

State of Connecticut

EXECUTIVE DIRECTOR

Commission on Human Rights and Opportunities

The Commission on Human Rights and Opportunities (CHRO) is the nation's oldest civil rights agency. CHRO enforces Connecticut's prohibitions on discrimination in employment, housing, public accommodations and credit transactions. For more information go to: www.ct.gov/chro

We are seeking an individual with a history of strong leadership and a passion for civil rights, supporting human rights and opportunities and enforcing statutory protections against discrimination. Requirements are a bachelor's degree and Ten (10) years of management experience including a combination of experience in the following areas; supervision of professional staff and union and non-union employees; directing agency operations and program development and evaluation. Five (5) years professional experience in civil rights, such as advocacy and education; investigation, reviewing and enforcing issues related to discrimination.

Preferred but not required, is a Law Degree or Masters Degree, experience in affirmative action and contract compliance; considerable knowledge of discriminatory practices and the effect on economic and social circumstances of protected groups; understanding of the legislative, regulatory and state budget process. Effective experience in public speaking and a track record in improving customer service are strongly desired.

The historical salary range is \$95,463--\$132,387 and a generous benefit package worth over 50 percent of the employee's annual salary. Benefits and options include: a choice of medical and dental plans designed to suit your needs, long and short-term disability, life insurance, excellent retirement plan, deferred compensation plan, 12 paid holidays, personal leave, sick leave and a generous vacation plan.

Qualified applicants must submit: (1) a state application form (PLD-1) or resume and (2) a detailed cover letter. Incomplete application materials will not be considered. The cover letter must summarize your experience in the following four areas.

- A. Directing, monitoring and evaluating affirmative action, equal opportunity and/or contract compliance programs. Developing affirmative action plans, monitoring compliance, correcting deficiencies, compiling and analyzing statistical affirmative action data, and updating plans and programs. Ensuring agency/organization adherence/contract compliance to affirmative action goals and program objectives.
- B. Conducting, reviewing and directing the disposition of discrimination and/or sexual harassment complaints. Participation in predetermination settlement negotiations, conciliation agreements and administrative hearings.
- C. Directing the staff and operations of a division, unit or program. Managerial experience in planning and developing administrative operation plans; development of policies, procedures and recommendations for operational improvements, reductions; formulating division, unit or program goals and objectives; interpreting and administering laws/regulations/statutes; budget preparation, grants and contract administration.
- D. Cultivating and managing business relationships with key contacts in municipal, state and federal agencies, private industry, and other organizations. Serving as a consultant/liaison to other organizations, departments or the public regarding Equal Employment Opportunity Programs. Demonstrated track record of conducting formal presentations, training programs, or workshops using excellent oral and written communication skills.

Filing Deadline: August 7, 2009, by 5:00 pm

Send application materials to:

Patsy McLaughlin, Manager of Recruitment

Department of Administrative Services

165 Capitol Avenue, Hartford, CT 06106

E-Mail: special.recruitment@ct.gov

RIGHT FAX: 860-622-2907

