AFFIRMATIVE ACTION PLAN

AUGUST 30, 2022

STATE OF CONNECTICUT
DEPARTMENT OF LABOR
200 FOLLY BROOK BOULEVARD
WETHERSFIELD, CT 06109

Danté Bartolomeo
Labor Commissioner

Muriel Carpentier
Equal Employment Opportunity Specialist II
Office of Diversity & Equity Programs

TABLE OF CONTENTS

TITLE	SECTION
Policy Statement	1
Internal Communication	2
External Communication & Recruitment Strategies	3
Assignment of Responsibility	4
Organizational Analysis	5
Work Force Analysis	6
Availability Analysis	7
Utilization Analysis & Hiring/Promotion Goals	8
Employment Analyses	9
Identification of Problem Areas	10
Upward/Career Mobility Program and Goals	11
Program Goals	12
Discrimination Complaint Process	13
Goals Analysis	14
Innovative Programs	15
Concluding Statement	16

POLICY STATEMENT
Pursuant to Connecticut Agency Regulations
Section 46a-68-78

Sec. 46a-68-78. Policy statement

(a) An agency shall submit an affirmative action plan which shall contain a policy statement that:

(1) identifies the purpose and need for affirmative action and equal employment opportunity;

(2) identifies the classes protected under all federal and state constitutions, laws, regulations, and executive orders that prohibit or outlaw discrimination;

(3) establishes affirmative action as an immediate and necessary agency objective;

(4) pledges the agency to take affirmative steps to provide services and programs in a fair and impartial manner;

(5) recognizes the hiring difficulties experienced by individuals with disabilities and by many older persons and sets program goals for action to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the workforce;

(6) advises employees of the existence of the agency's internal complaint procedures; and

(7) identifies the agency equal employment opportunity officer or person assigned affirmative action duties by name, position or position classification, address and telephone number.

(b) The policy statement shall be signed and dated by the appointing authority and each subsequent appointing authority and shall evidence his or her commitment to achieve the goals set forth in the plan. (Effective April 17, 2015)

Department of Labor
Affirmative Action Policy Statement
Pursuant to Connecticut Agency Regulations
Section 46a-68-78

The Connecticut Labor Department acknowledges the purpose and need for affirmative action and establishes both affirmative action and equal employment opportunity as immediate and necessary objectives of this agency.

The Labor Department is an Equal Employment Opportunity/Affirmative Action employer, and we fully intend to overcome all barriers to equal employment in order to achieve the full and fair participation of all protected groups regardless of age, race, ancestry, religious creed, color, sex (including pregnancy), genetic information, gender identity or expression, marital status, sexual orientation, mental disability (past and present), national origin, intellectual disability, learning disability or physical disability, including but not limited to blindness, criminal record, veteran status and those vulnerable to workplace hazards to reproductive systems, except in the case of a bona fide occupational qualification or need, who are found to be under-utilized in our workforce, or affected by policies or practices having an adverse impact on these groups.

Accordingly, for each protected class of persons subject to equal employment opportunity, the agency's policies and objectives shall be in direct compliance with all federal and state constitutional provisions, laws, regulations, guidelines, and executive orders that prohibit or outlaw discrimination, and shall be considered to be part of this policy statement.

The Labor Department fully endorses both the letter and spirit of these laws, regulations, guidelines and executive orders, and pledges to faithfully implement an aggressive policy of affirmative action and equal employment opportunity to provide services and implement programs impartially and fairly in all phases of the employment process by ensuring that:

- **Employment applications require only necessary and legal information.**
- **Job specifications are reviewed periodically to ensure that they reflect only bona fide job qualifications.**
- **Efforts are made (wherever possible) to provide experience-based alternatives to the standard education-based minimum qualifications.**
- **Qualified persons from protected groups are actively recruited through the State of Connecticut Executive Branch Online Employment Center and by enlisting the assistance of community-based organizations, colleges, and universities.**

Personnel policies follow the letter and the spirit of all affirmative action and equal employment opportunity mandates, and in no way discriminate against any person or groups of persons. Job classifications are continuously evaluated and restructured

when applicable to make sure they do not present artificial barriers to any protected group. All new employees receive orientation in all phases of their job, the department, and its policies.

Training is designed to further the skills and knowledge necessary for all members of the agency's workforce to achieve higher level positions. All staff are fully informed of their rights and benefits during diversity training sessions, online through the Office of Diversity and Equity Programs Intranet page and Human Resources' Intranet page, bulletin board postings, and during individual counseling sessions with the Equal Employment Opportunity (EEO) Specialist and/or their Human Resources Specialist. These rights and benefits include, but are not limited to, the right to equal terms and conditions of employment; equal opportunity for promotion and training; the right to a fair and impartial performance evaluation; the right to reasonable accommodation of a disability; the right to receive individual counseling from the EEO Specialist; the right to file a complaint, including the processes and procedures to do so; and the right to expect that layoffs and terminations are effectuated in accordance with established guidelines of affirmative action and equal employment opportunity within the structures of collective bargaining agreements.

In keeping with this policy, we recognize the hiring difficulties experienced by those who have a physical disability and by many older persons, and we shall continue to place special emphasis on the elimination of such difficulties to assure the full and fair utilization of such persons in our workforce.

Affirmative action and equal employment opportunity are agency-wide priorities and will remain so until our goals are met for all categories of employees, regardless of classification. The agency is equally committed to ensuring that all programs, services, or activities it administers are rendered on an equal employment opportunity basis. This responsibility rests with the Administration, the Office of Diversity and Equity Programs and State Equal Opportunity Officer in the Performance and Accountability Unit.

To these ends, I have designated Muriel Carpentier, EEO Specialist II, to be responsible for ensuring that this policy is implemented. I pledge to provide all resources necessary to guarantee that affirmative action prevails as a working principle in all our policies and practices, and that I am committed to achieving the goals within the timetable set forth in this plan.

The EEO Specialist II has overall authority and responsibility for the Affirmative Action/Equal Employment Opportunity program (AA/EEO) and is located within the Office of Diversity and Equity Programs (ODEP). The ODEP has an internal complaint process and procedure and is located at the Connecticut Department of Labor, 200 Folly Brook Boulevard, Wethersfield, Connecticut 06109, Telephone (860) 263-6520.

Danté Bartolomeo
Labor Commissioner

August 30, 2022

INTERNAL COMMUNICATION
Pursuant to Connecticut Agency Regulation
Section 46a-68-79

Sec. 46a-68-79. Internal communication
(a) The policy statement and a summary of the objectives of the plan shall be posted by the agency in a prominent and accessible location and distributed, electronically where practicable, and in written form where electronic distribution is not practicable, at least annually to all agency employees. All employees shall be notified, by the agency head or designee of their right to a reasonable period to review and comment upon the agency affirmative action plan. All comments regarding the agency affirmative action plan shall be addressed to the equal employment opportunity officer, who shall be identified by name and address in all agency affirmative action plan communications.

(b) The agency shall maintain, as required by the agency's state library records retention schedules for state agencies, copies of all affirmative action-related internal communications and comments received pursuant to subsection (a) of this section and note the date such comments were received.

(c) The agency shall outline what steps it took during the reporting period to comply with the requirements of sections 46a-54(15)(A) and 46a-54(16) of the Connecticut General Statutes. The plan shall note all participants trained during the reporting period by race and sex.

(d) The agency's plan shall state the period of time employees of such agency have been given to review and comment upon the agency affirmative action plan and shall include a summary of all comments from employees concerning the plan and note any changes made to the plan based on those comments. The plan shall further indicate the activities undertaken during the reporting period to comply with this section. (Effective April 17, 2015)

INTERNAL COMMUNICATION
Pursuant to Connecticut Agency Regulation
Section 46a-68-79

The appointing authority of the Department of Labor (DOL) continues to emphasize the importance of sharing her commitment to affirmative action with all employees.

Subsection (a)
DOL takes the necessary steps to ensure that its Affirmative Action Policy and Plan are disseminated throughout the agency, and that adequate training is provided to all those who carry the responsibility for its implementation. These steps include but are not limited to the following:

1. DOL's Affirmative Action Policy Statement and the Summary of Objectives are distributed annually to all staff members via e-mail.

2. All new employees are given a copy of the Affirmative Action Policy Statement and the summary of the Plan's objectives during their orientation.

3. All employees, new and incumbent, are informed of the location(s) of the entire Affirmative Action Plan.

4. Internal communications regarding the Affirmative Action Plan include the notice that is contained in the Affirmative Action Policy Statement concerning the employees' right to review and comment on the plan. Such notice also includes a reasonable period for the plan to be reviewed, and for submission of any comments. Additionally, the name and address of the DOL's designated affirmative action officer, to whom comments are to be directed, is also stated. Employees' comments regarding the Affirmative Action Plan are directed to:

   Muriel Carpentier, Equal Employment Opportunity Specialist II
   Department of Labor
   Office of Diversity and Equity Programs
   200 Folly Brook Blvd.
   Wethersfield, CT 06109
   Phone: 860-263-6520
   Fax: 860-263-6699
   muriel.carpentier@ct.gov

Subsections (b)(d)
Copies of all affirmative action related internal communications, comments and corresponding responses are received, dated, and maintained by the Equal Employment Opportunity Specialist, ODEP, in accordance with the state library records retention schedule. If revisions to the Plan are made based on comments received the Plan will note such changes. No comments regarding the Plan have been received.

Subsection (c)
DOL's is committed to providing educational opportunities regarding sexual harassment and diversity training for its employees. Each employee hired as new to state service received mandatory diversity and sexual harassment training. Individuals promoted to supervisory positions received the required diversity and sexual harassment training for supervisors.

Sexual harassment training: 255 total employees: 34WM, 62WF, 14BM, 48BF, 3HM, 13HF, 3AM, 7AF, 4M(2+), 9F(2+), 1AM, 2AF, 11UM, 40UF, 1UU.

Due to circumstances related to the COVID-19 pandemic, new employees received diversity and education training during on-boarding from Human Resources personnel. The agency provides a copy of its Affirmative Action Policy Statement as well as other pertinent policies and procedures in the packet of informational materials distributed to new employees at the time of hire. The orientation session is used to address the conceptual basis and practical effects of affirmative action, and we will continue to place special emphasis on the new employee's responsibilities for promoting affirmative action/equal employment opportunity precepts through his/her own actions.

Since May 2021, through interagency cooperation the Judicial Department virtually provides the required three (3) hours of diversity and education training for agency staff.

Diversity and education training: 512 total employees: 81WM, 151WF, 27BM, 80BF, 16HM, 43HF, 6AM, 13AF, 5M(2+), 19F(2+), 1AM, 6AF, 12UM, 26UF, 6UU.

OFFICE OF DIVERSITY AND EQUITY PROGRAMS
HIRING AND PROMOTION REVIEW PROCEDURES

The Affirmative Action Review Procedure has been developed to allow all department heads and job center unit directors (managers) to be active and responsible participants in the achievement of agency affirmative action goals.

Each manager should be knowledgeable of the agency's affirmative action program and goals. More specifically, each manager must be aware of his/her respective affirmative action responsibilities and progress towards goal achievement. This procedure will provide a balance between the manager's autonomy in personnel actions and the agency's obligation to ensure compliance with the law in its affirmative action commitment.

PROCEDURE

The Equal Employment Opportunity (EEO) Specialist will prepare an annual report for each manager that will provide workforce analysis and hiring and promotional goals for his/her department. The report will also include a summation of the prior year's efforts and results. The EEO Specialist will meet with managers to review the annual report. Human Resources receives monthly updates of goal achievement and outstanding goals.

The EEO Specialist will serve as a resource for each manager relative to recruitment and selection options to maximize opportunities for goal achievement. Interim status reports will be provided as needed. Managers who experience difficulty with goal achievement will be monitored by the EEO Specialist, who will provide direct assistance until goal achievement is realized. Managers who clearly demonstrate good faith efforts will optimize their autonomy in the selection process.

The EEO Specialist will continue to review all hiring, promotional and transfer transactions to ensure that the agency is demonstrating good faith toward its affirmative action obligation. In instances where the agency has historically had difficulty achieving affirmative action goals, strong consideration will be given to utilizing selective certification.

If, after discussions with the manager at issue the EEO Specialist believes that a hiring, promotional or transfer transaction is contrary to the agency's affirmative action commitment or that the manager's activities to achieve agency goals do not meet the agency's expectations of good faith effort, the EEO Specialist will consult with the Commissioner and/or other executive staff as appropriate to resolve the issue. Each manager's annual performance will include a consideration of his/her contribution to the agency's affirmative action program.

OFFICE OF DIVERSITY AND EQUITY PROGRAMS
EDUCATION AND TRAINING

The Office of Diversity and Equity Programs (ODEP), in conjunction with Employee and Organizational Development (EOD) will provide education and training opportunities on affirmative action, sexual harassment, diversity, non-discrimination, cultural awareness and inclusion.

Educational and training opportunities will be provided to all employees by formal and informal methods. Emphasis and priority will be given to managers and supervisors to maximize the integration of affirmative action into the everyday business of the agency. For the affirmative action plan, statistical information on diversity training will be maintained by ODEP.

All employees can benefit from participating in various cultural awareness and diversity training that will be offered. Such training will be important for upward mobility and will help employees learn new skills for increasing productivity in a multicultural environment. These training sessions will be contributing factors to our “transforming the way we work” leadership approach, enabling our employees to have a better understanding and appreciation for each other and for the public we serve.

Recent educational efforts include the electronic distribution of the affirmative action plan to all employees, and the addition of interactive technology to the agency’s Intranet web site. Updated training on sexual harassment including bystander awareness and workplace civility has been conducted for all staff of DOL. In addition to such things as current EEO and AA Policies, complaint filing processes and relevant forms, cultural calendars, career fairs and events for employees to share cultural opportunities and experiences, and self-guided tutorials on sexual harassment and diversity, there is now the opportunity to view and submit relevant diversity related news, information, and comments via our updated intranet site. These efforts are consistent with the overall affirmative action plan; however, they do not encompass the depth and breadth of a comprehensive and aggressive education and training agenda that is essential to a progressive affirmative action program.

The education and training needs of a progressive affirmative action program shall include the following:

- Each manager shall meet with the EEO Specialist (at the beginning of the reporting period) to review his/her prior year status and goal achievement. Goals and strategies for the new plan year will be discussed at that time.

- Each manager shall receive interviewing/selection training as part of management training.

- Each manager shall receive diversity training and sexual harassment training periodically as part of management training.

- All non-managerial employees shall receive the same training as managerial staff.

- Employees shall receive upward mobility counseling.

- All employees shall receive affirmative action/equal employment opportunity information, as well as other related information from ODEP.

- Global e-mail and the Intranet shall be utilized to provide information on diversity and cultural awareness issues.

