

**DEPARTMENT OF SOCIAL SERVICES
ANTICIPATED JOB OPPORTUNITY**

EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 1

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

Open To: The Public and state employees who have taken and passed the current examination for this title or who are currently classified in this job title or who currently hold permanent status in this job title. PLEASE NOTE: Applicants who do not meet these specified criteria cannot be considered.

Location: DSS Affirmative Action Division, Central Office, 25 Sigourney St., Hartford, CT 06106

Job Posting No: EEO1DAS

Hours: 40 hours-per-week – Monday through Friday

Salary Range: \$59,261 to \$80,808 annually (Salary Grade MP 57)

Closing Date: March 7, 2014

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.

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

Application Instructions: Applicants must complete and submit a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 application form may be downloaded from the State of Connecticut's Department of Administrative Services Employment Connection Website at: www.das.state.ct.us/exam/default.asp#APPLICATION. Please also submit with your completed CT-HR-12 a resume, a cover letter, and three (3) letters of professional references from current and/or previous supervisors. In lieu of references State employees must submit copies of their two most recent performance appraisals. Please be sure to specify the job posting number on all application materials. Please mail or fax your completed CT-HR-12 and the additional requested documents to:

**Kelly Geary, Principal Human Resources Specialist
Department of Social Services
Human Resources Division – 12TH Floor
25 Sigourney Street, Hartford, CT 06106
FAX: 860-951-2979**

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY FRIDAY, MARCH 7, 2014

SPECIAL NOTE: LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

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.