

DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
LEADERSHIP ASSOCIATE (CONFIDENTIAL) with Target Class of
Equal Employment Opportunity Specialist 1

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

Open To: Department of Administrative Services (DAS) Agency Employees Only.

Location: 165 Capitol Avenue, Hartford, CT 06106

Job Posting No: 00015376

Hours: 80 hours biweekly

Salary: \$56,298 or \$2157.02 biweekly

Closing Date: Thursday, February 27, 2014

The Department of Administrative Services (DAS) is currently accepting applications for a Leadership Associate position with the Target Class of Equal Employment Opportunity Specialist 1 to be assigned to the Equal Employment Opportunity Unit. We are seeking an individual with written and oral communication skills, and negotiation and conflict resolution skills. The successful candidate will also be reliable, confidential, and demonstrate analytical skills and attention to detail.

The successful candidate will participate in a Leadership Associate Program to enable him/her to develop the experience and competencies required to independently and successfully perform the Target Class position (Equal Employment Opportunity Specialist 1) by the conclusion of the Program. With supervision and assistance, and an increasing level of responsibility and independence as the Leadership Associate Program develops, the chosen candidate will perform duties including but not limited to: conducting employee counseling regarding affirmative action issues; developing and/or revising affirmative action procedures and policies; providing employer-employee relations counseling; acting as a mediator for informal discrimination complaints; interviewing and conducting discrimination complaint investigations; compiling and analyzing statistical affirmative action data; assisting with the development and implementation of agencies' affirmative action plans and programs; assisting with sexual harassment prevention training and other affirmative action related training programs; serving as the American with Disabilities Act (ADA) Coordinator for assigned agencies; assisting agency legal staff with related special projects; and other related duties.

Leadership Associate Development/Training Program

The length of the Leadership Associate development/training program will be no longer than three (3) years and will include formal on-the-job training, including different assignments throughout the DAS Equal Employment Opportunity Unit (EEO Unit) and the legal unit. The program may also include time spent in other executive branch agencies/offices serviced by the DAS EEO Unit and the Small Agency Resource Team (SmART). The successful candidate must successfully complete all requirements of the Leadership Associate Program in order to be promoted to the target class (Equal Employment Opportunity Specialist 1). Upon successful completion of the Program and satisfactory performance, the candidate will be automatically promoted into the Target Class without further examination or working test period.

Required Experience and Training

Oral and written communication skills; interpersonal skills; ability to understand and apply state and federal laws, statutes and regulations; ability to analyze and solve problems; ability to learn a new knowledge base in functional area.

The successful candidate must be able to meet the experience and training requirements of the Target Class, Equal Employment Opportunity Specialist 1, at the completion of the Leadership Associate Program.

The work schedule for this classification is full-time. The successful candidate must work a full-time forty (40) hours per week schedule and be a reliable employee.

Preferred Experience

Experience compiling and analyzing statistical data; experience interviewing, analyzing statements and drafting conclusions/reports based on information gathered; experience with laws, policies and statistical data relating to the

State of Connecticut Supplier Diversity (Small & Minority Business Set Aside) Program; negotiation and conflict resolution experience; experience managing and prioritizing busy workloads and working under time constraints.

Special Requirements

The successful candidate may be required to travel to client agencies.

Applicants should be aware that their performance appraisals and attendance records will be reviewed as part of the application review process.

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 a cover letter, a resume, and an Application for Examination or Employment (CT-HR-12) to:

**State of Connecticut
DAS/Human Resources Office
165 Capitol Avenue, 5th Floor East
Hartford, CT 06106
Attn: Eileen Morin
OR
Fax to: (860) 622-2834**

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.