



**STATE OF CONNECTICUT**  
**DEPARTMENT OF REVENUE SERVICES**  
450 COLUMBUS BOULEVARD, SUITE 1 • HARTFORD, CT 06103-1837

*Office of Diversity & Equity*

**MEMORANDUM**

**TO:** Department of Revenue Services Employees  
**FROM:** Penny Potter, Equal Employment Opportunity Manager *Penny Potter*  
**DATE:** June 23, 2023  
**RE:** Department of Revenue Services Affirmative Action Plan

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Please be advised that the Department of Revenue Services' January 2023 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/internet on May 16, 2023. 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 June 26, 2023 thru July 26, 2023, 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@ct.gov](mailto:penny.potter@ct.gov)

If you have any questions or concerns, please contact me at (860) 297-5708.

## **SUMMARY OF OBJECTIVES**

### **January 2023 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.

## 2023 HIRING AND PROMOTIONAL GOALS

### Administrative Official

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

### Professional Remainder

Hiring Goals: 12 white males, 1 black male, 1 other female, 1 two/more male,  
1 two/more female  
Promotional Goals: 4 white males, 1 other female

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

Hiring Goals: 4 white males, 20 white females, 1 Hispanic male, 1 two/more female

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

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

### Revenue Examiner 2

Promotional Goals: 5 white females, 1 black male, 3 other males

### Revenue Examiner 3

Promotional Goals: 2 black males, 1 black female, 6 Hispanic females, 5 other females

### Revenue Services Tax Supervisor

Promotional Goals: 2 black females, 1 Hispanic male

### Tax Corrections Examiner 2

Promotional Goals: 27 white males, 1 black male, 6 black females

### Protective Services: Sworn

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

### Administrative Support

Hiring Goals: 8 white females, 1 Hispanic male, 1 Hispanic female, 1 two/more female

### Skilled Craft

Hiring Goals: 2 white females, 1 Hispanic female

### Service/Maintenance

Hiring Goal: 1 white female