State of Connecticut
EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC

EQUAL EMPLOYMENT OPPORTUNITY MANAGER

ANNUAL SALARY	SALARY GROUP	APPLICATION CLOSING DATE	EXAM NO
$75,653 - $97,032	MP 63	FEBRUARY 5, 2013	130100OCFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency this class is accountable for directing and performing activities for an Equal Employment Opportunity program.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY FEBRUARY 5, 2013:

GENERAL EXPERIENCE: Eight years of professional experience in affirmative action, equal opportunity assurance or human resources management.

SPECIAL EXPERIENCE: Three years of the General Experience must have involved primary responsibility for affirmative action or equal opportunity assurance in an employment setting with at least one year at the level of Equal Employment Opportunity Specialist 2.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four 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 additional year of the General Experience. (3) For state employees one year of experience as an Equal Employment Opportunity Specialist 2 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 hours of training during the first year of service or designation and a minimum of five 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.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of employment practices related to civil rights, equal employment opportunity or affirmative action plans and programs; knowledge of needs and issues of patients/inmates or students; knowledge of interviewing and counseling techniques; knowledge of merit system selection process including recruitment, examination and classification; considerable interpersonal skills; considerable oral and written communication skills; ability to develop, analyze and implement affirmative action plans; investigatory ability; ability to compile, analyze and evaluate statistical data; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:
(1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)

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 AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Equal Employment Opportunity Manager, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title Equal Employment Opportunity Manager cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** EEO/AA Program Experience. Describe your experience directing, monitoring and evaluating affirmative action, ADA, equal opportunity and/or contract compliance programs. Be specific as to your experience in these areas including the size, scope, and nature of the program(s) and on whom they impacted. Detail your experience developing affirmative action plans, monitoring compliance with these plans, correcting deficiencies, compiling and analyzing statistical affirmative action data, updating plans and programs as needed and the frequency of these responsibilities. Include information on the steps you have taken to insure agency/organization adherence/contract compliance to affirmative action goals and program objectives. Include your experience with human resources including staffing (recruitment, selection, career counseling), labor and employee relations, planning and organizational change, and employment law. **(2)** Complaint Investigation Experience. Describe your experience conducting, reviewing and directing the disposition of discrimination and/or sexual harassment complaints. Be specific as to the types of issues involved, how they were resolved, and the role you played. Describe the methodology you used to investigate and/or resolve complaints. Indicate experience participating in predetermination settlement negotiations, conciliation agreements and administrative hearings, the nature of these activities and the percent of time involved. **(3)** Management/supervisory experience. Describe your experience directing the staff and operations of a division, unit or program. Include the number and job titles of staff under your supervision. Indicate your supervisory duties including work scheduling, assignment, conducting performance evaluations and taking necessary disciplinary action. Also, detail your managerial experience in the following areas: planning and developing administrative operation plans; development of policies and procedures; formulating division, unit or program goals and objectives; interpreting and administering laws/regulations/statutes; budget preparation, grants and contract administration including dollar amounts involved. **(4)** Interpersonal/Oral and Written Communications Experience. Describe your experience cultivating and managing business relationships with key contacts in municipal, state and federal agencies, private industry, and other organizations. Detail any experience acting as a consultant/liaison to other organizations, departments or the public regarding Equal Employment Opportunity Programs. Be specific as to the purpose and nature of contacts, consultations and the level of the individuals contacted/consulted. Detail your experience conducting formal presentations or workshops including the topics and the audience reached. Include any experience representing the agency/organization on various boards and commissions including how often you served in this capacity and the role you played. Also, detail experience preparing written reports, plans, documentation, correspondence and other written materials including the purpose and for whom they were prepared. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes: (1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4)** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by February 5, 2011. **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 **(Secure Fax #860-622-2875)**. If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7)** Examination scores will be mailed by March 25, 2013. **(8)** A separate application/examination package 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 the Offices of the Connecticut State Job Centers.

6770 January 18, 2013

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.