- New employee orientation shall provide information and materials on the agency's affirmative action program to all new staff.

The agency recognizes the necessity of training. The updating and implementation of such training are priorities of the Department of Labor. All administration officials and managers have received Sexual Harassment Prevention and Diversity Training for Managers through the Commission on Human Rights and Opportunities.

Finally, the EEO Specialist will participate at local, regional, and national conferences and training when feasible to stay abreast of current and future matters relative to affirmative action, equal employment opportunity and diversity issues.

DEPARTMENT OF LABOR
SEXUAL HARASSMENT POLICY STATEMENT

The Connecticut Department of Labor, in accordance with C.G.S. Sec. 46a-60a(8), affirms its commitment to ensuring a work environment free from any form of discrimination, including sexual harassment. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

> **Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive environment.**

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee, either male or female, should be subjected to unsolicited and/or unwelcome sexual overtures or conduct whether verbal, non-verbal or physical.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It does refer to behavior that is not welcome, that is personally offensive, that lowers morale and therefore interferes with effectiveness in the workplace.

It is each manager's responsibility to maintain a work environmental free of sexual harassme and to ensure mutual dignity and respect. Every manager will discuss this policy with his/her employees, assuring them that they are not to endure insulting, degrading, or exploitive treatment of a sexual nature.

The Department of Labor has zero tolerance concerning sexual harassment of employees. Any employee found to be in violation of this policy will be subject to appropriate disciplinary action, up to and including termination.

Any employee who believes she or he has been subjected to sexual harassment should report the incident to:

Muriel Carpentier, EEO Specialist II
Office of Diversity and Equity Programs.
200 Folly Brook Blvd.
Wethersfield Ct. 06109
(860)263-6520
(860)263-6699
muriel.carpentier@ct.gov

August 30, 2022

Danté Bartolomeo
Labor Commissioner

Connecticut Department of Labor Policy Statement
On
Americans with Disabilities Act

The Connecticut Department of Labor is fully committed to full compliance with the **Americans with Disabilities Act (ADA)**, and the **Americans with Disability Amendments Act of 2008 (ADAA)**.

Title I of the ADA, effective July 26, 1992, prohibits private employers and state and local governments from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancements, compensation, job training, and other terms, conditions, and privileges of employment. An individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities.
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

A qualified employee or applicant with a disability is an individual who satisfies skill, experience, education, and other job-related requirements of the position held or desired, and who with or without reasonable accommodation, can perform the essential functions of that position.

Reasonable accommodation may include, but is not limited to:

- Making existing facilities used by employees readily accessible to and usable by persons with disabilities,
- Job restructuring, modification of work schedule, and reassignment to a vacant position; or
- Acquiring or modifying equipment or devices, adjusting, or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

It is the policy and practice of the Department of Labor (DOL) to provide reasonable accommodations to a qualified applicant or employee with a disability, unless this would impose an undue hardship on the operation of DOL. Undue hardship is defined as an action requiring significant difficulty or expense when considering factors as business size, financial resources and the nature and structure of its operation.

The Department of Labor incorporates its nondiscrimination policy into all contracts to which it is a party. The contract compliance program is affixed to each contract. This agency is not engaged in any contractual or other arrangement or relationship (e.g., relationship with referral agencies).

Title II of the ADA, effective January 26, 1992, prohibits discrimination against any qualified individual with a disability in all state and local government programs, services, or activities. A qualified individual with a disability (as defined in Title I) is a person who meets the essential eligibility requirements for receipt of or participation in programs, services, or activities.

DOL shall ensure that every program, service, or activity provided by the agency is accessible to all qualified individuals who are disabled.

DOL shall not deny the benefits if its programs, services, or activities to individuals with disabilities because its facilities are inaccessible. Therefore, our programs, services, or activities, when viewed in their entirety, must be readily accessible to and usable by qualified individuals with disabilities.

Pursuant to the ADA, DOL has conducted a self-evaluation of those policies and practices which govern the administration of its programs, services, and activities. In its review, DOL considered the accessibility of agency programs, services and activities for employees, applicants, and beneficiaries. The results of the evaluation show that DOL has been vigilant in its responsibility to ensure program accessibility.

DOL also reviewed its employment practices and policies, including recruiting, hiring, upgrading and promotion and demotion, to ensure the agency and its employees are providing nondiscriminatory treatment to applicants and employees with disabilities. Its employment practices do not limit, segregate, or classify job applicants or employees in ways that adversely affect their opportunities or status because of the disability of the applicant or employee. To that end, each manager has been provided with a reference document outlining the requirements of the ADA and of the ADAA.

Furthermore, DOL shall continue to provide training to its employees to evaluate their level of awareness concerning individuals with disabilities.

In addition, every complainant shall be advised of the right to simultaneously file his/her complaint with the following enforcement agencies:

CT Commission on Human Rights & Opportunities (CHRO)
450 Columbus Blvd., Suite 2
Hartford, CT 06103
Tel: (860) 541-3400

Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Tel: (800) 669-4000
Fax: (617) 565-3196
TTY: (800) 669-6820

August 30, 2022

Danté Bartolomeo
Labor Commissioner

STATEMENT ON EMPLOYEE CELEBRATIONS

The Connecticut Department of Labor (DOL) has a long history of sanctioning and supporting employee celebrations. DOL requires, however, that employee celebrations provide a safe and uncompromising environment for everyone. Employee well-being is the utmost priority.

It is not the intention of the agency to discourage wholesome or non-offensive activities. However, demeaning, or harassing activity that is, or is perceived to be directed to a person's race, color, religious creed, age, sex, sexual orientation, national origin, or any other protected class is not permitted.

Therefore, DOL prohibits any entertainment of a sexual nature or the wearing of costumes or other apparel that create an offensive, demeaning, or harassing environment. It is incumbent upon all of us to go that extra step to ensure that employee celebrations are not offensive to any participants or observers.

Questions concerning this statement should be directed to Muriel Carpentier, EEO Specialist, Office of Diversity and Equity Programs at (860) 263-6520.

August 30, 2022

Danté Bartolomeo
Labor Commissioner

CONNECTICUT DEPARTMENT OF LABOR POLICY STATEMENT PURSUANT TO PUBLIC ACT 01-182 NON-DISCRIMINATION ON THE BASIS OF BREAST FEEDING

BREAST FEEDING PROCEDURE:

Pursuant to Public Act #01-182, the Department of Labor will provide a reasonable accommodation for employees to breast-feed and/or express their milk.

Employees who elect to breast-feed and/or express their milk will notify Facilities Management two (2) weeks prior to their return to work from Maternity Leave.

CENTRAL OFFICE:

A private, secured room on the second floor has been designated for employees who wish to breast-feed and/or express their milk. The room contains two (2) separate and private areas and is accessible by a security card issued by Facilities Management. Refrigerators are available on each floor, however, for health and safety reasons, we strongly recommend that employees utilize their own portable cooling devices.

ANNEX and LOCAL OFFICES:

The Director of Facilities will make reasonable accommodations for employee(s) who elect to breast-feed and/or express their milk.

If you have any questions, please contact Muriel Carpentier, EEO Specialist, Office of Diversity and Equity Programs at (860) 263-6520, Facilities Management at (860) 263-6100, or Human Resources at (860) 263-6685.

August 30, 2022

Danté Bartolomeo
Labor Commissioner

ATTACHMENT

Carpentier, Muriel

From: Carpentier, Muriel
Sent: Wednesday, November 17, 2021 12:51 PM
To: DOL-DL DOL All
Subject: Affirmative Action Plan Policy Statement
Attachments: Policy Statement -DOL- 2021 - FINAL.pdf; Complaint Process DOL 2021 - FINAL.pdf; Summary of Objectives 2021.pdf

Greetings colleagues,

This is to inform you, that the Department of Labor's 2021 Affirmative Action Plan was approved by the CT Commission on Human Rights and Opportunities during their regularly scheduled commission meeting on November 10, 2021.

In compliance with Section 46a-68-79 of the affirmative action regulations, I am pleased to provide you with a copy of the Affirmative Action Policy Statement, the Summary of Objectives and the Discrimination Complaint Process documents. The Affirmative Action Policy Statement is the foundation of the Commissioner's and my commitment to Non-Discrimination and Equal Employment Opportunity for all employees of this Agency.

I encourage you to review this Affirmative Action information. You may also review DOL's 2021 Affirmative Action Plan which can be found on the Office of Diversity & Equity Programs Intranet page (http://intranet/diversity-equity/Default.htm).

You are encouraged to submit any questions or comments regarding the plan to Muriel Carpentier, Equal Opportunity Specialist at (860) 263-6520 or by email to: muriel.carpentier@ct.gov. between February 1, 2022 and April 30, 2022.

Muriel

Muriel Carpentier
Equal Employment Opportunity Specialist II
Office of Diversity and Equity
Department of Labor
860-263-6520

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Summary of Objectives

Every year, in compliance with Connecticut General Statute (CGS) Section 46a-68, the Office of Diversity and Equity Programs prepares the Affirmative Action Plan (Plan) for employment for the CT Department of Labor (DOL).

The Plan is a comprehensive, results oriented continuing course of action, which articulates DOL's strategy to combat discrimination, put forth a good faith effort to attain goals and achieve equal employment opportunity. The objectives of the Plan are to establish goals which promote affirmative action and eliminate any policy or employment practice that adversely affects members of protected classes and to foster an environment that is respectful and inclusive of everyone, regardless of their status in protected groups.

The Plan, which includes reports regarding the agency's workforce as a whole and by occupational category, position classification or job titles, illustrates DOL's goal to achieve a work force that is properly balanced and fully representational of the availability of such persons for employment. The Plan, both quantitatively and qualitatively, measures DOL's degree of success in accomplishing hiring, promotion and program goals and evaluates personnel processes to ensure the absence of discriminatory policies and practices.

The Plan is submitted annually, by August 30, to and for evaluation by the Connecticut Commission on Human Rights and Opportunities (CHRO). The Plan must contain all 16 elements referenced in §46a-68-77 of the CGS and §46a-68-78 through 46a-68-94.

In addition to the required elements, a Plan will be approved (§46a-68-102 Standard of Review) only if:

- the work force, considered as a whole and by occupational category, is in parity; or
- the agency has met all or substantially all hiring, promotion, and program goals during the reporting period; or
- the agency has demonstrated every good faith effort to achieve such goals and despite these efforts has been unable to do so; and
- the agency has substantially addressed deficiencies noted by the Commission on Human Rights and Opportunities.

DOL is committed to making every good faith effort towards achieving its goals and to having those efforts recognized by the Commission on Human Rights and Opportunities voting to approve the Plan. Toward these ends DOL commits:

- To achieve all Set-Aside program stipulations and mandates.

- To provide In-Service Training opportunities to all employees, focused on upward mobility and promotional opportunities within the Agency.

- To provide during new employee onboarding agency forms and policies, including the discrimination complaint process.

- Upon separation from State service, human resources advise departing employees of rights they may have regarding re-employment, pension, health, and other benefits.

- To ensure that every Job Bulletin/Announcement posted on DAS are reviewed and updated for every new posting. To verify that every Job Bulletin/Announcement includes an introductory statement about the DOL specific unit with the vacancy, the specific duties, and Preferred Qualifications of the position.

- To improve attainment of affirmative action goals by placing emphasis on recruitment and promotion of underutilized classes.

- To be certain that all hiring personnel (managers and supervisors) are aware of goal candidates during the final selection process.

- To focus on hiring qualified candidates including members of underutilized groups based on their qualifications, ability, and special skills relative to the position they are seeking to fill.

- To require justification from hiring personnel for all non-goal candidates hired and goal candidates not hired.

- To analyze reasons' goal applicants are not selected and devise strategies to address these reasons.

- To continuously monitor the progress towards goal achievement.

During the plan period of May 1, 2021, through April 30, 2022, where hires occurred, the agency met 14 out of 28 possible hiring goals or 50%, in addition 20 out of 42 possible promotion goals were met or 47.6% and 1 out of 1 program goal or 100%.

Carpentier, Muriel

From: Griffin, Neil
Sent: Wednesday, December 8, 2021 3:46 PM
To: DOL-DL DOL All
Subject: Ethics Reminder for all employees

This is a reminder for all agency employees that whether working in the office or teleworking, the agency Ethical Conduct Policy, which can be found on the Human Resources intranet page, continues to apply to employees at all times. For instance, the policy provides guidelines for outside employment. In certain circumstances state employees can have outside non-state employment. However, there are restrictions to such outside employment, including that employees are prohibited from using State time, personnel, or materials for such outside employment or any personal, non-state related purpose that would be a financial benefit to you. If you are seeking outside employment or have any questions about this policy, please contact the agency Ethics Liaison, Jennifer Devine in the Legal Division: Jennifer.devine@ct.gov

Neil Griffin
HR Administrator 1
Department of Administrative Services
DOL/CHRO Human Resources Liaison
(860) 263-6695 phone
(860) 263-6699 fax

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ATTACHMENT

Affirmative Action Report
2021 - 2022

Type of Training	Date	Grand Total	Total Male	Total Female	White Male	White Female	Black Male	Black Female	Hispanic Male	Hispanic Female	Asian Male	Asian Female	Two or More Races Male	Two or More Races Female	American Indian/Alaska Native Male	American Indian/Alaska Native Female	Native Hawaiian/ Other Pac Island Male	Native Hawaiian/ Other Pac Island Female	Decline Self identification (gender)	Unknown Male	Unknown Female
Tuition Reimbursement	Spring 2021	[redacted]	0	7		3		1		2		1									
Tuition Reimbursement	Summer 2021	[redacted]	0	2		2															
Tuition Reimbursement	Fall 2021	[redacted]	1	7		2	1	2		3											
Tuition Reimbursement	Spring 2022	[redacted]	3	6	2	2	1	2		2											
In-Service Training (DAS)	5/1/21 - 4/30/22	[redacted]	3	5		4	3			1											
		[redacted]																			
Online Training (Synchronous / Virtual training)		[redacted]																			
De-escalation Strategies for the Workplace Professional	Multiple days between 5/1/2021 - 4/30/2022	[redacted]	30	58	13	18	8	18	6	15	1	2	1	2	0	0	0	0	0	1	3
Diversity	Multiple days between 5/1/2021 - 4/30/2022	[redacted]	148	358	81	151	27	80	16	43	6	13	5	19	0	3	1	3	6	12	46
		[redacted]																			
DOL Training (in person Instructor-led)		[redacted]																			
N/A due to COVID		[redacted]																			
		[redacted]																			
Online Training (Asynchronous / E-learning)		[redacted]																			
Active Shooter: What You Can Do	Multiple days between 5/1/2021 - 4/30/2022	[redacted]	93	44	19	34	6	16	4	14	2	6	2	2	0	0	0	0	1	11	21
Ethics 101 for State Employees 2021	Multiple days between 5/1/2021 - 4/30/2022	[redacted]	40	50	31	31	2	4	4	5	1	4	0	0	0	0	0	0	0	2	6
Federal Tax Information (FTI) Online Training 2021	Multiple days between 5/1/2021 - 4/30/2022	[redacted]	27	75	17	35	3	17	2	8	3	4	0	4	0	1	0	0	0	2	6
Security Mentor [NOTE: Mandatory training for all DOL staff provided and maintained by an outside vendor, but AA data is not collected, and therefore not available, for reporting.]	Multiple days between 5/1/2021 - 4/30/2022	[redacted]																			
Sexual Harassment Prevention training	Multiple days between 5/1/2021 - 4/30/2022	[redacted]	70	181	34	62	14	48	3	13	3	7	4	9	0	1	1	1	1	11	40
UI Confidentiality	Multiple days between 5/1/2021 - 4/30/2022	[redacted]	57	135	26	51	10	30	2	6	2	5	4	7	0	1	1	2	1	12	33
Workplace Violence Prevention training	Multiple days between 5/1/2021 - 4/30/2022	[redacted]	64	109	31	40	10	19	6	17	3	5	2	5	0	0	1	0	1	11	23

Carpentier, Muriel

From:	EOD Unit, DOL
Sent:	Tuesday, August 3, 2021 9:59 AM
To:	DOL-DL DOL All
Subject:	Fall 2021 In-Service Training – Applications due by 9/3/2021
Attachments:	Fall 2021 Catalog.pdf; Procedure for InService Training.pdf; Application for Inservice Training- Union Funds.pdf; Maps and Directions.pdf

Attached is the **Fall 2021 In-Service Training catalog**. Many of the In-Service classes are now offered online, instead of attending in-person. You must be a permanent employee to be eligible to sign-up for classes.

