

COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES  
JOB OPPORTUNITY  
Human Rights & Opportunities Regional Manager (MP61)  
Southwest Region (Bridgeport)

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

**Open To:** Public

**Location:** 350 Fairfield Avenue, 6th Floor, Bridgeport

**Job Posting No:** 633

**Hours:** 8:00 a.m. to 4:30 p.m.

**Salary:** \$72,044 - \$98,233 (employees new to state service start at the minimum salary)

**Closing Date:** **March 21, 2014**

**Eligibility Requirement:** There is no examination requirement for this specific vacancy. Candidates must meet the minimum qualifications as stated below for the General and Special Experience requirements. Please also refer to allowable educational substitutions. Applicants who have two (2) years experience as a Human Rights and Opportunities Assistant Commission Counsel 1 or 2 or Human Rights and Opportunities Representative may substitute this experience for the general and special experience requirement. You must be very specific on your application as to how you meet the General and Special Experience requirements. If you indicate on your application that you are substituting educational experience for some of the general experience requirement you do not have to submit the documentation with your application materials. However; official transcript(s) documenting that you have obtained the necessary credits/degree(s) must be on file with our office before any offer of employment can be made. This documentation should be sent from the educational institution to the application address below.

**Examples of 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 in-service 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.

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

**Substitution(s) 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) 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.

**Please Note:** Preferred candidates would have considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of law enforcement principles and practices with respect to human and civil rights legislation; considerable knowledge of investigatory principles and techniques; considerable knowledge of scope, causes and effects of discrimination; knowledge of and ability to apply management principles and techniques; knowledge of personnel practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable skill in development and negotiation of remedies and mediation of complaint resolutions.

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

**Application Instructions:** Eligible candidates should 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. 633 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, persons with disabilities and veterans.

**CURRENT 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.

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Date Signed	Signature of Applicant
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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](http://www.ct.gov/ethics/lib/ethics/guides/public_officials_guide_10.pdf)