

Department of Rehabilitation Services
JOB OPPORTUNITY
Equal Employment Opportunity Specialist 1

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

Open To: Applications will be accepted only from candidates who have taken and passed the current Equal Employment Opportunity Specialist 1 examination and state employees who have attained permanent status in this job class and are eligible for appointment to this position

Location: 25 Sigourney Street, Hartford, CT.

Job Posting No: 105404

Hours: 8:00AM to 5:00PM

Salary: \$59,261 - \$80,808

Closing Date: July 11, 2013 – July 25, 2013

The Department of Rehabilitation Services is currently seeking an individual to manage the Affirmative Action functions for the agency. Responsibilities will include preparing the annual Affirmative Action Plan; investigating complaints from employees and consumers; acting as the ADA Coordinator; advising supervisors and managers on Affirmative Action issues; reviewing recruitment documentation and approving hiring and promotional selections. This position will also be responsible for supporting the Department of Aging in the future.

EXAMPLES OF DUTIES:

Compiles and analyzes statistical affirmative action data; develops and implements affirmative action plans; develops and/or revises equal employment opportunity procedures; defines and conducts outreach initiatives to include recruitment efforts through community and minority organizations and career fairs; conducts career counseling; conducts discrimination complaint investigations; counsels staff on equal employment opportunity matters; reviews supplier contracts to ensure incorporation of affirmative action considerations; prepares reports; assists Equal Employment Opportunity staff with special projects; assists in training activities; may participate in employment interviews; may assist in development of equal employment opportunity policy; may assist in monitoring agency compliance with State of Connecticut Minority & Small Contractor's Set Aside Program; may participate in administering affirmative action for patient, student, inmate and/or client rights programs; may serve as the agency's ADA coordinator; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of relevant state and federal laws, statutes and regulations; knowledge of affirmative action programs; knowledge of interviewing and counseling techniques; knowledge of merit system selection process including recruitment, examination and classification; knowledge of needs and issues of patients, inmates, students and/or clients; considerable interpersonal skills; considerable oral and written communication skills; ability to develop and implement affirmative action plans; ability to compile, analyze and evaluate human resource records and statistical information; investigatory ability; ability to assess and define training requirements; ability to utilize human resources information systems.

EXPERIENCE AND TRAINING:

General Experience:

Six (6) years of professional experience in affirmative action, equal opportunity assurance or human resources management.

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

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). Current state employees should include their two (2) most recent service ratings. Due to the large number of applications received, we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. No fax copies will be accepted. Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:**

**Sabrina Betts, Human Resources Specialist
Department of Rehabilitation Services
25 Sigourney Street – 6th Floor
Hartford, CT 06106**

**APPLICATIONS MUST BE RECEIVED AND POSTMARKED BY
Thursday, July 25, 2013 CLOSE OF BUSINESS**

The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at:
www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS.

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities