

**STATE OF CONNECTICUT
DEPARTMENT OF REHABILITATION SERVICES**

EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 2

OPEN TO: Candidates on current exam list or lateral transfer

POSITION: MP 60, 40HRS, BU – Confidential

JOB POSTING NO: 105404

SALARY RANGE: \$70662.00 – \$96351.00

LOCATION: Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT 06105

POSTING DATE: October 6, 2014 – October 20, 2014

The Department of Rehabilitation Services (DORS) is seeking an individual to manage the Affirmative Action functions for the agency. Responsibilities will include: preparing the annual Affirmative Action Plan; investigating complaints from employees and consumers; acting as the ADA Coordinator; advising supervisors and managers on Affirmative Action issues; reviewing recruitment documentation; approving hiring and promotional selections, and developing and presenting training programs on Sexual Harassment Prevention, Diversity and other topics as necessary. This position will also be responsible for providing support to the Department of Aging for a full range of Affirmative Action functions.

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.

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.

ELIGIBILITY REQUIREMENT:

Candidates must have applied for and passed the EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 2 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the title or those who have previously attained permanent status in this class may apply for a lateral transfer.

APPLICATION PROCEDURE:

To be considered candidates need to submit a completed and signed State of Connecticut Application (Form CT-HR-12) along with three (3) professional references, at least one should be supervisory. State employees should submit a copy of their two most recent service ratings or PARS in lieu of references. The CT-HR-12 Application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf.

Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted. Please send your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

DORS.Recruitment@ct.gov

PLEASE NOTE, THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL

or

Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT. 06105

ATTN: Sabrina Betts - Human Resources

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE October 20, 2014.

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.