Employees interested in taking In-Service classes can make use of Union Conference and Workshop funds. **PLEASE NOTE**: Union contracts have expired but employees can still apply to use Union Conference funds to cover the cost for In-Services classes. The reimbursements will be paid according to and as stipulated in the new union contracts. It is unknown when the new contracts will be approved and be in effect. Therefore, expect a **delay** beyond the normal reimbursement timeframe of 10 weeks after finishing the class.
Please note:

- Payment is required by the employee up front, prior to acceptance into the course or courses.
- Employees must submit a personal check to cover the total cost of the In-Service course(s).
- Reimbursement is not guaranteed and contingent upon availability of Union funds.

Permission must be obtained from your Manager to register for In-Service classes. Cost Center managers may reserve the right to postpone training requests due to the current high-volume claim workload.

Courses should be carefully selected keeping in mind job duties and skill sets needed to perform job duties at optimum capacity. Cost Center managers can use their discretion to approve the training requests based on how the training content will enhance the employee's skills and job performance, and in balance with staffing and workload levels.

Please use the "**Procedure for InService Training.pdf**" attachment that explains the procedure to apply for an In-Service training class and how to submit for reimbursement of Union Conference and Workshop funds.

As a reminder, DOL employees have access to free, online training courses through **LinkedIn Learning.** Many of the courses offered in the In-Service catalog may be found in LinkedIn Learning. **Permission** must be obtained from your Manager to take LinkedIn Learning online classes during regular work hours. (Note: LinkedIn licenses were not purchased for consultants and contractors, therefore they are not granted access to this resource.)

See EOD's website for instructions to activate your **LinkedIn Learning** account if you haven't already initiated your account.

The deadline to submit requests is **September 3rd** at the close of business to Pamela Coleman at CSCU. Be sure to keep a copy of your submitted paperwork for yourself, and send a copy of your application to the EOD Unit for our records.

JOB ANNOUNCEMENTS

Carpentier, Muriel

From: Griffin, Neil
Sent: Friday, July 9, 2021 5:01 PM
To: DOL-DL DOL All
Subject: Promotional Opportunity - LD Associate CSR (possibility to LD Career Development Specialist) - Waterbury AJC - Closes 7/20/2021 at 11:59 p.m.

This is only open to agency employees with permanent status.

Please see the posting (under Selection Plan) for the qualification of "permanent status".

The posting closes on Tuesday, July 20, 2021 at 11:59 p.m.

Use the link below to view the posting and to apply.

Job Opening: Labor Department Associate Community Services Representative - Department of Administrative Services (jobapscloud.com)

This posting will not appear on the Statewide Online Employment Center (OEC) website.

Neil Griffin
HR Administrator 1
Department of Administrative Services
DOL/CHRO Human Resources Liaison
(860) 263-6695 phone
(860) 263-6699 fax

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Connecticut's Official State Website

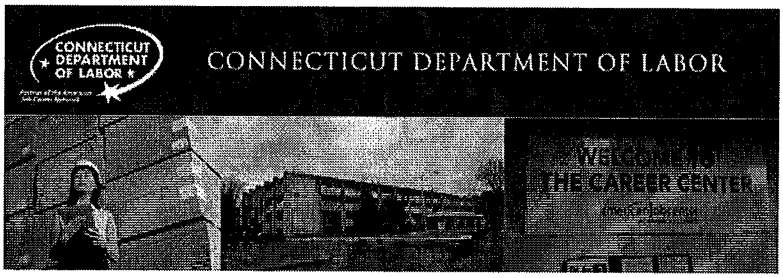
Connecticut State
Department of Administrative Services

Labor Department Associate Community Services Representative

Recruitment #210709-5243SH-JR

Salary	$57,534 - $72,142 annually
Job Type	Open to Agency Employees
Close Date	7/20/2021 11:59:00 PM

INTRODUCTION



The State of Connecticut, Department of Labor (DOL) is committed to protecting and promoting the interests of Connecticut workers. In order to accomplish this in an ever-changing environment, we assist workers and employers to become competitive in the global economy. We take a comprehensive approach to meeting the needs

of workers and employers, and the other agencies that serve them. We ensure the supply of high-quality integrated services that serve the needs of our customers.

The Waterbury American Job Center is seeking to reclassify one Dept. of Labor employee to the level of Labor Department Associate Community Services Representative. The selected individual must serve at least one year in this class, performing work in the target area before qualifying for promotion to Labor Department Career Development Specialist. Appointment to Labor Department Career Development Specialist classification is contingent upon successful performance of duties and availability of funding.

This is a full time, Monday through Friday position. The scheduled hours are 8:00 a.m. to 4:30 pm. May be required to travel to the affiliate offices.

The duties of this role include:

- Provide basic career counseling services.
- Assist clients in developing an employment plan that will facilitate movement toward their identified career goals.
- Assess and evaluate client's education, work experience, personal characteristics, interests, work values and socio-economic background to assist in vocationally appropriate choices.
- Identify employment barriers and refer to appropriate service providers.
- Refer clients to appropriate training, educational programs or other supportive services.
- Collaborate with other AJC staff and agencies to implement employability plans and facilitate achievement of vocational goals established with clients.
- Utilize assessment tools to identify and analyze aptitudes, interests, transferable skills and other vocational factors; interpret results to evaluate client's occupational strengths and weaknesses.
- Conduct Benefit Rights Interviews for customers who are eligible for the Trade Adjustment Assistance (TAA) program. Explained the benefits and services to eligible workers, including job training, income support, job

search, relocation allowances and wage supplement to certain reemployed trade-affected workers 50 years of age and older.

- Develop TAA training plans and/or contracts for impacted workers; conduct follow up on clients eligible for Trade Readjustment Act (TRA) and other special programs.
- Facilitate employment readiness workshops (virtual and in-person) on topics including resume writing, job search and interviewing techniques.
- Maintain electronic records of case activity using CTHires and IBM.
- Conduct Initial Reemployment Services and Eligibility Assessment (RESEA) appointments.
- Provide resume preparation assistance and conduct resume critiques.
- Represent DOL at various community speaking event to promote available services.
- Provide UI meaningful assistance as needed.
- Perform Career Center and Front Desk functions and other related duties as needed.

SELECTION PLAN

Please be advised this is a promotional opportunity for employees in the recruiting agency. The selected employee will be promoted by reclassification in position. This is NOT A VACANCY and, therefore, merit system and reemployment rules do not apply.

In order to be considered, you must be a current State of CT employee of the Department of Labor who has permanent state status*, and meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.

*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service,

permanent status is obtained after serving in a position for at least six months (full-time or full-time equivalent).

The minimum experience and training requirements must be met by the close date on the job opening, unless otherwise specified.

Candidates selected for interview must provide the following at the time of interview: Two most recent performance appraisals.

Failure to provide the required documents or submit your application accurately and on time, may eliminate you from the recruitment process.

Should you have any questions pertaining to this recruitment please contact Jasmyn Raymond at Jasmyn.Raymond@ct.gov.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In the Department of Labor this class is accountable for performing specialized client services in the areas of adjudications, career development counseling, apprenticeship and/or job training programs or a specialized Operational Support function.

EXAMPLES OF DUTIES

JOB CENTER OR FIELD LOCATION: Performs basic tasks in a specialized area:

1. Conducts basic level adjudications including assessing possibility of applying "special base period" provision and obtaining all relevant information and documentation; conducts hearings applying pertinent laws, regulations and precedent decisions and issuing a ruling regarding delay of benefits due to receipt of disqualifying income; ascertains facts, analyzing and ruling with regard to general availability

for work and adequacy of efforts to find suitable work; develops facts and performs all pertinent research necessary to recommendation of fraud including imposition of penalty weeks if warranted or non-fraud including repayment waiver; conducts separation hearing for interstate claimants.

2. Provides basic career development counseling services for clients who are vocationally untracked or have significant barriers to employment.

3. In consultation with an Employer Services Specialist participates in marketing of services and programs to employers within a region including providing apprenticeship services to individuals and employers; develops on-the-job training programs; develops Customized Job Training programs which meet specialized employer needs; provides consulting services with regard to training needs, resources and standards.

OPERATIONAL SUPPORT UNIT: Performs advanced working level tasks in the Central Office:

1. Assists and participates in activities such as program development, automation support, monitoring and evaluation, training and/or technical assistance to field staff in various program areas; assists in developing training programs in assigned functional areas; participates in monitoring programs and activities for completeness, compliance with legal mandates, fiscal requirements, efficiency and customer satisfaction; assists in analyzing impact of state and/or federal legislation and regulations on departmental programs and procedures; assists in development of procedural manuals and memoranda.

2. Performs specialized and highly technical tasks in one or more of operational support functions of claims examination, benefit payment control and merit rating; researches and analyzes wage date to determine and perform corrective action; determines compliance of work and procedures with applicable laws, regulations and policy; determines successorship and waivers of liability;

segregates payrolls; presents complex appeals to Appeals Division; reviews and resolves claims under complex special programs; makes monetary disqualification determinations in areas such as education employees, aliens and claimants receiving Workers Compensation; review appeals on wage usage; reviews Job Center recommendations and decisions relating to fraud to ensure compliance with regulations; reviews fraud audits prior to first notification; may serve as a team leader.

In any of the above areas of specialization assists in training employees of lower grade; may serve as a team leader; may speak before groups; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client population and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Six (6) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. For State employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

SPECIAL REQUIREMENTS

1. Incumbents in this class assigned to veterans program positions will be required to meet the qualifications set forth in Title 38, i.e. must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veterans program position must meet the eligibility requirements under Title 38.
2. Incumbents in this class may be required to speak a foreign language.
3. Incumbents in this class may be required to travel.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on the link below to apply:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.	Apply Online

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The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

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Carpentier, Muriel

From: Griffin, Neil
Sent: Friday, August 6, 2021 11:31 AM
To: DOL-DL DOL All
Subject: Promotional Opportunity - LD Resource Associate - DOL Integrity/UI Tech Unit

This is only open to agency employees with permanent status.

Please see the posting (under Selection Plan) for the qualification of "permanent status".

The posting closes on Monday, August 16, 2021 at 11:59:00 PM

Use the link below to view the posting and to apply.

Job Opening: Labor Department Resource Associate

This posting will not appear on the Statewide Online Employment Center (OEC) website.

Neil Griffin
HR Administrator 1
Department of Administrative Services
DOL/CHRO Human Resources Liaison
(860) 263-6695 phone
(860) 263-6699 fax

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Connecticut's
Official
State Website

Connecticut State
Department of Administrative Services

Labor Department Resource Associate

Recruitment #210730-5250SH-EW

Location	Wethersfield, CT
Salary	$60,455 - $75,489/year
Job Type	Open to Agency Employees
Close Date	8/16/2021 11:59:00 PM

INTRODUCTION

The State of Connecticut, Department of Labor (DOL) is committed to protecting and promoting the interests of Connecticut workers. In order to accomplish this ever-changing environment, we assist workers and employers to become competitive in the global economy. We take a comprehensive approach to meeting the needs of workers

and employers, and other agencies that serve them. We ensure the supply of high-quality integrated services that serve the needs of our customers.

DOL Integrity/UI Tech Unit is seeking to reclassify a DOL employee to Labor Department Resource Associate in Wethersfield, CT. This is a full-time, first shift position. After training, this position can be part in the office and part telework.

SELECTION PLAN

In order to be considered for this job opening, you must be a current State of CT employee of the Department of Labor, who has permanent state status*, and meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.

*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full-time or full-time equivalent)

Please be advised this is a promotional opportunity for employees in the recruiting agency. The selected employee will be promoted by reclassification in position. This is not a vacancy.

The minimum experience and training requirements must be met by the close date on the job opening, unless otherwise specified.

Should you have questions pertaining to this recruitment, please contact Elizabeth Weston at Elizabeth.Weston@ct.gov.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In the Department of Labor this class is accountable for such activities as program development, automation support, grants and contract development, monitoring and evaluation or training and/or technical assistance to field staff or centrally located direct service providers. The class may function in such areas as Operational Support, Appeals, Program Policy and Staff Development.

EXAMPLES OF DUTIES

Performs such activities as program development, automation support, grants and contract development, monitoring and evaluation or training and/or technical assistance to field staff within various units or program areas; develops and presents training programs in assigned functional areas; identifies problem areas and recommends corrective action to remedy deficiencies in meeting program goals; monitors programs and activities for completeness, compliance with legal mandates, fiscal requirements, efficiency and customer satisfaction; assists in planning and development of new programs; analyzes need for new or enhanced data processing capability within programs and facilitates development or modification of systems to meet program needs; analyzes impact of state and/or federal legislation and regulations on departmental programs and procedures; adapts federal regulations for state use and develops appropriate procedures for implementation; develops procedural manuals and drafts informational memorandums; prepares federal, state and/or agency reports; may speak before professional groups and labor organizations, municipalities, employers or community groups regarding programs and services; may serve as a team leader assigned to conduct program reviews of various unit operations; may provide input regarding budget requests within functional and/or program areas; may conduct investigations and monitor internal security procedures; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of Job Service, Unemployment Compensation or Employment and Training programs; knowledge of relevant state and federal laws, statutes and regulations; knowledge of effective interviewing techniques; interpersonal skills; oral and written communications skills; problem solving skills; ability to interpret and analyze laws, policies, regulations and legal precedents; training ability.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Seven (7) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

One (1) year of the General Experience must have been in program development, automation support, grants and contract development, monitoring and evaluation or training and/or technical assistance.

