

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY

Equal Employment Opportunity Specialist 2

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

Open To: Candidates on a current examination list.
Location: Headquarters in Newington, CT
Job Posting No: 76332
Hours: 8:00 am to 4:30 pm
Salary: MP- 60: \$68,603.00 to \$93,544.00 annual
Closing Date: November 6, 2013

Eligibility Requirement: Candidates must have applied for and passed the Equal Employment Opportunity Specialist 2 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 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; knowledge of needs and issues of patients, inmates, students and/or clients; 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.

EXPERIENCE AND TRAINING:

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.

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

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to travel.
2. 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.

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 Specialist 2 positions within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, an Application for Employment (CT-HR-12), and a redacted investigation report. **State employees must also include copies of their last (2) service ratings by November 6, 2013 to:**

Ms. Estiana Almonte
Connecticut Department of Transportation
P.O. Box 317546
Newington, CT 06131-7546
Fax: 860-594-3060
Email: Estiana.almonte@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.