford, CT
Hours: 40 hours per week
Salary: \$98,327- \$159,509 (EX 03)
Job Number: 557
Closing Date: August 26, 2013

The Commission on Human Rights and Opportunities (CHRO) is the nation's oldest civil rights agency. CHRO enforces Connecticut's prohibitions on discrimination in employment, housing, public accommodations and credit transactions. For more information go to: www.ct.gov/chro

We are seeking an individual with a history of strong leadership and a passion for civil rights, supporting human rights and opportunities and enforcing statutory protections against discrimination.

There is a generous benefit package worth over 50 percent of the employee's annual salary. Benefits and options include: a choice of medical and dental plans designed to suit your needs, long and short-term disability, life insurance, excellent retirement plan, deferred compensation plan, 12 paid holidays, personal leave, sick leave and a generous vacation plan.

Applicants should know that the Executive Director will, from time to time, work at night and on weekends testifying at legislative hearings, taking part in ceremonial functions and performing various outreach activities.

General Experience: Requirements are a bachelor's degree and Five (5) years of management experience including a combination of experience in the following areas; supervision of professional staff and union and non-union employees; directing agency operations and program development and evaluation. Five (5) years professional experience in civil rights, such as advocacy and education; investigation, reviewing and enforcing issues related to discrimination. Please note, the five year management experience (as defined above) and the five year professional experience in civil rights (as defined above) do not have to be mutually exclusive. They can run concurrently. All of the five years of your management experience may have been in civil rights. Or for example you may have five years of professional experience in civil rights, three of which were as a manager. Then you would need two additional qualifying years as a manager. If you had five years professional experience in civil rights none of it as a manager, you would need to show five years of management experience acquired somewhere else. Be very specific in your application materials on how you meet the general experience requirements.

Preferred Knowledge, Skills and Ability: Law Degree or Masters Degree, experience in affirmative action and contract compliance; considerable knowledge of discriminatory practices and the effect on economic and social circumstances of protected groups; understanding of the legislative, regulatory and state budget process. Effective experience in public speaking and a track record in improving customer service are strongly desired.

Qualified Applicants Must Submit: A state application form CT-HR-12, resume and a detailed cover letter, and the Pre-Authorization and Release Form (see the **Application Instructions** below). Incomplete application materials will not be considered. While the following areas of experience are not necessarily mandatory, the cover letter must summarize your experience in the following four areas.

- A. Directing, monitoring and evaluating affirmative action, equal opportunity and/or contract compliance programs. Developing affirmative action plans, monitoring compliance, correcting deficiencies, compiling and analyzing statistical affirmative action data, and updating plans and programs. Ensuring agency/organization adherence/contract compliance to affirmative action goals and program objectives.
- B. Conducting, reviewing and directing the disposition of discrimination and/or sexual harassment complaints. Participation in predetermination settlement negotiations, conciliation agreements and administrative hearings.
- C. Directing the staff and operations of a division, unit or program. Managerial or supervisory experience in planning and developing administrative operation plans; development of policies, procedures and recommendations for operational improvements, reductions; formulating division, unit or program goals and objectives; interpreting and administering laws/regulations/statutes; budget preparation, grants and contract administration.
- D. Cultivating and managing business relationships with key contacts in municipal, state and federal agencies, private industry, and other organizations. Serving as a consultant/liaison to other organizations, departments or the public regarding Equal Employment Opportunity Programs. Demonstrated track record of conducting formal presentations, training programs, or workshops using excellent oral and written communication skills. Appearing in public settings, experience in relations with public, professional and governmental audiences, efforts in community outreach, success in organizing and achieving stakeholder involvement and participation in various settings.

Application Instructions: Eligible candidates must submit a cover letter, resume, Application for Examination or Employment (CT-HR-12) and the Pre-Authorization and Release Form (immediately follows this job announcement), which includes a statement regarding the Guide to the Code of Ethics. Current CHRO employees are not required to complete the Pre-Authorization and Release Form. The CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Reference Job Posting No. 557 on the application. **Applications will not be considered without all of the required documents as noted above.** Applications received or postmarked after the closing date will not be considered. Submit via mail or fax to:

**Department of Labor
Human Resources Office
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX (860) 263-6699**

If you are faxing your application, please do not mail additional copies. Due to the large number of expected applicants we cannot confirm receipt of application materials. All applicants may not receive an interview. Please do not call concerning your application. The Department of Labor provides administrative support to the Commission on Human Rights & Opportunities (CHRO). **Send/fax application materials only to the address noted above.**

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, veterans and persons with disabilities.

CURRENT STATE OF CONNECTICUT CHRO EMPLOYEES DO NOT HAVE TO COMPLETE THIS FORM

COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Commission on Human Rights & Opportunities.

Applicant's Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor or the Commission on Human Rights & Opportunities concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Commission on Human Rights & Opportunities.

This authorization is executed with the full knowledge and understanding that the Labor Department and the Commission on Human Rights & Opportunities will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department of Labor or the Commission on Human Rights & Opportunities.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department of Labor or the Commission on Human Rights & Opportunities not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed

Signature of Applicant

As a candidate being considered for employment at the Commission on Human Rights & Opportunities, I have received a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date Signed

Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

http://www.ct.gov/ethics/lib/ethics/guides/public_officials_guide_10.pdf