## **Affirmative Action Unit**

Contact Information: Name: Holly Darin

Title: Equal Employment Opportunity Director

E-mail: <u>Holly.darin@ct.gov</u> Telephone No: 860-692-7633

Fax No: 860-692-7639

The Affirmative Action Unit is comprised of an Equal Employment Opportunity Director, two (2) Equal Employment Opportunity Specialists 2; two (2) Equal Employment Opportunity Specialists 1 and an Equal Employment Opportunity Assistant. The responsibilities of the Affirmative Action Unit are to:

- 1. Ensure the Department's compliance with federal and state laws and ensure equal opportunity;
- 2. Develop and implement the Department's Affirmative Action Plan which includes the establishment of hiring and promotional goals, monitoring/ supporting the Department in its recruitment, hiring, and retention of underutilized groups, educating and liaising with community organizations and members of the public to cultivate relationships and assist with the recruitment of diverse applicant pools.
- 3. Provide internal avenues of redress through the investigation and resolution of complaints of discrimination, and harassment based upon race, color, sex, age, religion, national origin, ancestry, disability, marital status, sexual orientation, or any other legally protected class, as well as complaints of retaliation against individuals who have submitted complaints of such behavior.
- 4. Promote an awareness of and appreciation for diversity through providing educational and training programs, developing activities, sponsoring programs and engaging in collaborative initiative; and;
- 5. Foster mutual respect and understanding among all staff of the Department of Correction.

Preferred Majors:	No preference
Availability (minimum hours/days per week):	10 hours per week
Knowledge:	Knowledge of state and federal laws relating to discrimination and equal opportunity are preferred but not required.
Skills:	Experience using Microsoft Word, Excel and PowerPoint programs. Excellent oral and written communication skills, with ability to communicate with diverse populations.  Communications and organizational skills. Ability to work independently and to meet deadlines.