

COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES
JOB OPPORTUNITY
LEGISLATIVE AND ADMINISTRATIVE ADVISOR 2 (MP63)

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

Open To: The Public

Location: 450 Columbus Boulevard, Hartford

Job Posting No: 755

Hours: 8:00 a.m. to 4:30 p.m.

Salary: \$80,261 – \$109,428. (New hires to state service start at the minimum)

Closing Date: May 1, 2017

Eligibility Requirement: There is no examination requirement for this specific vacancy. Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without a formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class. Candidates must meet the minimum qualifications as stated below for the General and Special requirements. You must be very specific on your application as to how you meet the General and Special requirements.

Examples of Duties: In consultation with the Office of the Attorney General performs a full range of legal work; researches and assists in matters pertaining to legislation, regulations and administrative policy; drafts proposed legislation and regulations and oversees adoption of regulations; provides assistance to agency staff in implementing newly enacted legislation and regulations; assists agency staff in preparation for administrative proceedings including preparation of administrative record; assists staff and Office of the Attorney General in preparation for court cases; interprets statutes and regulations; drafts requests to Attorney General for legal opinions; assists agency staff on matters relating to enforcement orders and civil penalties; makes recommendations regarding agency program proposals, rules and policy; assists in developing budget proposals for consistency with statutes and regulations; may serve as agency advocate in administrative proceedings; performs related duties as required.

General Experience Requirement: Two (2) years of experience as an attorney with some responsibility for research, development, planning and review of legislative and regulatory programs.

Special Requirement: Incumbents in this class must be a member of the Connecticut Bar.

Please Note: Preferred candidates would have considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of basic law, legal processes, legal principles and practices and administrative law; considerable knowledge of legal research techniques; considerable knowledge of legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret, analyze and prepare legislation and other legal documents.

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

Application Instructions: Eligible candidates should submit a cover letter, resume, Application for Examination or Employment (CT-HR-12) and the Pre-Authorization and Release Form (immediately follows this job announcement), which includes a statement regarding the Guide to the Code of Ethics. Current CHRO employees are not required to complete the Pre-Authorization and Release Form. The CT-HR-12 can be downloaded from the DAS website at <http://das.ct.gov/cr1.aspx?page=13>. Reference Job Posting 755 on the application. **Applications will not be considered without all of the required documents as noted above.** Applications received or postmarked after the closing date will not be considered. Submit via mail or fax to:

Department of Labor-Human Resources
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX NUMBER (860) 263-6699

If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected candidates we cannot confirm receipt of application materials. Not all individuals who apply will be granted an interview. Please do not call concerning your application. The Department of Labor provides administrative support to the Commission on Human Rights & Opportunities (CHRO). Send/fax application materials only to the address noted above.

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.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Lauren Stabile at 860 263 - 6690 or Lauren.stabile@ct.gov

CURRENT CHRO EMPLOYEES DO NOT HAVE TO COMPLETE THIS FORM

COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Commission on Human Rights & Opportunities.

Applicant's Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor or the Commission on Human Rights & Opportunities concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Commission on Human Rights & Opportunities.

This authorization is executed with the full knowledge and understanding that the Labor Department and the Commission on Human Rights & Opportunities will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department of Labor or the Commission on Human Rights & Opportunities.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department of Labor or the Commission on Human Rights & Opportunities not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

Date Signed

Signature

As a candidate being considered for employment at the Commission on Human Rights & Opportunities, I have received a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

Date Signed

Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:
http://www.ct.gov/ethics/lib/ethics/guides/public_officials_guide_10.pdf