

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
JOB OPPORTUNITY

**EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 1  
(MAY UNDERFILL AS LEADERSHIP ASSOCIATE)**

OFFICE OF THE COMMISSIONER  
AFFIRMATIVE ACTION DIVISION

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

**Open To:** Candidates on the current exam list for EEO Specialist 1  
Candidates being considered for appointment as a Leadership Associate must be able to meet the experience and training requirements of the EEO Specialist 1 classification within two (2) years of the date of hire\*.

**Location:** Connecticut Valley Hospital - Cottage 20 (171 Bow Lane), Middletown, CT

**Job Posting No:** OC100103

**Schedule:** Monday - Friday, 8:00 am - 4:30 pm, 40 hours per week

**Salary:** \$61,039.00 - \$83,233.00 (MP 57) for EEO Specialist 1  
\$57,987.00 - \$79,070.00 (VR 99) for Leadership Associate (Confidential)

**Closing Date:** September 7, 2015

**Eligibility Requirement for Equal Employment Opportunity Specialist 1:**

Candidates must have applied for and passed the Equal Employment Opportunity Specialist 1 exam 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.**

**Duties:** Assists with preparing and implementing the DMHAS affirmative action plan, 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

**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 operator'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.

**\*Minimum Qualifications Required for Leadership Associate (Confidential):**

To be considered for the Leadership Associate (Confidential) classification, candidates cannot currently meet the minimum Experience and Training requirements of the Equal Employment Opportunity Specialist 1 but must be able to meet the minimum Experience and Training Requirements of the Equal Employment Opportunity Specialist 1 by the end of the development program (not to exceed two (2) years) as indicated below.

**Experience and Training:** Candidates must be able to meet the experience and training requirements of the Equal Employment Opportunity Specialist 1 job class, as outlined below, at the completion of the development program. The length of the development program will be designed around the requirements of the EEO Specialist 1 job class and the prior experience of the incumbent and will not exceed (2) calendar years.

**General Experience for Equal Employment Opportunity Specialist 1:** Six (6) years of professional experience in affirmative action, equal opportunity assurance or human resources management.

**Special Experience for Equal Employment Opportunity Specialist 1:** Two (2) years of the General Experience must have involved primary responsibility for affirmative action or equal opportunity assurance in an employment setting.

**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, human resources management, labor relations or a closely related field or a law degree may be substituted for one (1) additional year of the General Experience
3. For state employees two (2) years of experience as an Equal Employment Opportunity Assistant may be substituted for the General and Special Experience.

**Knowledge, Skill And Ability:** Considerable oral and written communication skills; interpersonal skills; considerable ability to understand and apply state and federal laws, statutes and regulations; considerable ability to analyze and solve problems; considerable ability to effect and manage change; considerable ability to plan for and implement excellent customer service; considerable ability to learn a new knowledge base in functional area; considerable ability to learn and apply policy and procedure; managerial aptitude.

**Preferred Skills & Experience:**

Experience in development of a state or federal affirmative action plan, investigatory experience, training experience, ability to use computer software including Microsoft Office suite (Excel, PowerPoint, & Word), excellent written and verbal communication skills, and good organizational skills.

**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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

**PLEASE SEND APPLICATIONS TO:**

DMHAS/Office of the Commissioner  
Human Resources 4<sup>th</sup> Floor  
410 Capitol Avenue,  
Hartford, CT 06106  
Fax: (860) 418-6697

[Maria.D.DeJesus@ct.gov](mailto:Maria.D.DeJesus@ct.gov)

**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. **(03)**