

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY

EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 1

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

Open To: Candidates on a current examination list.

Location: Newington, CT

Job Posting No: 101352

Hours: 8:00 am to 4:30 pm

Salary: MP-57: \$57,534 to \$73,803 annual

Closing Date: May 29, 2012

Eligibility Requirement: Candidates must have applied for and passed the **Equal Employment Opportunity Specialist 1** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: 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.

General Experience: Six (6) years of professional experience in affirmative action, equal opportunity assurance or human resources management.

Special Experience: Two (2) years of the General Experience must have involved primary responsibility for affirmative action or equal opportunity assurance in an employment setting.

Substitution Allowed: 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

2. A Master's degree in public administration, human resources management, labor relations or a closely related field or a law degree may be substituted for one (1) additional year of the General Experience.

3. For state employees two (2) years of experience as an Equal Employment Opportunity Assistant may be substituted for the General and Special Experience.

Special Requirement: 1. Incumbents in this class may be required to travel.

2. Incumbents in this class must complete ten (10) hours of training during the first year of service or designation and a minimum of five (5) hours per year thereafter. This training shall include (1) state and federal discrimination laws and (2) internal discrimination investigation techniques which will be provided by the Commission on Human Rights and Opportunities and the Permanent Commission on the Status of Women.

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. The candidate pool resulting from these interviews may be used to fill future 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, a resume, and an Application for Employment (CT- HR-12) by **May 29, 2012** to:

Department of Transportation
Ada Alvarez, Administrative Assistant
Equal Employment Opportunity Unit
2800 Berlin Turnpike
Newington, CT 06131
Fax: 860-594-3060
Email: ada.alvarez@ct.gov

State employees must include copies of their last 2 service ratings.

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.