Note: For State employees, this is interpreted at the level of a Labor Department Associate Community Services Representative performing work in the targeted program area.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. College training may be substituted for the General experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

2. A Master's degree in public administration, business management or a closely related area may be substituted for one (1) additional year of the General Experience.

3. For State employees, one (1) year of experience as a Labor Department Adjudications Specialist, Labor Department Career Development Specialist or Labor Department Business Services Specialist performing technical work in the targeted program area may be substituted for the General and Special Experience.

PREFERRED QUALIFICATIONS

- Process TRA and RTAA applications, including determining eligibility.
- Approve or deny extensions for TRA training enrollment deadlines.
- Issue TRA denials.
- Establish TRA overpayments.
- Act as liaison to field staff for TRA program/questions.
- Coordinate Interstate TRA claims processing.
- Prepare and submit reports.
- Maintain messaging in TICS and other UI system.
- Conduct user acceptance testing in UI systems.
- Develop, run and disseminate queries of UI data to business units.
- Maintain and update UI forms using Elixir software.
- Maintain and update various DOL forms/posters/brochures.
- Process various UI reports.
- Analyze and resolve mainframe issues in payment of claims.
- Analyze and process requests for transfers of weeks of unemployment benefit payments.

- Work with unemployment benefit debit card vendor, claimants and agency staff on issues with cards and payments.
- Assist in resolving banking issues related to unemployment benefit payments.
- Function as a resource for 1099G questions, reprints and corrections.
- Submit requests for database fixes to IT.
- Update messages on CT Tax and Benefits System.
- Performs related duties as required.
- More information can be found here.

SPECIAL REQUIREMENTS

1. Incumbents in this class assigned to veterans program positions will be required to meet the qualifications set forth in Title 38, i.e. must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Resource Associate in a veterans program position must meet the eligibility requirements under Title 38.

2. Incumbents in this class may be required to travel.

3. Incumbents in this class may be required to speak a foreign language.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on the link below to apply:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.	Apply Online

---

The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

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Carpentier, Muriel

From: Griffin, Neil
Sent: Wednesday, September 8, 2021 9:17 AM
To: DOL-DL DOL All
Subject: Promotional Opportunity - Labor Department Programs & Services Coordinator - Adjudications - Closes - 9/17/2021 @ 11:59 p.m.

This is only open to agency employees with permanent status.

Please see the posting (under Selection Plan) for the qualification of "permanent status".

The posting closes on Friday, September 17, 2021 at 11:59 p.m.

Use the link below to view the posting and to apply.

Labor Department Programs and Services Coordinator - Adjudications

This posting will not appear on the Statewide Online Employment Center (OEC) website.

Please note: The salary range shown on the posting is for SH23. Individuals who qualify for placement at SH26, if selected will have their promotional salary calculated using SH26.

Neil Griffin
HR Administrator 1
Department of Administrative Services
DOL/CHRO Human Resources Liaison
(860) 263-6695 phone
(860) 263-6699 fax

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Connecticut's Official State Website

Connecticut State
Department of Administrative Services

Labor Department Programs and Services Coordinator

Recruitment #210903-5249SH-EW

Location	Wethersfield, CT
Salary	$68,268 - $86,969/year
Job Type	Open to Agency Employees
Close Date	9/17/2021 11:59:00 PM

INTRODUCTION

The State of Connecticut, Department of Labor(DOL) is committed to protecting and promoting the interests of Connecticut workers. In order to accomplish this ever-changing environment, we assist workers and employers to become competitive in the global economy. We take a comprehensive approach to meeting the needs of workers

and employers, and other agencies that serve them. We ensure the supply of high-quality integrated services that serve the needs of our customers.

DOL is seeking to fill two LD Programs and Services Coordinators for the Central Office Adjudications unit. These two candidates will be assigned to the CO Adjudications and their responsibilities will be to co-supervise the Bridgeport Adjudications unit. The candidates will be required to work in the Bridgeport office 1-2 days per week and can either telecommute or work in the Central Office the remaining part of the week. Duties include;

- Train new Adjudications Specialists on all facets of Adjudications.
- Assign staff job responsibilities including hearing assignments, customer call-backs, answering emails and responding to complaints.
- Review existing cases for accuracy and timeliness.
- Perform BTQ (Benefit, Timeliness and Quality) reviews in accordance with USDOL performance measures.

SELECTION PLAN

In order to be considered for this job opening, you must be a current State of CT employee of the Department of Labor, who has permanent state status*, and meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.

*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full-time or full-time equivalent)

Please be advised this is a promotional opportunity for employees in the recruiting agency. The selected employee will be promoted by reclassification in position. This is not a vacancy.

The minimum experience and training requirements must be met by the close date on the job opening, unless otherwise specified.

Should you have questions pertaining to this recruitment, please contact Elizabeth Weston at Elizabeth.Weston@ct.gov.

Although applicants will receive correspondence via email, as a backup they are also encouraged to sign on to their Personal Status Board on a daily basis to monitor their status, view all emailed notices and complete tasks required in the recruitment process.

Note: At any point during the recruitment process, applicants may be required to submit additional documentation which support their qualification(s) for this position. These documents may include: a cover letter, resume, performance reviews, attendance records, supervisory references, licensure, etc., at the discretion of the hiring agency. Applicants must meet the minimum qualifications as indicated to apply for this position.

All State employees shall follow the guidelines as listed in Executive Orders 13F (3a) and 13G (3a) .

PURPOSE OF JOB CLASS (NATURE OF WORK)

CENTRAL OFFICE: In the Department of Labor this class is accountable for leading and coordinating the activities of a program or sub-unit within various functional areas or programs.

FIELD OFFICE: In a Department of Labor Job Center/Connecticut Works Center or other field location this class is accountable for supervising staff providing customer service in the areas of basic services, adjudications, employer services and/or employment planning.

EXAMPLES OF DUTIES

CENTRAL OFFICE: Assists program manager and/or supervisor in planning and coordination of activities in assigned program areas; leads program development and implementation initiatives; assists in development of agency wide plans; serves as a resource and provides support to direct service providers; functions as a team leader; monitors program(s) and/or functional areas ensuring goals met; identifies problems in assigned areas and oversees development of corrective action plans to effect resolution; acts as a resource and facilitator to teams and provides problem solving guidance on a routine basis; monitors program performance indicators to continually assess adequacy of service delivery in terms of customer perceived quality, timeliness and compliance with legal mandates and agency objectives; analyzes reports detailing unit performance in relation to team activities and develops and recommends corrective action as needed; assesses need for staff development and conducts or arranges for training; oversees development of procedural manuals and informational memorandums; leads customer and/or public relations activities as assigned; participates in personnel matters affecting subordinate employees; reviews, interprets, analyzes and adapts state and federal legislation or regulations to determine need for new or revised policies, procedures or regulations; may have accountability as resource specialist for a designated program of service or providing staff support statewide for a program or service of agency; may lead in development of grants and contracts;may serve as liaison to state or federal agencies with jurisdiction over program; may review referee reversals of administrator decisions and draft appeals as appropriate; may oversee monitoring and evaluation process for sub-unit or participate in overall statewide monitoring activities; may oversee provision of data processing and automation support activities; may assist in research and drafting of

department regulations including conducting public hearings relating to that process; performs related duties as required.

FIELD OFFICE: Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; assists Job Center/Connecticut Works Center Director in planning and administrative coordination of multiple unemployment compensation benefit programs, Wagner Peyser services and employment and training programs; provides oversight with regard to scheduling and determines unit staffing requirements; prepares reports and correspondence; maintains adequate controls over pending casework and ensures balanced levels of services within Job Center/Connecticut Works Center; ensures effective application of pertinent laws, regulations and procedures; acts as a resource and facilitator to teams and provides problem solving guidance on a routine basis; monitors program performance indicators to continually assess adequacy of unit service delivery in terms of customer perceived quality, timeliness and compliance with legal mandates and agency objectives; analyzes reports detailing Job Center/Connecticut Works Center performance in relation to unit activities and develops and recommends corrective action as needed; participates in development of long range planning aimed at meeting agency and Job Center/Connecticut Works Center goals; interviews prospective employees and makes hiring recommendations; assists in preparation of Job Center/Connecticut Works Center annual plan of service; assists Director in budget formulation and oversight; may act as a representative of Job Center/Connecticut Works Center for community or public relations contacts; may function as office manager in absence of Director; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of management principles and techniques; knowledge of labor market trends and conditions; knowledge of effective interviewing techniques; considerable oral and written communication skills; considerable interpersonal skills; problem solving skills; ability to analyze and interpret laws, regulations, legal precedents and court decisions; ability to assess staff training needs and conduct training; supervisory ability.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Eight (8) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

One (1) year of the General Experience must have been in an advanced working level capacity at the level of Labor Department Adjudications Specialist, Labor Department Business Services Specialist, Labor Department Career Development Specialist or Labor Department Resource Associate.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one half (1/2) year of experience to maximum of four (4) years for a Bachelor's degree.

2. A Master's degree in public administration, business administration or a closely related field may be substituted for one (1) additional year of the General Experience.

SPECIAL REQUIREMENTS

1. Incumbents in this class assigned to veterans program positions will be required to meet the qualifications set forth in Title 38, i.e. must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Programs and Services Coordinator in a veterans program position must meet the eligibility requirements under Title 38.

2. Incumbents in this class may be required to speak a foreign language.

3. Incumbents in this class may be required to travel.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on the link below to apply:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.	Apply Online

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Carpentier, Muriel

From: Griffin, Neil
Sent: Friday, November 5, 2021 4:08 PM
To: DOL-DL DOL All
Subject: Promotional Opportunity - LD Associate CSR - Waterbury AJC - Closes 11/16/2021 at 11:59 p.m. - Two Opportunities - Working Towards LD Career Development Specialist

This is only open to agency employees with permanent status.

Please see the posting (under Selection Plan) for the qualification of "permanent status".

The posting closes on Tuesday, November 16, 2021 at 11:59 p.m.

Use the link below to view the posting and to apply.

Job Opening: Labor Department Associate Community Services Representative – Waterbury AJC

This posting will not appear on the Statewide Online Employment Center (OEC) website.

Neil Griffin
HR Administrator 1
Department of Administrative Services
DOL/CHRO Human Resources Liaison
(860) 263-6695 phone
(860) 263-6699 fax

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Connecticut's Official State Website

Connecticut State
Department of Administrative Services

Labor Department Associate Community Services Representative

Recruitment #211105-5243SH-JR

Location	Waterbury, CT
Salary	$57,534 - $72,142 annually
Job Type	Open to Agency Employees
Close Date	11/16/2021 11:59:00 PM

INTRODUCTION

The State of Connecticut, Department of Labor (DOL) is committed to protecting and promoting the interests of Connecticut workers. In order to accomplish this in an ever-changing environment, we assist workers and

employers to become competitive in the global economy. We take a comprehensive approach to meeting the needs of workers and employers, and the other agencies that serve them. We ensure the supply of high-quality integrated services that serve the needs of our customers.

The Waterbury American Job Center is seeking to reclass two qualified DOL employee's to Labor Department Associate Community Services Representative. The individuals appointed at Labor Department Associate Community Services Representative level must serve at least one year in that class- performing work in the target area before qualifying for promotion to Labor Department Career Development Specialist. Appointment to Labor Department Career Development Specialist classification is contingent upon successful performance of duties and availability of funding.
These are full time positions, with a Monday through Friday schedule on first shift, 8 AM to 4:30 PM.

Key duties of this role:

- Provide basic career counseling services.
- Assist clients in developing an employment plan that will facilitate movement toward their identified career goals.
- Assess and evaluate client's education, work experience, personal characteristics, interests, work values and socio-economic background to assist in vocationally appropriate choices.
- Identify employment barriers and refer to appropriate service providers.
- Refer clients to appropriate training, educational programs or other supportive services.
- Collaborate with other AJC staff and agencies to implement employability plans and facilitate achievement of vocational goals established with clients.
- Utilize assessment tools to identify and analyze aptitudes, interests, transferable skills and other vocational factors; interpret results to evaluate client's occupational strengths and weaknesses.
- Conduct Benefit Rights Interviews for customers who are eligible for the Trade Adjustment Assistance (TAA) program. Explained the benefits and services to eligible

workers, including job training, income support, job search, relocation allowances and wage supplement to certain reemployed trade-affected workers 50 years of age and older.

- Develop TAA training plans and/or contracts for impacted workers; conduct follow up on clients eligible for Trade Readjustment Act (TRA) and other special programs.
- Facilitate employment readiness workshops (virtual and in-person) on topics including resume writing, job search and interviewing techniques.
- Maintain electronic records of case activity using CTHires and IBM.
- Conduct Initial Reemployment Services and Eligibility Assessment (RESEA) appointments.
- Provide resume preparation assistance and conduct resume critiques.
- Represent DOL at various community speaking event to promote available services.
- Provide UI meaningful assistance as needed.
- Perform Career Center and Front Desk functions and other related duties as needed.

SELECTION PLAN

Please be advised this is a promotional opportunity for employees in the recruiting agency. The selected employee will be promoted by reclassification in position. This is NOT A VACANCY and, therefore, merit system and reemployment rules do not apply.

In order to be considered, you must be a current State of CT employee of the Department of Labor who has permanent state status*, and meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.

*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service,

permanent status is obtained after serving in a position for at least six months (full-time or full-time equivalent).

The minimum experience and training requirements must be met by the close date on the job opening, unless otherwise specified. Please ensure that your application is complete and details your experience as outlined in this job posting. You will be unable to make revisions once you submit your application into the JobAps system.

At any point during the recruitment process, applicants may be required to submit additional documentation, which supports their qualification(s) for this position. These documents may include: performance reviews, attendance reports, supervisory references, college transcripts, etc. at the discretion of the hiring agency. Please do not submit these documents with your application.

Should you have any questions pertaining to this recruitment please contact Jasmyn Raymond at Jasmyn.Raymond@ct.gov.

All State employees shall follow the guidelines as listed in Executive Orders 13F (3a) and 13G (3a).

PURPOSE OF JOB CLASS (NATURE OF WORK)

In the Department of Labor this class is accountable for performing specialized client services in the areas of adjudications, career development counseling, apprenticeship and/or job training programs or a specialized Operational Support function.

