

**COMMISSION ON HUMAN RIGHTS & RESPONSIBILITIES (CHRO)
PROMOTIONAL OPPORTUNITY
HUMAN RIGHTS & OPPORTUNITIES REGIONAL MANAGER (MP61)
NORWICH**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Current CHRO Agency Employees Only

Location: 100 Broadway, Norwich, CT

Job Posting No: 749

Hours: Full-time

Annual Salary: \$74,206 - \$101,170

Closing Date: November 16, 2016

Eligibility Requirement: Candidates must indicate in their application (CT-HR-12) that they meet the General and Special Experience requirements as outlined below. Please refer to the substitutions that are allowed for the general or special experience requirement. There is no examination. Your application will be used to determine your qualification for the position.

General Experience: Eight (8) years of experience in an investigatory or enforcement capacity in the areas of civil or human rights, labor or employee relations, equal opportunity or affirmative action.

Special Experience: One (1) year of the General Experience must have been at a supervisory or managerial level.

Substitutions Allowed:

- 1 – College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- 2 – A Master's degree in public administration may be substituted for one (1) additional year of the General Experience.
- 3 – A law degree from an accredited law school may be substituted for one (1) additional year of the General Experience.
- 4 – Two (2) years as a Human Rights and Opportunities Assistant Commission Counsel 1 or 2 or Human Rights and Opportunities Representative may be substituted for the General and Special Experience.

Duties: Manages administrative and technical functions of a regional office; supervises and oversees investigations of discriminatory practices, complaints and/or other assigned systemic law enforcement activities; manages cases assigned to a region through allocation of intake and complaint assignments to professional staff for processing; reviews and monitors case progress and recommendations; reviews all concluded investigations for conformance with statutory requirements and agency standards; holds

conferences with complainants, respondents and their legal counsel to develop remedies; supervises development of projects devised for elimination of community tension, prejudice and discrimination; acts as consultant to community groups and organizations, businesses and governmental agencies; identifies program needs and problems and recommends improvements; conducts inservice training programs for staff; supervises and evaluates performance of staff; makes recommendations with respect to personnel decisions and administration of collective bargaining agreements; may investigate certain complaints of discrimination; performs related duties as required.

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 cover letter, resume and State of Connecticut Application for Examination or Employment (CT-HR-12). CT-HR-12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Applications will not be considered if incomplete, missing materials, or not received or postmarked by the above closing. Submit via mail or fax to:

**DEPARTMENT OF LABOR – HUMAN RESOURCES
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX NUMBER (860) 263-6699**

Please note: If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials. Not all individuals who apply will be granted an interview.

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.