



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
DATE: May 23, 2025
RE: Department of Revenue Services Affirmative Action Plan

Penny Potter

Please be advised that the Department of Revenue Services' January 2025 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 April 24, 2025. The entire plan is available for review 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 2, 2025, thru July 2, 2025, although review of the plan is not limited to the review period.

Please contact Griselle Hernandez at griselle.hernandez@ct.gov or 860.297.5709 to make arrangements to review the plan.

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

If you have any questions or concerns, please contact me at penny.potter@ct.gov.

Please File Electronically
penny.potter@ct.gov or griselle.hernandez@ct.gov

Phone (860) 297-5708 – (860) 297-5709
Hearing Impaired TDD/TT: 860-297-4911

SUMMARY OF OBJECTIVES

January 2025 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.

2025 HIRING AND PROMOTIONAL GOALS

Administrative Official

Hiring Goal: 1 Hispanic male

Promotional Goals: 2 white females, 1 black female

Professional Remainder

Hiring Goals: 22 white males

Promotional Goals: 5 white males, 1 black male

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

Hiring Goals: 3 white males, 16 white females, 1 other male, 1 two/more races female

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

Hiring Goals: 3 white males, 1 white female

Promotional Goal: 1 white female

Revenue Examiner 2

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

Revenue Examiner 3

Promotional Goals: 6 black males, 6 black females, 1 Hispanic male, 5 Hispanic females

Revenue Services Tax Supervisor

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

Tax Corrections Examiner 2

Promotional Goals: 20 white males, 6 black males, 14 other females

Protective Services: Sworn

Hiring Goals: 1 Hispanic male, 1 Hispanic female

Administrative Support

Hiring Goals: 2 white males, 7 white females, 1 Hispanic male, 1 Hispanic female

Skilled Craft

Hiring Goal: 1 white female

Service/Maintenance

Hiring Goal: 1 white female