EXAMPLES OF DUTIES

JOB CENTER OR FIELD LOCATION: Performs basic tasks in a specialized area:

1. Conducts basic level adjudications including assessing possibility of applying "special base period" provision and obtaining all relevant information and documentation; conducts hearings applying pertinent laws, regulations and precedent decisions and issuing a ruling regarding delay of benefits due to receipt of disqualifying income; ascertains facts, analyzing and ruling with regard to general availability for work and adequacy of efforts to find suitable work; develops facts and performs all pertinent research necessary to recommendation of fraud including imposition of penalty weeks if warranted or non-fraud including repayment waiver; conducts separation hearing for interstate claimants.

2. Provides basic career development counseling services for clients who are vocationally untracked or have significant barriers to employment.

3. In consultation with an Employer Services Specialist participates in marketing of services and programs to employers within a region including providing apprenticeship services to individuals and employers; develops on-the-job training programs; develops Customized Job Training programs which meet specialized employer needs; provides consulting services with regard to training needs, resources and standards.

OPERATIONAL SUPPORT UNIT: Performs advanced working level tasks in the Central Office:

1. Assists and participates in activities such as program development, automation support, monitoring and evaluation, training and/or technical assistance to field staff in various program areas; assists in developing training programs in assigned functional areas; participates in monitoring programs and activities for completeness, compliance with legal mandates, fiscal requirements, efficiency and customer satisfaction; assists in analyzing impact of state and/or federal legislation and regulations on departmental programs and procedures; assists in development of procedural manuals and memoranda.

2. Performs specialized and highly technical tasks in one or more of operational support functions of claims examination, benefit payment control and merit rating; researches and analyzes wage date to determine and perform corrective action; determines compliance of work and procedures with applicable laws, regulations and policy; determines successorship and waivers of liability; segregates payrolls; presents complex appeals to Appeals Division; reviews and resolves claims under complex special programs; makes monetary disqualification determinations in areas such as education employees, aliens and claimants receiving Workers Compensation; review appeals on wage usage; reviews Job Center recommendations and decisions relating to fraud to ensure compliance with regulations; reviews fraud audits prior to first notification; may serve as a team leader.

In any of the above areas of specialization assists in training employees of lower grade; may serve as a team leader; may speak before groups; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client population and the public; decision making ability; ability to use automated systems; ability to maintain good

public relations; ability to lead teams; ability to create and maintain case management records.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Six (6) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. For State employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

SPECIAL REQUIREMENTS

1. Incumbents in this class assigned to veterans program positions will be required to meet the qualifications set forth in Title 38, i.e. must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veterans program position must meet the eligibility requirements under Title 38.
2. Incumbents in this class may be required to speak a foreign language.
3. Incumbents in this class may be required to travel.

CONCLUSION

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EXTERNAL COMMUNICATION AND RECRUITMENT STRATEGIES

Pursuant to Connecticut Agency Regulations
Section 46a-68-80

Sec. 46a-68-80. External communication and Recruitment Strategies

(a) Each agency shall develop means of recruiting goal candidates for current positions.

(b) Each agency shall put itself on public record as an affirmative action and equal employment opportunity employer. Consistent with that posture:

(1) written expression of the agency's commitment to affirmative action and equal employment opportunity and notice of job availability shall be sent regularly to recruiting sources and organizations which are capable of referring qualified applicants for employment; and

(2) notice that the agency is an affirmative action and equal employment opportunity employer shall be sent to all unions that represent agency employees for collective bargaining purposes. Such notice shall contain an invitation to review and comment upon the agency's affirmative action plan.

(c) Each agency shall initiate and undertake vigorous, positive relationship-building activity to ensure that affirmative action is more than a paper commitment. Each agency shall work to secure ongoing relationships and develop additional recruiting sources while cultivating outreach recruitment programs and maintaining contact with protected class members and resource agencies. (Effective April 17, 2015)

EXTERNAL COMMUNICATION AND RECRUITMENT STRATEGIES

Pursuant to Connecticut Agency Regulations
Section 46a-68-80

All employees of the Department of Labor (DOL) carry a unique responsibility when it comes to Affirmative Action and Equal Employment Opportunity. Representing the front line between the State's employers and applicants seeking employment, the agency accepts its obligation to be an Equal Opportunity/Affirmative Action Employer as a matter of public record.

Forms and stationery the Department of Labor uses for external correspondence bear the statement "An Equal Opportunity/Affirmative Action Employer." All recruitment material, advertisements and vacancy announcements continue to include the same statement and omit any reference to age, gender, or any indication of preference for or against any segment of the population. All Labor Department employee bargaining units that represent our employees are reminded that this Department is an Equal Opportunity/Affirmative Action Employer and are provided with an opportunity to review the Plan and are encouraged to submit any comments about it to the Affirmative Action Officer. (**attachment**).

We maintain ongoing employee training dedicated to promulgating the concepts of Affirmative Action/Equal Employment Opportunity internally, and in the community. To fulfill this responsibility, we maintain very close relationships with local nonprofit and other community-based organizations serving the needs of members of protected classes. (**attachment**)

When recruiting externally the DAS Talent Acquisition group forwards employment notices to organizations reflected in the *Resource Directory* as well as posting recruitments in *JobAps*. The collaboration between DOL and DAS contributes to timely and widespread dissemination of job opportunities to targeted groups with the potential to reach a wide pool of applicants. (**samples attached**).

In addition to posting positions on the Department of Administrative Services (DAS) website *JobApps*, on DOL's Intranet, on the *CTHires* website, via email and at vocational rehabilitation locations, DOL utilizes social media (*Facebook, Twitter, LinkedIn,* and *Instagram*) to expand its information and outreach efforts.

In person or virtual DOL sponsored job fairs resumed in September 2021 at American Job Center locations. These events attract thousands of diverse employment seekers and provide an excellent opportunity for DOL staff to interact with potential candidates, acquire résumés and provide information regarding openings at the agency. Several of these fairs, such as the Veterans and Diversity Hiring Expo place special emphasis on attracting veterans and applicants with disabilities.

Also, within the Labor Department is the Office of Veterans' Workforce Development, the staff of which are veterans, several of whom have a disability themselves. They work exclusively with veterans and veterans who have a disability, and coordinate efforts and maintain contact with every veteran's organization in the state. This contact provides a continuous source from which to actively recruit veterans with disabilities.

The agency continues to demonstrate its strong commitment to utilize Minority and Women Business Enterprises (MBE and WBE). The Small Business Set-Aside Program continues to be a challenging endeavor. The establishment of the agency's annual goals and subsequent approval

by the Department of Administrative Services provides a framework to ensure the active solicitation of MBE's and WBE's. The quarterly reports (4Q21-4Q22) substantiate the agency's efforts. ***(Attachment)***.

JOB ANNOUNCEMENTS

Shared on DAS recruiters Linkedin page		8/3/2021
Email blast to the following providers/companies:		
Name	Email address	
A Better Chance (ABC) Program	abcprogsims@gmail.com	8/3/2021
Ability Beyond	jobs@abilitybeyonddisability.org	8/3/2021
Adelbrook HR	jross@adelbrook.org	8/3/2021
American Jobs Center	donna.smith@ct.gov	8/3/2021
American Library Assoc.	ala@ala.org	8/3/2021
Asian Family Services	AFS@crtct.org	8/3/2021
Center for Latino Progress-CPRF	Latinoprogress@ctprf.org	8/3/2021
CHRO	Monlca.Richardson@ct.gov	8/3/2021
City of Hartford	toussaintbenita@yahoo.com	8/3/2021
Comm. on Women, Children, Seniors, Equity & Opportunit	Steven.hernandez@cga.ct.gov	8/3/2021
Community Renewal Team	lubetkinh@crtct.org; afs@crtct.org	8/3/2021
Connecticut innovations	info@ctinnovations .com	8/3/2021
CTBLN-CT Business Leadership Network	info@ctbln.com	8/3/2021
Goodwill of Western & Northern CT, Inc.	tlintern@gwct.org	8/3/2021
Greater Bridgeport Latino Net	gbln@hotmail.com	8/3/2021
Hamden Public Library	info@hamdenlibrary.org	8/3/2021
Hartford Public Library	contactus@hplct.org	8/3/2021
Junior Legue of Hartford	info@jlhartford.org	8/3/2021
Latino Community Services	marodriguez@lcs-ct.org	8/3/2021
Metro Hartford Alliance	dgriggs@metrohartford.com	8/3/2021
NAACP Bridgeport Branch	info@bridgeportnaacp.org	8/3/2021
NAACP Greater Hartford Branch	greaterhartfordnaacp1@gmail.com	8/3/2021
NAACP Bristol Branch	Bristolnaacp@gmail.com	8/3/2021
NAACP-Meriden/Wallingford	MWNAACP@gmail.com	8/3/2021
NAACP-Middlesex County	faith.jackson07@sbcglobal.net	8/3/2021
NAACP New Britain Branch	aalyia.ctnaacp@gmail.com	8/3/2021
NAACP New London Branch	unit2010@newlondonnaacp.org	8/3/2021
Northeast Minority News,Inc.	nenewstoday@gmail.com	8/3/2021
Office of Workforce Competitiveness	Kathleen.Mari'oni@ct.gov	8/3/2021
OIC of New London	ngrant@oicnlc.org	8/3/2021
Russell Library	rburkey@russelllibrary.org	8/3/2021
San Juan Center Inc.	fernandob@sanjuancenter.org	8/3/2021
Southern CT Black Chamber of Commerce	scbcc2011@gmail.com	8/3/2021
The Metropolitan District (water company)	customerservice@themdc.com	8/3/2021
True Colors,Inc.	Admin@ourtruecolors.org	8/3/2021
Upper Albany Main Street	uames.mbi@gmail.com	8/3/2021
Urban League of Greater Hartford	ymatthews@ulgh.org	8/3/2021
Urban League of Southern CT	Admin@ulsc.org	8/3/2021
Workforce Alliance	wlary@workforcealliance.biz	8/3/2021
Linkedin groups posting shared with:		

Shared on Linkedin group page: New York Attorney Networking and Referral Group (An EsqSocial Group)	8/3/2021
Shared on Linkedin group page: Connecticut Attorney Networking and Referral Group (CT@NRG)	8/3/2021
Handshake website partnered schools: (297 schools)	
Adelphi University	8/6/2021
Albertus Magnus College	8/6/2021
Albright College	8/6/2021
Alfred Univ	8/6/2021
Allegheny College	8/6/2021
Alvernia Univ	8/6/2021
Amherst College	8/6/2021
Arcadia Univ	8/6/2021
Assumption Univ	8/6/2021
Babson College	8/6/2021
Bard College	8/6/2021
Bard College at Simon's Rock	8/6/2021
Barnard College	8/6/2021
Baruch College (CUNY) Zicklin School of Business	8/6/2021
Bay Path Univ	8/6/2021
Becker College	8/6/2021
Bennington College	8/6/2021
Bentley Univ	8/6/2021
Binghamton Univ	8/6/2021
Bloomfield College	8/6/2021
Bloomsburg Univ of Pennsylvania	8/6/2021
Boston College	8/6/2021
Boston Univ	8/6/2021
Boston Univ School of Public Health	8/6/2021
Bowdoin College	8/6/2021
Brandis Univ	8/6/2021
Bridgewater State Univ	8/6/2021
Brookdale Comm College	8/6/2021
Brown Univ	8/6/2021
Bucknell Univ	8/6/2021
Cabrini Univ.	8/6/2021
Caldwell Univ.	8/6/2021
California Inst. of Tech-Calteck	8/6/2021
California State Univ Los Angeles-Cal State LA	8/6/2021
California State Univ, Dominguez Hills	8/6/2021

Callifornia State Univ, San Bernardino	8/6/2021
California Univ of Pennsylvania	8/6/2021
Canisius College	8/6/2021
Cape Code Community College	8/6/2021
Carlow Univ	8/6/2021
Carnegie Mellon Uiv-CMU	8/6/2021
Cazenovia College	8/6/2021
Cedear Crest College	8/6/2021
Centenary Univ	8/6/2021
Central CT State Univ	8/6/2021
Champlain College	8/6/2021
Chatham Univ	8/6/2021
Chestnut Hill College	8/6/2021
Cheyney Univ of Pennsylvania	8/6/2021
Clafin Univ	8/6/2021
Clarion University of Pennsylvania	8/6/2021
Clark Atlanta University	8/6/2021
Clark University	8/6/2021
Clarkson University	8/6/2021
Colby College	8/6/2021
Colby-Sawyer College	8/6/2021
Colgate University	8/6/2021
College of Mount Saint Vincent	8/6/2021
College of Our Lady of the Elms	8/6/2021
College of the Holy Cross	8/6/2021
Columbia University	8/6/2021
Community Collge of Rhode Island	8/6/2021
Concorida College-New York	8/6/2021
Connecticut College	8/6/2021
Cornell University	8/6/2021
CUNY College of Staten Island	8/6/2021
Curry College	8/6/2021
Daemen College	8/6/2021
Delaware County Commutiy College	8/6/2021
Delaware State University	8/6/2021
Dickinson College	8/6/2021
Drew University	8/6/2021
Drexel University	8/6/2021
Duquesne University	8/6/2021
East Stoundburg Univ. of Pennsylvania	8/6/2021
Eastern Nazarene College	8/6/2021
Eastern University	8/6/2021
Edinboro Univ. of Pennsylvania	8/6/2021
Elizabethtown College	8/6/2021
Endicott College	8/6/2021
Fairfield Univ.	8/6/2021
Fairleigh Dickinson Univ.	8/6/2021
Felician University	8/6/2021

Finger Lakes Community College	8/6/2021
Fisher College	8/6/2021
Fitchburg State University	8/6/2021
Florida Agricultural & Mechanical University	8/6/2021
Florida International University	8/6/2021
Fordham University	8/6/2021
Framingham State University	8/6/2021
Franklin & Marshall College	8/6/2021
Franklin Pierce University	8/6/2021
Gannon University	8/6/2021
Geneva College	8/6/2021
Gettysburg College	8/6/2021
Gordon College	8/6/2021
Greenfield Community Collge	8/6/2021
Grove City College	8/6/2021
Gwynedd Mercy University	8/6/2021
Hamilton College	8/6/2021
Hartwick College	8/6/2021
Hobart and William Smith Colleges	8/6/2021
Hofstra University	8/6/2021
Houghton College	8/6/2021
Howard University	8/6/2021
Hult International Business School	8/6/2021
Indiana University of Pennsylvania	8/6/2021
Iona College	8/6/2021
Ithaca College	8/6/2021
Johnson & Wales University	8/6/2021
Juniata College	8/6/2021
Kean University	8/6/2021
Keuka College	8/6/2021
Keystone College	8/6/2021
King's College	8/6/2021
Kutztown University of Pennsylvania	8/6/2021
La Roche University	8/6/2021
La Salle University	8/6/2021
Lafayette College	8/6/2021
Lancaster Bible College	8/6/2021
Lasell University	8/6/2021
Le Moyne College	8/6/2021
Lebanon Valley College	8/6/2021
Lehigh University	8/6/2021
Lesley University	8/6/2021
Lincoln University PA-Office of Career Development	8/6/2021
Lock Haven University of Pennsylvania	8/6/2021
Long Island University	8/6/2021
Manhattan College	8/6/2021
Manhattanville College	8/6/2021
Mansfield University of Pennsylvania	8/6/2021

