

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
EQUAL EMPLOYMENT OPPORTUNITY ASSISTANT

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

Open To: Lateral Transfers and candidates on a current examination list.
Location: Middletown
Job Posting No: 7183
Salary: *\$51,061.00 - \$64,973.00
Closing Date: Friday, November 6, 2012 (Extended)

*New hires to state employment start at the minimum of the above salary range.

Eligibility Requirement: Candidates must have applied for and passed the EQUAL EMPLOYMENT OPPORTUNITY ASSISTANT exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities:

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.

General Experience:

Five (5) 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.

Special Experience:

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 employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit their two most recent performance appraisals in lieu of references by ***Friday, November 2, 2012, close of business** to:

The Department of Emergency Services & Public Protection

1111 Country Club Road, Middletown, CT 06457

Attn: Denise Shelton, Human Resources Associate

Fax: (860) 685 – 8356

*Incomplete or late application packages will not be considered. If faxing your packet; please do not mail the original. Please note that due to the large volume of applications received, we are unable to field phone inquiries and confirm receipt of applications.

Interested candidates for employment at the Department of Emergency Services and Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer