

DEPARTMENT OF CHILDREN AND FAMILIES  
JOB OPPORTUNITY

EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 2  
(Division of Diversity and Equity)

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

**Open To:** Candidates on a current examination list or Lateral Transfers  
**Location:** Hartford, CT  
**Hours:** 40  
**Salary:** \$68,603 - \$93,544 (Annually)  
**Closing Date:** August 9, 2013

**Eligibility:** Candidates must have passed the Equal Employment Opportunity Specialist 2 examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Equal Employment Opportunity Specialist 2, or have attained permanent status in the class since their most recent hire date.

**Position Description:** The Department of Children & Families is recruiting for an Equal Employment Opportunity Specialist 2 within the Division of Diversity and Equity.

**Example of Duties:** Performs the most complex duties in the Equal Employment Opportunity unit; evaluates, updates and disseminates agency equal employment opportunity policies and procedures to ensure compliance with federal and state laws, statutes, regulations and Executive Orders; develops and implements affirmative action plans; conducts or oversees investigations and resolution of discrimination and unfair treatment claims; coordinates findings with Attorney General when appropriate; prepares materials and conducts training to heighten knowledge of equal employment opportunity laws and affirmative action goals; develops and performs outreach initiatives to include recruitment efforts through community and minority organizations; conducts analysis of data and presents at briefing sessions with staff; counsels staff on equal employment opportunity matters; conducts career counseling; may participate in employment interviews; may assist with or oversee the State of Connecticut Minority & Small Contractor's Set Aside Program and contract compliance; may administer affirmative action for patient, student, inmate and/or client rights programs; may serve as the agency's ADA coordinator; performs related duties as required.

**General Experience:** Seven (7) 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 or equal opportunity assurance in the employment setting

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) supervisory references (current state employees please provide last two PARS in lieu of references) and an Application for Employment (CT-HR12) to the address below. Please reference Job Posting #82776:

DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET  
HUMAN RESOURCES, 8<sup>TH</sup> FLOOR  
HARTFORD, CT 06106  
FAX: (860) 707-1952

**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, and persons with disabilities.