Marywood University	8/6/2021
Massachusetts College of Art & Design	8/6/2021
Massachusetts College of Liberal Arts	8/6/2021
Massachusetts Institute of Technology	8/6/2021
Medaille College	8/6/2021
Mercy College	8/6/2021
Mercyhurst University	8/6/2021
Merrimack College	8/6/2021
Messiah University	8/6/2021
Middlesex Community College-MA	8/6/2021
Millersville University of Pennsylvania	8/6/2021
Misericordia University	8/6/2021
Molloy College	8/6/2021
Moravian College	8/6/2021
Morehouse College	8/6/2021
Morgan State University	8/6/2021
Mount Aloysius College	8/6/2021
Mount Holyoke College	8/6/2021
Mount Wachusette Community College	8/6/2021
Muhlenberg College	8/6/2021
Nazareth College	8/6/2021
Neumann University	8/6/2021
New England College	8/6/2021
New Jersey Institutue of Technology	8/6/2021
New York University	8/6/2021
Niagara University	8/6/2021
Nichols College	8/6/2021
North Carolina Central University	8/6/2021
North Shore Community College	8/6/2021
Northampton Community College	8/6/2021
Northern Essex Community College	8/6/2021
Norwich University	8/6/2021
NYIT (New York Institute of Technology)	8/6/2021
Ocean County College	8/6/2021
Olin College of Engineering	8/6/2021
Onondaga Community College	8/6/2021
Oral Roberts University	8/6/2021
Our Lady of the Lake University	8/6/2021
Pace University	8/6/2021
Peirce College	8/6/2021
Pillar College	8/6/2021
Plymouth State University	8/6/2021
Point Park University	8/6/2021
Pratt Institute	8/6/2021
Providence College	8/6/2021
Ramapo College of New Jersey	8/6/2021
Rensselaer Polytechnic Institute	8/6/2021
Rhode Island College	8/6/2021

Rider University	8/6/2021
Robert Morris University-Pennsylvania	8/6/2021
Roberts Wesleyan College	8/6/2021
Roger Williams University	8/6/2021
Rosedale Technical College	8/6/2021
Roxbury Community College	8/6/2021
Russell Sage College	8/6/2021
Rutgers University-New Brunswick (Flagship Campus)	8/6/2021
Rutgers University-Camden	8/6/2021
Rutgers University-Newark	8/6/2021
Sacred Heart University	8/6/2021
Saint Anselm College	8/6/2021
Saint Francis University	8/6/2021
Saint Joseph's College of Maine	8/6/2021
Saint Joseph's University	8/6/2021
Saint Michael's College	8/6/2021
Saint Vincent College	8/6/2021
Salem State University	8/6/2021
Salve Regina University	8/6/2021
Seton Hill University	8/6/2021
Simmons University	8/6/2021
Skidmore College	8/6/2021
Slippery Rock University of Pennsylvania	8/6/2021
Smith College	8/6/2021
Southern Connecticut State University-School of Business	8/6/2021
Southern New Hampshire University	8/6/2021
Spelman College	8/6/2021
Spring Hill College	8/6/2021
St Francis College	8/6/2021
St. Bonaventure University	8/6/2021
St. John Fisher College	8/6/2021
St. John's University-New York	8/6/2021
St. Joseph's College	8/6/2021
St. Lawrence University	8/6/2021
St. Mary's University	8/6/2021
State University of New York at Fredonia	8/6/2021
State University of New Yrok at Geneseo	8/6/2021
State University of New York at Oneonta	8/6/2021
State University of New York at Oswego	8/6/2021
State University of New York at Plattsburgh	8/6/2021
Stockton University	8/6/2021
Stonehill College	8/6/2021
Stony Brook University	8/6/2021
Suffolk University	8/6/2021
SUNY Brockport	8/6/2021
SUNY College at Old Westbury	8/6/2021
SUNY College of Technology at Canton	8/6/2021
SUNY Cortland	8/6/2021

SUNY Morrisville	8/6/2021
SUNY Polytechnic Institute	8/6/2021
Susquehanna University	8/6/2021
Swarthmore College	8/6/2021
Syracuse University	8/6/2021
Temple University	8/6/2021
Texas A&M International University	8/6/2021
Texas A&M University-Kingsville	8/6/2021
The College of New Jersey	8/6/2021
The Craig Newmark Graduate School of Journalism at CUNY	8/6/2021
The State University of New York at Potsdam	8/6/2021
The University of Rhode Island	8/6/2021
The University of Scranton	8/6/2021
The University of Texas at Dallas	8/6/2021
Thomas College	8/6/2021
Thomas Jefferson University	8/6/2021
Touro College	8/6/2021
Trinity College	8/6/2021
Trocaire College	8/6/2021
Tufts University	8/6/2021
Tuskegee University	8/6/2021
Union College	8/6/2021
United States Military Academy at West Point	8/6/2021
Unity College	8/6/2021
University at Albany	8/6/2021
University at Buffalo	8/6/2021
Universirty of Alabama at Birmingham	8/6/2021
University of Bridgeport	8/6/2021
University of California at Berkeley	8/6/2021
Universirty of California San Diego	8/6/2021
Universirty of California, Irvine	8/6/2021
University of California, Los Angeles	8/6/2021
University of California, Riverside (UCR)	8/6/2021
University of Connecticut	8/6/2021
University of Massachusetts Amherst	8/6/2021
University of Massachusetts Boston	8/6/2021
University of Massachusetts Lowell	8/6/2021
University of Massachusetts Dartmouth	8/6/2021
University of New England	8/6/2021
University of New Hampshire	8/6/2021
University of Pennsylvania	8/6/2021
University of Pittsburgh	8/6/2021
University of Puerto Rico-Rio Piedras Campus	8/6/2021
University of Rochester	8/6/2021
University of Saint Joseph	8/6/2021
University of the Pacific	8/6/2021
University of Vermont	8/6/2021
Ursinus College	8/6/2021

Utica College	8/6/2021
Vassar College	8/6/2021
Vaughn College of Aeronautics and Technology	8/6/2021
Villanova University	8/6/2021
Washington & Jefferson College	8/6/2021
Waynesburg University	8/6/2021
Wellesley College	8/6/2021
Wells College	8/6/2021
Wesleyan University	8/6/2021
West Chester University of Pennsylvania	8/6/2021
Western Connecticut State University	8/6/2021
Western New England University	8/6/2021
Westfield State University	8/6/2021
Westminster College-PA	8/6/2021
Wheaton College	8/6/2021
Wheaton College-Norton, MA	8/6/2021
Widener University	8/6/2021
Wilkes University	8/6/2021
William Paterson University	8/6/2021
Williams College	8/6/2021
Wilson College	8/6/2021
Worcester Polytechnic Institute-WPI	8/6/2021
Worcester State University	8/6/2021
Xavier University of Louisiana	8/6/2021
Yale School of Public Health	8/6/2021

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Toggle navigation

- Job Openings
- My Applications
- New User Registration
- Job Classes
- Interest Cards
- Closed Jobs

Make an

Staff Attorney 2

Recruitment #210730-0088AR-001

Location	Wethersfield, CT
Date Opened	8/3/202112:00:00 AM
Salary	$90,203 - $115,434 annually *New State employees start at the minimum of the salary range

Job Type Open to the Public
Close Date 8/10/2021 11:59:00 PM
Go Back View Benefits

Introduction

The State of Connecticut, Department of Labor (DOL) is committed to protecting and promoting the interests of Connecticut workers. In order to accomplish this in a constantly evolving environment, we assist workers and employers to become competitive in the global economy. We take a comprehensive approach to meeting the needs of workers and employers, and the other agencies that serve them. We ensure the supply of high-quality integrated services that serve the needs of our customers.

Our Wethersfield office is recruiting for two (2) Staff Attorney 2 positions. These are full time, with a Monday through Friday schedule on first shift. The hours are 8:00 a.m. to 4:30 p.m.

Our ideal candidate will have:

- Solid listening, critical thinking and sound judgement skills
- Commitment to abiding by the set laws and behaving ethically
- Comfortable with public speaking
- Ability to handle a high caseload
- Adaptability and attention to detail
- Experience analyzing and interpreting laws, regulations, policies and procedures
- Quick and effective legal research skills

We offer competitive benefits including healthcare coverage, retirement plan, paid time off, including 12 paid holidays per calendar year in addition to vacation, sick and personal leave accruals. Also group life insurance and other supplemental benefits. We encourage a healthy work/life balance to all employees.

Selection Plan

Interviews will be limited to candidates whose experience most closely meets the preferred qualifications, so please ensure that your application is complete and details your experience as outlined in this job posting. Please include your resume within the "Resume Tab" of your application. You will be unable to make revisions once you submit your application into the JobAps system. Applications to this recruitment may be used for future vacancies.
The minimum experience and training requirements must be met by the close date on the job opening, unless otherwise specified.

This posting may require completion of additional referral questions (RQs) which will be sent to you via email after the closing date. The email notification will include an expiration date by which you must submit (Finish) your responses. Please regularly check your email for notifications. Please check your SPAM and/or Junk folders, as emails could end up there in error.

If selected for further consideration, applicants may be required to submit additional documentation, which supports their qualification(s) for this position. These documents may include: performance reviews, college transcripts,

supervisory references, etc. at the discretion of the hiring agency. You do not have to submit these documents with your application.

Applicants are encouraged to sign on to their Personal Status board daily to monitor their status and check for notices from recruiters. Viewing notices from the board ensures applicants have full visibility of all emailed notices.

Should you have any questions pertaining to this recruitment please contact Jasmyn Raymond at Jasmyn.Raymond@ct.gov.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for independently performing a full range of tasks in the legal work of the agency.

EXAMPLES OF DUTIES

Performs advanced and complex legal work of an agency; researches, interprets, analyzes and applies complex and conflicting laws and regulations, case law and legal principles; acts as hearing officer or represents agency in formal administrative and public proceedings on a full range of cases involving complex legal and technical issues; negotiates and drafts settlement agreements; drafts advisory opinions, rulings, decisions, recommendations, findings, legislation, statutes, regulations, publications and other related legal documents; assists in the preparation and presentation of trials and appeals; consults with the Office of the Attorney General on legal issues; researches complex legal issues; conducts investigations and enforcement proceedings; prepares comprehensive reports for use in administrative and court proceedings; prepares pleadings and other court papers; interprets and applies complex or conflicting laws and regulations, case law and legal principles; participates in the conduct of various educational activities; provides legal guidance when duly authorized; provides input into policy formation; may testify at or monitor legislative proceedings; may represent agency in court when authorized; reviews court decisions, new and proposed laws and regulations to determine impact on agency operations; prepares and maintains precedent manuals; reviews legal and other related documents for legal sufficiency; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of legal principles, practices and procedures in Connecticut; considerable knowledge of legal research techniques; considerable knowledge of the Uniform Administrative Procedures Act; considerable knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; considerable knowledge of relevant agency policies and procedures; knowledge of the rules of evidence; knowledge of criminal and constitutional law and legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to apply judicial decisions to the interpretation of statutes; considerable ability to comprehend, analyze and organize technical data and coordinate elements of legal cases.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

STAFF ATTORNEY 2: Two (2) years of experience in the practice of law.
STAFF ATTORNEY 3: Three (3) years of experience in the practice of law at the level of Staff Attorney 2 in the same state agency.

PREFERRED QUALIFICATIONS

Preference will be given to candidates with the following experience:

- Working with Connecticut state laws governing administrative procedures as well as state and federal FMLA laws
- Conducting fact finding investigations and preparing reports of finding
- Understanding and use of the mediation process and techniques in negotiations
- Writing administrative legal decisions under Connecticut State laws and performing legal research when necessary

SPECIAL REQUIREMENTS

1. Must be admitted to practice law in the State of Connecticut.
2. May be required to travel.

Conclusion

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

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Ives, Ethan

From: Ives, Ethan
Sent: Tuesday, July 27, 2021 8:53 AM
Subject: New State Job Opportunity: Duplicating Services Supervisor 1

Good morning,

I am reaching out to share a new job opportunity with the State of Connecticut. We are looking to hire for a Duplicating Services Supervisor 1, with the Department of Labor, located in Wethersfield. I am hoping you can share this with your organization.

You can find more information on this recruitment by using the link below. Please let me know if you have any additional questions.

https://www.jobapscloud.com/CT/sup/BulPreview.asp?R1=210722&R2=3101TC&R3=001

Thank you for your time and have a great day,

Ethan Ives | Leadership Associate
Talent Solutions
Department of Administrative Services
450 Columbus Boulevard, Suite 1502
Hartford, CT 06103
Office –(860) 937-6568

Connecticut

Connecticut's Official
State Website

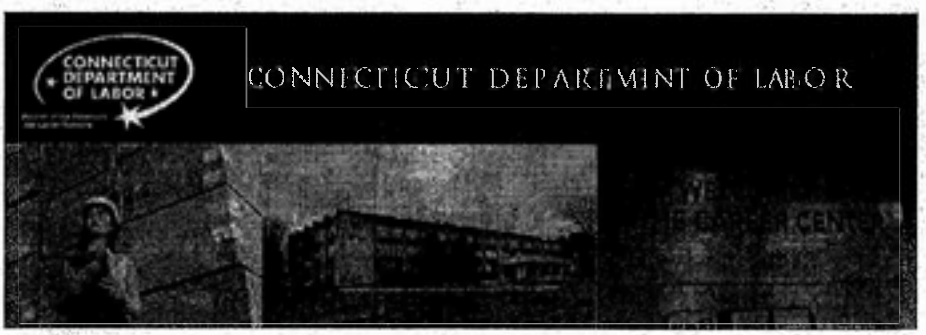
Connecticut State
Department of Administrative Services

Duplicating Services Supervisor 1 (37.5 Hour)

Recruitment #210722-3101TC-001

Location	Wethersfield, CT
Date Opened	7/27/2021 12:00:00 AM
Salary	$49,023* - $63,658*/year (*New State Employees start at the minimum of the salary range)
Job Type	Open to the Public
Close Date	8/5/202111:59:00 PM

INTRODUCTION



Are you looking for an opportunity where you can support the Department of Labor (DOL) in our mission to promote the interests of Connecticut's workers? If this sounds like you, we invite you to check out this exciting opportunity!

The State of Connecticut, DOL Facilities is currently recruiting for one (1) full-time Duplicating Supervisor 1, who will be based out of our

Duplicating Unit in Wethersfield.

Shift information:

- First shift, 37.5 hours per week
- Monday - Friday, within the core business hours of 7 am - 5 pm
- However, work schedule flexibility is required in order to meet the demands of the job

This position is accountable for maintaining the daily operations and production of a two-person duplicating unit supporting our mission. Along with other duties as assigned, we would entrust you to:

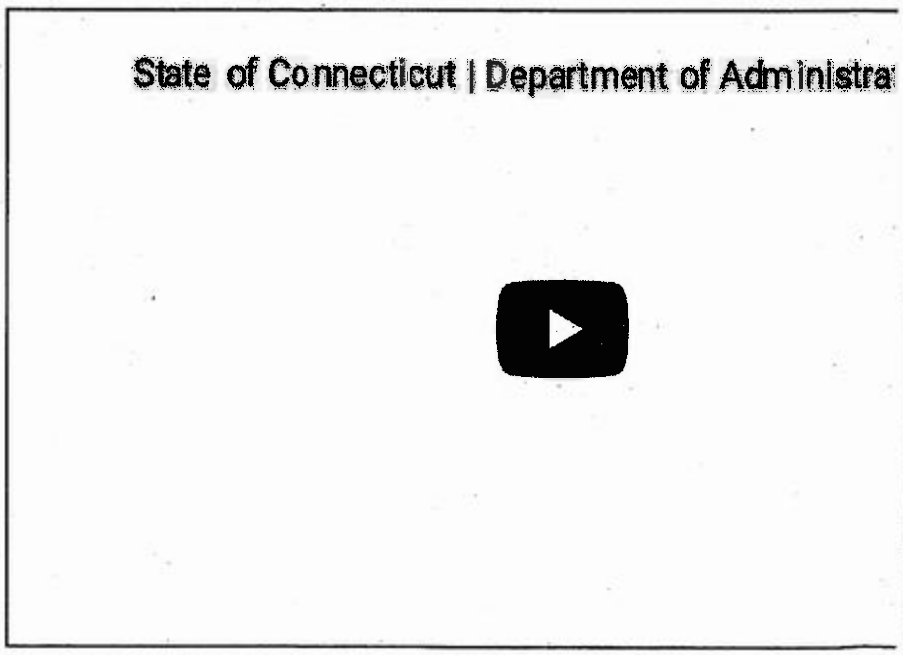
- Operate various types of duplicating and finishing equipment to create fliers, posters, and brochures
- Maintain and service equipment and machines
- Supervise lower-level employees as needed

We are committed to protecting and promoting the interests of Connecticut workers. In order to accomplish this in an ever-changing environment, we assist workers and employers to become competitive in the global economy. We take a comprehensive approach to meeting the needs of workers and employers, and the other agencies that serve them. We ensure the supply of high-quality integrated services that serve the needs of our customers.

As a state employee, you will be open to a terrific work life balance and competitive benefits package. This includes; excellent health care, generous leave policies, a retirement plan, a deferred compensation program, and more!

We hope you take this opportunity to continue your career with us and make an impact by serving your state!

Check out what it's like to be a State Employee in the video below:



SELECTION PLAN

Applicants must meet the Minimum Qualifications as listed on the job opening and must specify their qualifications on their application. The minimum experience and training requirements must be met by the close date on the job opening, unless otherwise specified.

Please note you will be unable to make revisions once you submit your application for this posting to the JobAps system. The immediate vacancy is listed above, however, applications to this recruitment may be used for future vacancies in this job class.

State employees currently holding the above title or those who have previously attained permanent status in this class may apply for a lateral transfer.

This posting may require completion of additional referral questions (RQs) which will be sent to you via email after the closing date. The email notification will include an expiration date by which you must submit (Finish) your responses. Please regularly check your email for notifications. Please check your SPAM and/or Junk folders, as emails could end up there in error.

At any point during the recruitment process, applicants may be required to submit additional documentation which support their qualification(s) for this position. These documents may include: a cover letter, performance reviews, attendance records, supervisory references, college transcripts, licensure, etc., at the discretion of the hiring agency.

If you have any questions regarding this recruitment, please contact Ethan Ives at Ethan.Ives@ct.gov.

PURPOSE OF JOB CLASS (NATURE OF WORK)

This class is accountable for supervising the activities of a duplication unit or for acting as an assistant to a Duplicating Services Supervisor 2 in a large operation (considering volume, numbers supervised and complexity).

EXAMPLES OF DUTIES

Job Duties include, but not limited to:

- Operates various types of duplicating and finishing equipment in the production of flyers, posters and brochures requiring basic layout and design
- Selects appropriate papers
- Prioritizes assignments
- Maintains and adjusts equipment to ensure proper paper feeding and copy quality
- Performs repairs on all equipment including auxiliary equipment
- Performs routine/daily cleaning of equipment including adding toner and greasing and oiling parts
- Performs supply ordering, recordkeeping and inventory
- Maintain files and provide quality control for a variety of electronic items such as CD and DVD records
- Designs layouts of mechanicals
- Supervise lower level employees as assigned
- Performs related duties as required
- Additional information can be found here

KNOWLEDGE, SKILL AND ABILITY

Knowledge of duplicating processes and materials including papers, inks, chemicals and camera processes; knowledge of office practices and procedures; interpersonal skills; oral and written communication skills; ability to operate various duplicating equipment; ability to make minor repairs; ability to identify duplicating problems and propose solutions; ability to read, interpret and explain complex procedures; ability to utilize computer software; supervisory ability.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Three (3) years of experience in the operation, adjustment and maintenance of duplicating equipment.

PREFERRED QUALIFICATIONS

Preference will be given to those who possess the following:

- Experience operating various automated duplicating and finishing equipment including layout and design equipment
- Experience delegating operational workload to lower level employees
- Experience representing operations with outside and internal customers

- Experience utilizing computer software
- Experience troubleshooting duplicating problems and proposing solutions

PHYSICAL REQUIREMENTS

1. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.
2. A physical examination may be required.

WORKING CONDITIONS

Incumbents may be required to lift moderate weight; may be exposed to noise from duplicating equipment.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

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Mustafa, Nasreen

From: Mustafa, Nasreen
Sent: Friday, April 16, 2021 4:38 PM
Subject: State of Connecticut - Career Opportunity- Fiscal/Administrative Assistant

Importance: High

Bcc: 'Steven.hernandez@cga.ct.gov'; 'uams.mbi@gmail.com'; 'scbcc2011@gmail.com'; 'marodriguez@lcs-ct.org'; 'Richardson, Monica'; 'gbln@hotmail.com'; 'ymatthews@ulgh.org'; 'admin@ulsc.org'; 'toussaintbenita@yahoo.com'; 'AFS@crtct.org'; 'ngrant@oicnlc.org'; 'lubetkinh@crtct.org'; 'President@now-ct.org'; 'fernandob@sanjuancenter.org'; 'info@bridgeportnaacp.org'; 'unit2010 @newlondonnaacp.org'; 'greaterhartfordnaacp1@gmail.com'; 'tricia@grassrootsct.com'; 'cpatterson@langan.com'; 'btorres@fhiplan.com'; 'mlevine@goodwin.edu'

Hello,
I am reaching out to share a job posting for the State of Connecticut. We are looking to hire for **Fiscal/Administrative Assistant** with CT Department of Labor. DOL is recruiting for Fiscal/ Administrative Assistant position in the Employer Tax Accounting Unit of the Tax Division. The Employer Tax Accounting Unit is responsible for the receipt of employer funds including ensuring the timely deposits and accurate postings of money and wage information through the processing of employer tax returns and maintenance of taxable and reimbursable employer account ledgers. This is a full time, 40 hours per week, Monday through Friday position, located in Wethersfield, CT. I am hoping you can share this with your organization.

You can find more information in the job posting below. Please let me know if you have any additional questions.

Job Opening: Fiscal/Administrative Assistant- Department of Administrative Services (jobapscloud.com)– Deadline - 4/22/2021 11:59:00 PM

Thank you for your time and have a great day.

Nasreen Mustafa| Leadership Associate
Talent Solutions
Department of Administrative Services
450 Columbus Boulevard, Suite 1502
Hartford, CT 06103
Office: (860) 952-3144

Connecticut's Official
State Website

Connecticut State
Department of Administrative Services

Fiscal/Administrative Assistant

Recruitment #210330-1317AR-001

Location	Wethersfield, CT
Date Opened	4/14/202112:00:00 AM
Salary	$59,772 - $76,056/year
Job Type	Open to the Public
Close Date	4/22/2021 11:59:00 PM

INTRODUCTION

CONNECTICUT DEPARTMENT OF LABOR

Are you interested in performing complex clerical work in various administrative/financial functions?
If so, read and apply below!

The State of Connecticut, Department of Labor (DOL) is committed to protecting and promoting the interests of Connecticut workers. In order to accomplish this in an ever-changing environment, we assist workers and employers to become competitive in the global economy. We take a comprehensive approach to meeting the needs of workers and employers, and the other agencies that serve them. We ensure the supply of high-quality integrated services that serve the needs of our customers.

DOL is recruiting for Fiscal/ Administrative Assistant position in the Employer Tax Accounting Unit of the Tax Division. The Employer Tax Accounting Unit is responsible for the receipt of employer funds

including ensuring the timely deposits and accurate postings of money and wage information through the processing of employer tax returns and maintenance of taxable and reimbursable employer account ledgers. This is a full time, 40 hours per week, Monday through Friday position, located in Wethersfield, CT.

In this role you will:

- Respond to employers' technical questions regarding the application of payments, the imposition of interest, late fees and/or penalties.
- Independently performs the bookkeeping and accounting of the state's reimbursing employers (the state, municipalities, tribal governments and non-profit organizations).
- Daily reconcile UI tax payments recorded on tax returns with bank receipts to facilitate proper posting to employers' accounts. Record daily receipts from the bank statement into the Core-CT financial system.
- Contact bank representatives, tax payers and/or agents to elicit additional information as required in the reconciliation process to rectify any discrepancies.
- Independently review UI tax refund requests received of the state's reimbursing employers (the state, municipalities, tribal governments and non-profit organizations) to determine if the taxpayer is entitled to the refund according to set procedures and guidelines and to determine the accuracy of the amount due.
- Prepare accounting documents to request the refund of the overpayment from the tax payer's account. Maintain documentation of all refunds (manual or automated) in accordance with the DOL's stated retention policies.

We offer a competitive benefits package, excellent health care, generous leave policies, retirement plan, and more! We also encourage a healthy work-life balance to all employees!

SELECTION PLAN

In order to be considered for this job opening, you must meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.

The minimum experience and training requirements must be met by the close date of this job posting, unless otherwise specified.

Applications to this recruitment may be used for future vacancies.

All applicants must include a resume within the "Resume Tab" of their application. Candidates who do not submit required documents listed above or submit your application accurately and on time, will not be considered for this employment opportunity.

This posting may require completion of additional referral questions (RQs) which will be sent to you via email after the closing date. The email notification will include an expiration date by which you must submit (Finish) your responses. Please regularly check your email for notifications. Please check your SPAM and/or Junk folders, as emails could end up there in error.

Due to the volume of applications anticipated, we are unable to provide confirmation of receipt or status during the recruitment process. Updates will be provided through your JobAps portal account.

Should you have questions regarding this recruitment please contact nasreen.mustafa@ct.gov.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency, facility, or institution this class is accountable for performing a combination of basic paraprofessional work, and highly complex clerical work in fiscal and administrative functions.

EXAMPLES OF DUTIES

Performs paraprofessional level work in fiscal and administrative activities; independently performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts; independently accountable for an accounts receivable or accounts payable process including varied and complex procedures and activities; prepares simple financial statements and assists in preparation of complex financial statements; calculates rates involving complex arithmetical formulas; gathers and consolidates payroll and expenditure data for budget preparation; ensures that expenditures plus encumbrances are within appropriation limits; reviews routine expenditures for compliance with itemized budgets; utilizes EDP systems for financial records and reports; independently performs purchasing functions including preparing and processing purchase orders and requisitions, authorizing routine purchase orders, and preparing requests for proposals; independently prepares renewal or new contracts based on awards; ensures that routine payments are in compliance with contract provisions; may

perform routine agency human resource functions; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

Note: Complex clerical work is defined as generally routine fiscal/ administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk. Descriptions of these fiscal/administrative functions are attached

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of two (2) years.

2. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

PREFERRED QUALIFICATIONS

- Experience with time management skills, including organization while balancing and prioritizing multiple activities and responsibilities;
- Experience providing verbal and written communication to a diverse population either through work experience, course work, and/or volunteer work;
- Experience with Microsoft Office Suite;
- Experience with Customer Service;
- Experience working both remotely and in an office setting.

SPECIAL REQUIREMENTS

Persons having responsibility for supervising or observing the behavior of inmates or custodial individuals will be required to possess a high school diploma or General Educational Development (G.E.D.) certification by the time of permanent appointment.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

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Steven.hernandez@cga.ct.gov	Commission on Women, Children, Seniors, Equity and Opportunity (CWCS)
uams.mbi@gmail.com	Upper Albany Main Street (UAMS)
scbcc2011@gmail.com	Southern Connecticut Black Chamber of Commerce (SCBCC)
marodriguez@lcs-ct.org	Latino Community Services (LCS)
Monica.Richardson@ct.gov	Commission on Human Rights and Opportunities (CHRO)
gbln@hotmail.com	Greater Bridgeport Latino Network (GBLN)
ymatthews@ulgh.org	Urban League of Greater Hartford (ULGH)
admin@ulsc.org	Urban League of Southern CT (ULSC)
toussaintbenita@yahoo.com	City of Hartford
AFS@crtct.org	Asian Family Services (AFS)
ngrant@oicnlc.org	Opportunities Industrialization Center of New London County (OICNLC)
lubetkinh@crtct.org	Community Renewal Team (CRT)
President@now-ct.org	National Organization for Women (NOW)
fernandob@sanjuancenter.org	San Juan Center Inc. (SJC)
unit2010@newlondonnaacp.org	National Association for the Advancement of Colored People- New London, CT Branch (NAACP)
info@bridgeportnaacp.org	National Association for the Advancement of Colored People-Bridgeport, CT Branch (NAACP)
greaterhartfordnaacp1@gmail.com	National Association for the Advancement of Colored People-Greater Hartford, CT Branch (NAACP)
Wlary@workforcealliance.biz	Hamden American Job Center

Talent Scale- https://talentscale.com/ Contact: https://talentscale.com/contact/

Veteran Job Listings: https://www.veteranjoblistings.com/ Posted here for free: https://purpleplacement.com/20200416_veteranjobsdatabase/job/ct-careers-trainee-target-class-labor-department-veterans-employment-outreach-worker/

Posted On Personal LinkedIn- https://www.linkedin.com/posts/faith-macdonald-mba-5038b5182_makeanimpact-servingyourstate-activity-6765292754265280512-ZTs8

Commission on Women, Children, Seniors, Equity and Opportunity

Upper Albany Main Street

Southern Connecticut Black Chamber of Commerce

Latino Community Services

CHRO

Greater Bridgeport Latino Net

Urban League of Greater Hartford

Urban League of Southern CT

City of Hartford

Asian Family Services

OIC of New London

Community Renewal Team

National Organization for Women

San Juan Center Inc.

