



EXAMINATION OPEN TO THE PUBLIC

**HUMAN RIGHTS AND OPPORTUNITIES
REPRESENTATIVE**

ANNUAL \$58,318 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$74,296 **GROUP: SH 23** **DATE: DECEMBER 19, 2011** **NO: 111020OCJR**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Commission on Human Rights and Opportunities this class is accountable for the full range of investigatory, review and analysis, consultative and community affairs activity pursuant to the Commission's equal opportunity assurance activity.

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 **DECEMBER 19, 2011**:

GENERAL EXPERIENCE: Six years of professional or technical experience in the areas of civil rights enforcement or advocacy, legal and/or adjudicative work, labor relations, human resource management, employee relations or equal opportunity and/or affirmative action.

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 or social and/or human services areas which are directly related to the General Experience may be substituted for one additional year of the General Experience. (3) A law degree may be substituted for one additional year of the General Experience. (4) For State employees, two years of experience as a Human Rights and Opportunities Trainee with the target class of Human Rights and Opportunities Representative may be substituted for the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of and ability to interpret relevant state and federal laws, statutes and regulations; knowledge of economic and social impact of discrimination on protected classes; knowledge of investigatory techniques; basic knowledge of legal process; considerable interpersonal skills; considerable oral and written communication skills; skill in and ability to gather and interpret and summarize data and statistics; skill in conducting interviews; skill in development and negotiation of remedies; considerable analytical ability; ability in drafting legal and quasi-legal documents.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
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 Human Rights and Opportunities Representative, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Human Rights and Opportunities Representative 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)** Experience applying and interpreting human and civil rights laws and regulations, conducting reviews, analysis and evaluation of affirmative action plans and summaries submitted by state agencies and contractors, interpreting data and statistical information in order to provide summarized reports. Describe your responsibilities ensuring equal opportunities, removing discriminatory barriers and/or advocating for the protection of civil and human rights of individuals and/or groups, or in reviewing, analyzing and evaluating affirmative action plans. Indicate whether your role was one of compliance specialist, affirmative action officer, human resources representative, legal representative, community advocate or in another related area. **(2)** Experience planning, organizing or conducting investigations of complaints and/or systemic law enforcement activities including basic knowledge of the legal process and skill in development and negotiation of remedies. Detail your experience using basic research or information/evidence gathering techniques. Describe experience utilizing manual or automated systems to collect and analyze data. **(3)** Communication/Interpersonal experience. Describe the diversity and complexity of your oral and written communications and interpersonal contacts. Be specific as to the type and content of the information you provided, the audiences reached and the size, scope and impact of your presentations/contacts/reports. Detail any experience you have had preparing comprehensive reports and drafting legal and quasi-legal documents. Also, describe any experience you have testifying in administrative or court proceedings. Detail your experience providing technical assistance to others including the type of assistance provided and to whom it was provided. **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 December 19, 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 January 30, 2012.** **(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.

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.