



STATEWIDE PROMOTIONAL EXAMINATION
EQUAL EMPLOYMENT OPPORTUNITY ASSISTANT

ANNUAL \$51,061
SALARY: \$64,973

SALARY
GROUP: CR 19

APPLICATION CLOSING
DATE: APRIL 17, 2012

EXAM
NO: 120690SPFD

PURPOSE OF CLASS: In a state agency this class is accountable for performing paraprofessional duties relating to equal employment opportunity, contract compliance and other employee or client/student rights programs.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT STATE EMPLOYEE** WHO BY APRIL 17, 2012 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Five years of clerical experience in affirmation action, equal opportunity assurance or human resources management. [Note: For state employees clerical experience is interpreted at the level of Office Assistant.]

SUBSTITUTION ALLOWED: College training may be substituted for the General Experience on the basis of fifteen semester hours equaling six months of experience to a maximum of two years.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to travel. (2) Incumbents in this class must complete ten hours of annual training in (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.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's): Knowledge of affirmative action plans and outreach initiatives; some knowledge of relevant state and federal laws, statutes and regulations; interpersonal skills; oral and written communication skills; basic mathematical skills; ability to work with organizations for outreach/recruitment; ability to research and compile statistical data; ability to utilize human resource information systems; ability to research and analyze human resource files.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
(Exam questions will cover KSA's listed above.)	WRITTEN	100%

THE EXAMINATION WILL BE HELD ON: WEDNESDAY, MAY 30, 2012.

[Reserve the day as the exam may be scheduled in the morning or afternoon.]

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. **Applications must be date stamped by DAS/Human Resources or postmarked by April 17, 2012. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at any state agency.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

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, persons with disabilities, and military veterans.