

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY

Leadership Associate/Equal Employment Opportunity Specialist 1

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Office of Contract Compliance, Newington, CT
Job Posting No: 83674
Hours: 8:00 am to 4:30 pm
Salary: See below
Closing Date: February 24, 2015

The Department of Transportation currently has a Leadership Associate position with the target class of Equal Employment Opportunity Specialist 1. The candidate selected for this position will be trained to perform contractor compliance reviews and review and approve contractor affirmative action plans. The selected candidate will also receive training on the On-the-Job Training Program, Title VI of the Civil Rights Acts of 1964, and the Disadvantaged Business Enterprise program.

Preferred Skills and Ability: This position requires strong communication skills, both oral and written; the ability to understand and apply regulatory language; proficiency in the use of Microsoft Word, Excel and Access products; the ability to multi-task and work independently.

Knowledge, Skills and Abilities: Considerable oral and written communication skills; interpersonal skills; considerable ability to understand and apply state and federal laws, statutes and regulations; considerable ability to analyze and solve problems; considerable ability to effect and manage change; considerable ability to plan for and implement excellent customer service; considerable ability to learn a new knowledge base in functional area; considerable ability to learn and apply policy and procedure; managerial aptitude.

EXPERIENCE AND TRAINING: General Experience: Candidates must be able to meet the experience and training requirements of the designated class at the completion of the development program.

SPECIAL REQUIREMENTS: 1. Prior to appointment to this class there must be an approved managerial or professional confidential designated class identified to which the incumbent will be appointed upon successful completion of an approved development program. Incumbents in this class must meet the experience and training requirements of the identified designated class at the end of the development program.

2. The work schedule for this classification is full-time. Incumbents must work a full-time forty (40) hours per week schedule.

3. Incumbents in this class will be eligible for reclassification to the designated class without competitive examination upon successful completion of the development program and satisfactory service. The length of the development program should be designed around the requirements of the designated class and the prior experience of the incumbent but in no case should be less than one (1) year or exceed three (3) calendar years in accordance with C.G.S. 5-234.

4. All appointments to this class shall be under terms of an approved development program and in accordance with a time schedule approved by the Department of Administrative Services.

5. No additional working test period shall be required upon successful completion of the development program.

SPECIAL CONDITIONS: If an incumbent in this class does not fulfill the terms of the approved development program and time schedule or fails to qualify for appointment to the designated class upon completion of the specified development program or within three (3) calendar years, the incumbent will be reassigned to an appropriate position, if available. If no appropriate position is available, the incumbent will be separated from state service. Reemployment rights will be determined by prior permanent status in the classified service or permanent status in bargaining unit unclassified titles with reemployment rights in accordance with C.G.S. 5-228(e).

SALARY: Appointments to this class shall be five percent below the minimum of the designated class OR the salary of a current employee if it exceeds that amount up to the maximum of the salary grade of the designated class. Note: If a current employee is receiving longevity, the current annual salary shall include the annualized longevity prior to the salary calculation.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. In addition, the candidate pool resulting from these interviews may be used to fill future Leadership Associate/Equal Employment Opportunity Specialist 1 positions in the Bureau of Finance & Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, resume, and an Application for Employment (CT-HR-12). State employees must also include their last two service ratings by February 24, 2015 to:

Connie Miano
Office of Contract Compliance
Department of Transportation
Bureau of Finance and Administration
P.O. Box 317546
2800 Berlin Turnpike
Newington, CT 06131-7546
Fax: 860- 594-3016
Email: Constance.Miano@ct.gov

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.