

DEPARTMENT OF SOCIAL SERVICES  
ANTICIPATED JOB OPPORTUNITY

**EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 2**

**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:** EEO2DAS

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

**Salary Range:** \$68,603 to \$93,544 annually (Salary Grade MP 60)

**Closing Date:** March 7, 2014

**EXAMPLES OF DUTIES:**

Performs the most complex duties in the Equal Employment Opportunity unit; evaluates, updates and disseminates agency equal employment opportunity policies and procedures to ensure compliance with federal and state laws, statutes, regulations and Executive Orders; develops and implements affirmative action plans; conducts or oversees investigations and resolution of discrimination and unfair treatment claims; coordinates findings with Attorney General when appropriate; prepares materials and conducts training to heighten knowledge of equal employment opportunity laws and affirmative action goals; develops and performs outreach initiatives to include recruitment efforts through community and minority organizations; conducts analysis of data and presents at briefing sessions with staff; counsels staff on equal employment opportunity matters; conducts career counseling; may participate in employment interviews; may assist with or oversee the State of Connecticut Minority & Small Contractor's Set Aside Program and contract compliance; may administer 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:**

Considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of affirmative action plans and programs, considerable knowledge of interviewing and counseling techniques; considerable investigatory ability; 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; ability to utilize human resource information systems; some supervisory ability.

**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](http://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 – 12<sup>TH</sup> 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.