

DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY

EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 2 - **REPOST**  
(May be underfilled at the Equal Employment Opportunity Specialist 1 level)  
(Division of Diversity and Equity)

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

**Open To:** **Candidates on a current examination list or Lateral Transfers**

**Location:** Hartford, CT

**Job Posting No.** BM42811CO

**Hours:** 40

**Salary:** \$68,603 - \$93,544 (EEOS 2)  
\$59,261 - \$80,808 (EEOS1)

**Closing Date:** May 30, 2014

**Eligibility:** **Candidates must have passed the Equal Employment Opportunity Specialist 2 or Equal Employment Opportunity Specialist 1 examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Equal Employment Opportunity Specialist 2 or Equal Employment Opportunity Specialist 1, or have attained permanent status in the class since their most recent hire date.**

**Position Description:** The Department of Children & Families is recruiting for an Equal Employment Opportunity Specialist 2 within the Division of Diversity and Equity. The position may be underfilled at the Equal Employment Opportunity Specialist 1 level

**Example of Duties:** Performs the most complex duties in the Equal Employment Opportunity unit; evaluates, updates and disseminates agency equal employment opportunity policies and procedures to ensure compliance with federal and state laws, statutes, regulations and Executive Orders; develops and implements affirmative action plans; conducts or oversees investigations and resolution of discrimination and unfair treatment claims; coordinates findings with Attorney General when appropriate; prepares materials and conducts training to heighten knowledge of equal employment opportunity laws and affirmative action goals; develops and performs outreach initiatives to include recruitment efforts through community and minority organizations; conducts analysis of data and presents at briefing sessions with staff; counsels staff on equal employment opportunity matters; conducts career counseling; may participate in employment interviews; may assist with or oversee the State of Connecticut Minority & Small Contractor's Set Aside Program and contract compliance; may administer affirmative action for patient, student, inmate and/or client rights programs; may serve as the agency's ADA coordinator; performs related duties as required.

**General Experience:** Seven (7) years of professional experience in affirmative action, equal opportunity assurance or human resources management.

**Special Experience:** Three (3) years of the General Experience must have involved primary responsibility for affirmative action or equal opportunity assurance in the employment setting

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

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) supervisory references (current state employees please provide last two PARS in lieu of references) and an Application for Employment (CT-HR12) to the address below. Please reference Job Posting #BM42811CO:

DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET  
HUMAN RESOURCES, 8<sup>TH</sup> FLOOR  
HARTFORD, CT 06106  
FAX: (860) 707-1952

*(No e-mails will be accepted)*

**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.