



CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 1

ANNUAL \$59,261
SALARY: \$80,808

SALARY
GROUP: MP 57

APPLICATION CLOSING
DATE: SEE BELOW

EXAM
NO: 070761CRFD

(REISSUED WITH DATES FOR 2013/2014)

PURPOSE OF CLASS: In a state agency this class is accountable for independently performing a full range of tasks for an Equal Employment Opportunity program.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE.

GENERAL EXPERIENCE: Six years of professional experience in affirmative action, equal opportunity assurance or human resources management.

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

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four 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 additional year of the General Experience. (3) For state employees two years of experience as an Equal Employment Opportunity Assistant may be substituted for the General and Special Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to travel. (2) Incumbents in this class must complete ten hours of annual training in state and federal discrimination laws and 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.

KNOWLEDGE, SKILLS AND ABILITIES (KAS's): 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; 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.

THE EXAMINATION WILL BE COMPOSED OF:
(Exam questions will cover KSA's listed above.)

**PART
WRITTEN**

**WEIGHT
100%**

(Applicants admitted to take both the Equal Employment Opportunity Specialist 1 and Equal Employment Opportunity Specialist 2 examinations will only need to attend one examination session. You must apply for each examination separately if you wish to be considered for jobs in both titles.)

APPLICATION PROCEDURE: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Applications must be date stamped by DAS/Human Resources or postmarked by **September 20, 2013 for the October 24, 2013 test date, by July 1, 2014 for the August 7, 2014 test date. (Reserve the whole day as the exam may be held in the morning or afternoon.)** Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2840**). If faxing materials make certain that your application form is complete and transmitted correctly and without error. **Keep a copy of your completed application package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. Due to the large number of applications received, we cannot confirm receipt of applications. Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

(revised September 5, 2013)

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, persons with disabilities and military veterans.