



STATE OF CONNECTICUT  
DEPARTMENT OF REVENUE SERVICES

*Office of Diversity & Equity*

**MEMORANDUM**

**TO:** Department of Revenue Services Employees  
**FROM:** Penny Potter, Equal Employment Opportunity Manager  
**DATE:** August 20, 2020  
**RE:** Department of Revenue Services Affirmative Action Plan

*Penny Potter*

Please be advised that the Department of Revenue Services' January 2020 Affirmative Action Plan has been approved by the CT Commission on Human Rights & Opportunities (CHRO). Employees have the right to review and comment on the plan; we welcome your perusal.

Attached is the Summary of Objectives, which was posted to the DRS intranet in May, 2020. A copy of the entire plan can be obtained at the Office of Diversity & Equity at the address below, and comments are welcome. All comments are to be put in writing. The review period is August 20, 2020 thru September 20, 2020, although review of the plan is not limited to the review period.

Please address comments to:

Penny Potter  
Equal Employment Opportunity Manager  
Office of Diversity & Equity  
Department of Revenue Services  
450 Columbus Blvd. Suite 1  
Hartford, CT 06103  
(860) 297-5708  
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If you have any questions or concerns, please contact me at (860) 297-5708.

## **SUMMARY OF OBJECTIVES**

### **January 2020 Affirmative Action Plan**

- 1) Make the Affirmative Action Plan available for review by all employees, employee unions and other interested parties.
- 2) Implementation of the attached Hiring and Promotion goals.
- 3) Contact minority and women's organizations to increase the availability of minority applications.
- 4) Continue the use of open competitive examinations, where appropriate, to increase the availability of minority applicants.
- 5) The Human Resources Office will review all non-competitive and competitive positions as they become vacant to determine if they are properly classified. This will improve the promotional and entry-level opportunities available to protected group members.

## 2020 HIRING AND PROMOTIONAL GOALS

### Administrative Official

Hiring Goals: 1 Hispanic female, 1 other male, 1 Hispanic male or other female  
Promotional Goals: 2 black females

### Professional Remainder

Hiring Goals: 2 white females, 3 Hispanic males, 2 Hispanic females, 1 other male  
Promotional Goals: 1 white female, 2 Hispanic males, 1 Hispanic female

### Accounting Careers Trainee (ACT/RE1)/Revenue Examiner 1

Hiring Goals: 6 white males, 6 white females, 1 Hispanic male

### Connecticut Careers Trainee (CCT/TCE1)/Tax Corrections Examiner 1

Hiring Goals: 1 white male, 2 black males, 1 Hispanic female, 1 other female  
Promotional Goal: 1 black male

### Revenue Examiner 2

Promotional Goals: 6 white males, 2 black females, 2 Hispanic males, 5 Hispanic females

### Revenue Examiner 3

Promotional Goals: 2 white females, 3 black males, 3 black females, 4 other females

### Revenue Services Tax Supervisor

Promotional Goals: 2 white males, 1 Hispanic male, 2 Hispanic females

### Tax Corrections Examiner 2

Promotional Goals: 6 white males, 1 black female, 3 Hispanic females, 2 other males

### Technicians

Hiring Goal: 1 white female

### Protective Services: Sworn

Hiring Goals: 1 white female, 1 black male

### Administrative Support

Hiring Goals: 4 white females, 1 Hispanic male, 2 Hispanic females

### Skilled Craft

Hiring Goal: 1 white female

### Service/Maintenance

Hiring Goals: 1 white female, 1 black male or Hispanic male