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

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
penny.potter@po.state.ct.us

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