

CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY
Equal Employment Opportunity Specialist 1
(may be underfilled as a Leadership Associate)

Open To: The Public
Location: Central Office, Wethersfield, CT
Hours: 40 Hours per week, 1st Shift, Monday - Friday
Salary: Equal Employment Opportunity Specialist 1-\$57,534
Leadership Associate -\$54,657
Position: 100961
Closing Date: May 15, 2012

Example of Duties:

Compiles and analyzes statistical affirmative action data; conducts employee counseling regarding affirmative action issues; develops and/or revises affirmative action procedures and may recommend policies; conducts recruitment through community organizations; develops and maintains relationships with community and/or minority organizations; provides employer-employee relations counseling; interviews, counsels and refers job applicants; conducts discrimination complaint investigations; assists in development, updating and administration of affirmative action program/plan; reviews contracts to ensure incorporation of affirmative action considerations; reviews contractors personnel statistics to monitor compliance; may monitor agency compliance with Section 504, Title VI, Contract Compliance, Set-Aside programs; may serve as a patients rights ombudsperson; performs related duties as required.

Eligibility Requirement:

To apply at the Leadership Associate level, candidates must be able to meet the experience and training requirements of the target class within the three-year training program. Target class requirements are as follows: Six (6) years experience in an affirmative action or equal employment opportunity program or community organization dealing with employment problems or in personnel administration. Two years of the general experience must have involved primary responsibility for dealing with employment problems experienced by protected groups. A B.A. or B.S. degree may be substituted for four (4) years of the general experience and an M.A. in a related area may be substituted for one (1) additional year of general experience. Candidates for the Equal Employment Opportunity Specialist 1 level must be on an active employment list for such classification.

Preferred Experience: Conducting investigations, conflict resolution, effective writing and oral communications skills.

Note:The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Qualified candidates who meet the above requirements need to submit a cover letter, a resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf

Lori Kolakowski, HR Manager
Department of Correction
Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-6865 or (860) 692-6864

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.