



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: June 22, 2018
RE: Department of Revenue Services Affirmative Action Plan

Please be advised that the Department of Revenue Services' January 2018 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. 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 from July 6, 2018 thru August 6, 2018. 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

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

SUMMARY OF OBJECTIVES

January 2018 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.

2018 HIRING AND PROMOTIONAL GOALS

Administrative Official

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

Professional - Remainder

Hiring Goals: 3 white females, 4 Hispanic males
Promotional Goals: 3 white females, 1 Hispanic male

Accounting Careers Trainee/Revenue Examiner 1/Revenue Examiner 2

Hiring Goals: 10 white males, 10 white females

Connecticut Careers Trainee/Tax Corrections Examiner 1/Tax Corrections Examiner 2

Hiring Goals: 19 white males, 1 other female
Promotional Goals: 3 white males
Upward Mobility: 1 black female

Revenue Examiner 3

Promotional Goals: 3 black males, 8 black females, 2 Hispanic males, 2 Hispanic females,
3 other females

Revenue Services Tax Supervisor

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

Technicians

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

Protective Services: Sworn

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

Administrative Support

Hiring Goals: 2 white females, 4 Hispanic females

Skilled Craft

Hiring Goal: 1 white female

Service/Maintenance

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