

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

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

Open To: **Candidates on a current examination list.**

Location: Middletown

Job Posting No: 5425

Salary: * \$75,653.00 - \$97,032.00

Closing Date: **Wednesday, October 17, 2012**

* 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 MANAGER 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:

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, students and/or clients; knowledge of interviewing and counseling techniques; knowledge of merit system selection process including recruitment, examination and classification; considerable interpersonal skills; knowledge of needs and issues of patients, inmates, students and/or clients; knowledge of interviewing and counseling techniques; 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.

General Experience:

Eight (8) years of professional experience in affirmative action, equal opportunity assurance or human resources management.

Special Experience:

Three (3) years of the General Experience must have involved primary responsibility for affirmative action and equal opportunity assurance in an employment setting with at least one (1) year at the level of Equal Employment Opportunity Specialist 2.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) 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 (1) additional year of the General Experience.
3. For state employees one (1) year of experience as an Equal Employment Opportunity Specialist 2 may be substituted for the General and Special Experience.

Special Requirement:

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 ***Wednesday, October 17, 2012, close of business** to:

**The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, HR 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