



**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 4, 2026  
**RE:** Department of Revenue Services Affirmative Action Plan

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Please be advised that the Department of Revenue Services' January 2026 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 27, 2026. 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 July 1, 2026, thru July 15, 2026, although review of the plan is not limited to the review period.

Please contact Griselle Hernandez at [griselle.hernandez@ct.gov](mailto: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](mailto:penny.potter@ct.gov)

If you have any questions or concerns, please contact me at [penny.potter@ct.gov](mailto:penny.potter@ct.gov).

## SUMMARY OF OBJECTIVES

### January 2026 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.

## 2026 HIRING AND PROMOTIONAL GOALS

### Administrative Official

Hiring Goals: 1 white female, 1 Hispanic male

Promotional Goals: 2 white females, 1 black female, 1 Hispanic female

### Professional Remainder

Hiring Goals: 24 white males, 1 black male

Promotional Goals: 6 white males

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

Hiring Goals: 2 white males, 12 white females, 1 other male, 1 two/more races female

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

Hiring Goals: 2 white males, 1 white female, 1 black male

Promotional Goal: 1 white female

### Revenue Examiner 2

Promotional Goals: 5 white females, 1 black male, 2 other males

### Revenue Examiner 3

Promotional Goals: 6 black males, 2 black females, 3 Hispanic females

### Revenue Services Tax Supervisor

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

### Tax Corrections Examiner 2

Promotional Goals: 10 white males, 3 white females, 6 other females

### Protective Services: Sworn

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

### Administrative Support

Hiring Goals: 1 white male, 6 white females, 1 Hispanic male, 2 Hispanic females

### Skilled Craft

Hiring Goal: 1 white female

### Service/Maintenance

Hiring Goal: 1 white female