

**State of Connecticut
The Department of Social Services
Job Opportunity**

Equal Employment Opportunity Manager

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!!!!!!

Posting Date: December 2, 2009

Closing Date: December 10, 2009

The Department of Social Services is currently accepting applications for one (1) Equal Employment Opportunity Manager in the Affirmative Action Division, located in our Hartford Central Office.

Open To: The Public and State Employees

Position: Equal Employment Opportunity Manager
Position Number 32834

Bargaining Unit: Managerial (02)

Salary Range : \$75,653 to \$97,032 (MP-63)

Location: 25 Sigourney Street, Hartford, CT 06106

SUPERVISION RECEIVED: Works under the limited supervision of the Equal Employment Opportunity Director or agency Commissioner.

SUPERVISION EXERCISED: Directs Equal Employment Opportunity professionals, paraprofessionals and other staff as assigned.

EXAMPLES OF DUTIES: Directs staff and operations of the Equal Employment Opportunity unit; coordinates, plans and manages unit activities; formulates program goals and objectives; develops strategic affirmative action programs; develops or assists in development of related policy, legislation and regulations; interprets and administers pertinent laws; evaluates staff; prepares or assists in preparation of budget; maintains contacts with individuals both within and outside of department who might impact on program activities; investigates all complaints of discrimination made against agency and reports findings to appropriate authority; coordinates findings with Attorney General when appropriate; corrects and remedies any discriminatory conduct that occurs; counsels staff on equal employment opportunity matters; prepares materials and conducts training to heighten knowledge of equal employment opportunity laws and affirmative action goals; oversees preparation of affirmative action plans; conducts analysis of data to develop and implement outreach programs; implements procedures to ensure internal and external compliance with federal and state laws, statutes, regulations and Executive Orders; conducts briefing sessions with staff; prepares required reports; may monitor effectiveness of policies and procedures; may assist with or oversee the State of Connecticut Minority & Small Contractor's Set Aside Program and contract compliance; may serve as the agency's ADA coordinator; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of employment practices related to civil rights, equal employment opportunity or affirmative action plans and programs; knowledge of needs and issues of patients, inmates, students and/or clients; knowledge of interviewing and counseling techniques; knowledge of merit system selection process including recruitment, examination and classification; considerable interpersonal skills; knowledge of needs and issues of patients, inmates, students and/or clients; knowledge of interviewing and counseling techniques; considerable oral and written communication skills; ability to develop, analyze and implement affirmative action plans; investigatory ability; ability to compile, analyze and evaluate statistical data; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience: Eight (8) years of professional experience in affirmative action, equal opportunity assurance or human resources management.

Special Experience: Three (3) years of the General Experience must have involved primary responsibility for affirmative action and equal opportunity assurance in an employment setting with at least one (1) year at the level of Equal Employment Opportunity Specialist 2.

Substitutions 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 one (1) year of experience as an Equal Employment Opportunity Specialist 2 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 (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: This position may be filled by candidates from the mandatory Re-employment and SEBAC Lists, which we are obligated to use. Applications will be accepted from candidates who have taken the current Equal Employment Opportunity Manager Examination Number 091230 and have received a passing score or State employees who have attained permanent status in the class.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services' Website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. **Do not mail a copy of your application form if you have faxed the materials.** Due to the large number of applications received, we cannot confirm receipt of applications. Forward completed applications to:

**Flora Alling, Human Resource Specialist
The Department of Social Services
Human Resources Division-12th Floor
25 Sigourney Street, Hartford, CT 06106
Fax: (860) 951-2979**

APPLICATIONS MUST BE RECEIVED BY THURSDAY, DECEMBER 10, 2009, CLOSE OF BUSINESS

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER