

DEPARTMENT OF MOTOR VEHICLES  
JOB OPPORTUNITY  
EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 2  
EQUAL EMPLOYMENT OPPORTUNITY OFFICE

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

**Open To:** State employees currently holding the above job title, or candidates who have passed the examination for Equal Employment Opportunity Specialist 2.

**Location:** Wethersfield

**Job Posting No:** 75785

**Hours:** Monday - Friday

**Salary:** \$68, 603.00 - \$93, 544.00

**Closing Date:** December 2, 2013

**Eligibility Requirement:** Candidates must have applied for and passed the Equal Employment Opportunity 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.

**Knowledge, Skills and Abilities:** Considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of affirmative action plans and programs, considerable knowledge of interviewing and counseling techniques; considerable investigatory ability; 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; ability to utilize human resource information systems; some supervisory ability.

**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.

**Substitution Allowed:**

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. 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. For state employees one (1) year of experience as an Equal Employment Opportunity Specialist 1 may be substituted for the General and Special Experience.

**Special Requirement:** Incumbents in this class may be required to travel. Incumbents in this class must complete ten (10) hours of training during the first year of service or designation and a minimum of five (5) hours per year 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.

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

**Application Instructions:** Applicants on the current exam list must apply for this position and submit a (CT-HR-12) for consideration, indicating EEOS 2 on the Job Title line, and copy of a redacted investigation report. State employees must also include copies of their last (2) service ratings or PARS. Submit this information by 12/02/2013, to: Naisha Roman, Human Resources, Department of Motor Vehicles, 60 State Street, Room 235, Wethersfield, CT 06161. Applications can be downloaded at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf). Human Resources can also receive applications by fax machine, (860) 263-5576.

**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.