



Department of  
**ADMINISTRATIVE SERVICES**  
*Job Postings*



**DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY  
Equal Employment Opportunity Director  
Bureau of Finance & Administration**

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

**Open To:** Candidates on a current examination list.  
**Location:** Newington, CT  
**Job Posting No:** 113893  
**Hours:** 40 hours per week – 8:00 am to 4:30 pm  
**Salary:** MP 66: \$90,282.00 to \$123,104.00 annual  
**Closing Date:** **September 6, 2016**

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

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of employment practices related to civil rights, equal employment opportunity or affirmative action plans and programs; knowledge of needs and issues of patients, inmates, students or clients; knowledge of interviewing and counseling techniques; knowledge of merit system selection process including recruitment, examination, classification and certification; considerable interpersonal skills; considerable oral and written communication skills; investigatory skills; ability to develop and implement affirmative action plans; ability to compile, analyze and evaluate statistical data; supervisory ability.

**EXPERIENCE AND TRAINING:**

**General Experience:**

Nine (9) years of professional experience in affirmative action, equal opportunity assurance or human resources management.

**Special Experience:**

Four (4) years of the General Experience must have involved primary responsibility for affirmative action and equal opportunity assurance in an employment setting with at least two (2) years at the level of Equal Employment Opportunity Specialist 2.

**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 Specialist 2 or one (1) year of experience as an Equal Employment Opportunity Manager may be substituted for the General and Special Experience.

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class may be required to travel.
2. In accordance with Connecticut General Statute, 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.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Equal Employment Opportunity Director positions in the Department within twelve months.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment (Form CT-HR-12). **State employees must also include copies of their last two (2) service ratings.** Send by September 6, 2016 to:

Doreen Rossi  
Principal Human Resources Specialist  
Department of Transportation  
2800 Berlin Turnpike  
Newington, CT 06131  
FAX: 860-594-3369

**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.