NAACP – Bridgeport Branch

NAACP – New London Branch

NAACP – Greater Hartford Branch

CT Community Colleges

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Connecticut State
Department of Administrative Services

Connecticut Careers Trainee

Target Class Labor Department Veterans Employment Outreach Worker

Recruitment #210129-1992SH-002

Location	Montville, CT
Date Opened	2/10/202112:00:00 AM
Salary	$47,424/yr for Bachelors Degree; $49,140/yr for Masters Degree
Job Type	Open to the Public
Close Date	2/19/2021 11:59:00 PM

INTRODUCTION

CONNECTICUT DEPARTMENT OF LABOR

Are you interested in a career where you can make a difference? Do you want to feel fulfilled every day at work?

If so, come make an impact by serving your state! Read below & apply today!

The State of Connecticut, Department of Labor (DOL), has an exciting Connecticut Careers Trainee opportunity with the target class of Labor Department Veterans Employment Outreach Worker (LDVEOW). At the DOL, we are committed to protecting and promoting the interests of Connecticut workers. In order to accomplish this in an ever-changing environment, we assist workers and employers to become competitive in the global economy. We take a comprehensive approach to meeting the needs of workers and employers, and the other agencies that serve them. We ensure the supply of high-quality integrated services that serve the needs of our customers.

Note: This is a one year training program, after successful completion of the training program you will be promoted to the target class of LDVEOW. Pursuant to Title 38 U.S.C. **you must be a qualified veteran to qualify for this role. Preference will be given first to qualified disabled veterans of the Vietnam era, then to other qualified disabled veterans, then to any other qualified veteran.**

Key Responsibilities:

- In-depth interviewing and evaluation to identify barriers and appropriate employment goals.
- Group and individual career coaching.
- Develop individual employment plans that identify employment goals, interim objectives, and appropriate services that will enable the veteran to meet his or her employment goals.
- Refer veterans to training, supportive services, and educational programs as appropriate.
- Maintain electronic records and follow up with veterans in case management.
- Outreach to targeted veterans.
- Perform related duties as needed (see below).

Your primary focus will be to meet the needs of veterans who are unable to reach their employment goals without intensive services.

Work-Life Balance & Employee Value Proposition (EVP): Fulltime (Monday-Friday) 8:00am-4:30pm at the Montville (CT) American Job Center. You may be required to commute between affiliate offices in Danielson and Willimantic, CT.

Background of Facility: The Montville American Job Center (AJC) system is a partnership of organizations that provide workforce assistance to job seekers and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industries find talent. We offer a full complement of employment services, including career centers, recruitments, workshops, and employment services for veterans. We can also assist with unemployment insurance questions.

What's in It for You- Leading Comprehensive Benefits: Competitive salary structure, excellent health & dental coverage, generous vacation, personal, and sick time, retirement plan options & more!

Salary Note:

First Year of Training		
Bachelor's degree	SH 15	Step 1 $47,424.00
Master's degree	SH 15	Step 2 $49,140.00

1.The salary for an employee who completes any of the Minimum Requirements after initial appointment to the Connecticut Careers Trainee job class will be adjusted commensurate with the schedule above and effective the pay period following the date the Master's degree has been conferred or the pay period following the date the appropriate number of credits as indicated above have been earned.
2.For current state employees compensation will be in accordance with guidelines for computing salary

adjustments set forth by the Department of Administrative Services, Determining Salary Upon Change in Class manual.

SELECTION PLAN

In order to be considered for this job opening, you must meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.

Please ensure that your application is complete, you will not be able to make revisions once you submit your application into the JobAps system.

This posting may require completion of additional referral questions (RQs) which will be sent to you via email after the closing date. The email notification will include an expiration date by which you must submit (Finish) your responses. Please regularly check your email for notifications. Please check your SPAM and/or Junk folders, as emails could end up there in error. You must reply by the deadline indicated on the notification or you will be automatically disqualified from consideration.

The minimum experience and training requirements must be met by the close date on the job opening, unless otherwise specified.

Applications to this recruitment may be used for future vacancies.

NOTE: At any point during the recruitment process, applicants may be required to submit additional documentation which support their qualification(s) for this position. These documents may include: a cover letter, performance reviews, supervisory references, college transcripts, licensure, etc., at the discretion of the hiring agency.

Interviews will be limited to candidates whose experience and training most closely meet the requirements of the position.

Due to the volume of applications anticipated, the DOL is unable to provide confirmation of receipt or status during the recruitment process. **Updates will be provided through your JobAps portal account.**

Should you have questions regarding this recruitment please contact faith.macdonald@ct.gov.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for mastering the skills necessary to satisfactorily complete the training program for a professional position.

EXAMPLES OF DUTIES

In a department or institution receives training in introductory governmental work for development of skills and knowledge in field of public administration in order to qualify for advancement into agency professional positions; performs a variety of increasingly difficult duties as skills are acquired during course of training period; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgement and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

MINIMUM QUALIFICATIONS

Possession of a Bachelor's or Master's degree.

NOTE:

1. If the target job classification has a Substitution Allowed that requires the Bachelor's or Master's degree to be in a specific area(s), then these specific degree areas are required for appointment to the Connecticut Career Trainee classification.
2. Candidates cannot be appointed until all degree requirements are complete.

PREFERRED QUALIFICATIONS

- Experience in providing job search assistance to diverse clients on an individualized basis.
- Experience using virtual platforms (such as Microsoft Teams, Zoom, etc.) to participate in meetings, attend trainings, and provide virtual services.
- Experience using Microsoft Outlook, Word, and Excel.
- Experience navigating and troubleshooting job search engines.
- Experience assisting individuals with completing online employment applications.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

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Connecticut's Official State Website

Connecticut State
Department of Administrative Services

Connecticut Careers Trainee

Target Class Labor Department Veterans Employment Outreach Worker

Recruitment #210129-1992SH-001

Location	Hartford, CT
Date Opened	2/10/2021 12:00:00 AM
Salary	$47,424/yr for Bachelors Degree; $49,140/yr for Masters Degree
Job Type	Open to the Public
Close Date	2/19/2021 11:59:00 PM

INTRODUCTION

CONNECTICUT DEPARTMENT OF LABOR

Are you interested in a career where you can make a difference? Do you want to be fulfilled everyday at work? If so, come make an impact by serving your state! Read below & apply today!

The State of Connecticut, Department of Labor (DOL), has an exciting Connecticut Careers Trainee opportunity with the target class of Labor Department Veterans Employment Outreach Worker (LDVEOW). At the DOL, we are committed to protecting and promoting the interests of Connecticut workers. In order to accomplish this in an ever-changing environment, we assist workers and employers to become competitive in the global economy. We take a comprehensive approach to meeting the needs of workers and employers, and the other agencies that serve them. We ensure the supply of high-quality integrated services that serve the needs of our customers.

Note: This is a one year training program, after successful completion of the training program you will be promoted to the target class of LDVEOW. Pursuant to Title 38 U.S.C. **you must be a qualified veteran to qualify for this role. Preference will be given first to qualified disabled veterans of the Vietnam era, then to other qualified disabled veterans, then to any other qualified veteran.**

Key Responsibilities:

- Serve veterans that identify as having "Significant Barriers to Employment" (SBE).
- Perform outreach to local businesses and employers throughout the state to advocate for the hiring of veterans.
- Collaborate with other staff and the Business Services team to assist with the development of jobs and job training opportunities for veterans.
- Create jobs, training opportunities, and apprenticeships through job development with employers to create hiring opportunities for veterans.

Your primary focus will be to conduct outreach to employers promoting job opportunities for veterans.

Work-Life Balance & Employee Value Proposition (EVP): Fulltime (Monday-Friday) 8:00am-4:30pm in the Hartford, CT. You may be required to travel between 5 different regions of CT-North Central, South Central, Northwest, East and Southwest.

American Job Center (AJC) Background: The AJC system is a partnership of organizations that provide workforce assistance to job seekers, veterans, and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industries find talent. We offer a full complement of employment services, including career centers, recruitments, workshops, and employment services for veterans. We can also assist with unemployment insurance questions.

What's in It for You- Leading Comprehensive Benefits: Competitive salary structure, excellent health & dental coverage, generous vacation, personal, and sick time, retirement plan options & more!

Salary Note:

First Year of Training		
Bachelor's degree	SH 15	Step 1 $47,424.00
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NOTE:

1. If the target job classification has a Substitution Allowed that requires the Bachelor's or Master's degree to be in a specific area(s), then these specific degree areas are required for appointment to the Connecticut Career Trainee classification.
2. Candidates cannot be appointed until all degree requirements are complete.

PREFERRED QUALIFICATIONS

- Experience with making new contacts/cold calling/networking.
- Experience using Microsoft Word, Outlook, and Excel.
- Experience providing customer service and interacting with people from various backgrounds.
- Experience using virtual platforms (such as Microsoft Teams, Zoom, etc.) to participate in meetings, provide training, and collaborate on documents.
- Experience collaborating and following up with various parties to achieve a common goal.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

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OUTREACH

Connecticut Department of Labor

(https://www.ctdol.state.ct.us/)

Employer Events

March 16, On-Site Recruitment, Pep Boys

March 14, Recruitment, HOLOKROME | Fastenal

March 9, Recruitment, BOSS ProStaffing

March 9,Rec ruitment, The Service Companies

March 9, Recruitment, Project Genesis

March 8, On-Site Recruitment, Entry Point Staffing

March 8, On-Site Recruitment, Engage Staffing

March 7, Recruitment, JACI CARROLL STAFFING

March 3, Virtual Recruitment Event, Mary Wade (https://events.r20.constantcontact.com/register/eventReg?oeidk=a07eiymf6n56b405c4d&oseq=&c=&ch=)

March 2, On-Site Recruitment, Pep Boys

Connecticut Department of Labor

(https://www.ctdol.state.ct.us/)

Employer Events

February 23, Recruitment, GOODWILL

February 23,Recruitment, BOSS ProStaffing

February 23, On-Site Recruitment, FedEx Ground

February 22, Recruitment, GOODWILL

February 22, Recruitment, ALTERNATIVE EMPLOYMENT INC

February 18, On-Site Recruitment, Pep Boys

February 16, On-Site Recruitment, 3M

February 14 Recruitment NCE HOMECARE

February 9, Recruitment, Advantage Resourcing

February 9, Recruitment, Mohegan Sun

February 8, Recruitment, ALTERNATIVE EMPLOYMENT INC

February 8 Recruitment COMMUNITY RESIDENCES INC

February 7, Recruitment, Northwest Home Care LLC

February 2, Recruitment, FedEx Ground

American Job Centers

(https://www.ctdol.state.ct.us/)

Employer Events

December 17, Recruitment , RGIS

December 16, Virtual Recruitment/Interview, Above Average LLC

December 15, Recruitment, RGIS

December 13, Recruitment, HARC

December 10, Recruitment, RGIS

December 8, Recruitment, Oak Hill

December 8, Virtual Job Fair, HomeGoods

December 8, Recruitment, RGIS

December 8, Recruitment, RGIS

December 7, Hiring Event, St Vincents Medical Center

December 3, Virtual Job Fair, HomeGoods

December 2, Virtual Recruitment , ESS Inc

December 1, Recruitment, Walgreens

December 1, Winter Job Fair

December 1 Recruitment, Walgreens

American Job Centers

(https://www.ctdolstate.ct.us/)

Employer Events

November 22, On-Site Recruitment, Carris Reels

November 17, Recruitment, PDS Tech

November 16, On-Site Recruitment, EDSI

November 15, Recruitment, Project Genesis

November 10, Onsite Recruitment, Amazon

November 10, Recruitment, Project Genesis

November 10, On-Site Recruitment, ESS Inc

November 9, Job Fair, SLG

November 9, Recruitment, ESS

November 8, Recruitment, ESS Inc

November 6, Open House Event, Homegoods Distribution Center

November 4, Virtual Recruitment, Century Protective Services

November 4, Recruitment, Jackson Hewitt Tax Services

November 3, Recruitment, Kelly Services

November 3, Virtual Recruitment/Interview, First Student

November 2, Virtual Recruitment/Interview, Above Average LLC

November 1, On-Site Recruitment, Conduent Business Services LLC

November 1, Job Fair, Jaci Carroll Staffing

American Job Centers

(https://www.ctdol.state.ct.us/)

Employer Events

October 27, Recruitment, Epic Personnel Partners LLC

October 25, Recruitment, Jaci Carroll

October 22, 9th Annual Disability Resource Virtual Fair (https://www.eventbrite.com/e/9th-annual-disability-resource-fair-tickets-175483454737)

October 20, Recruitment, Randstad

October 20, Recruitment, We Do Life Together

October 20, Recruitment, Connecticut Transportation Solutions

October 14, Virtual Recruitment, Helping People Excel

October 14, Virtual Recruitment, HoloKrome

October 14, Virtual Career Fair, CT SHRM (Society for Human Resource Management)

October 13, Job Fair, Webster Bank Arena

October 13, Middlesex County Career Fair - Participating Companies & Positions Available

- For more information: https://business.middlesexchamber.com/events/details/2021-middlesex-county-career-fair-22178 (https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbusiness.middlesexchamber.com%2Fevents%2Fdetails%2F2021-middlesex-county-career-fair-22178&data=04%7C01%7CAndrew.Reitano%40ct.gov%7Ca39d077be00d4b4ee22608d98517ebd1%7C118b7cfaa3dd48b9b02631ff69bb738b%7C0%7C0%7C637687160327091314%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=mAq0dEIisvRZSI0Z8099PqSrne%2F0Ls2tKI3NuDj70Ys%3D&reserved=0)

October 12, Virtual Recruitment/Interview, First Student

October 12, Recruitment, FHI

October 7, Virtual Recuitment, Clarity Output Solutions

October 6, Recruitment, 4 Nurses At Work

October 6, Recruitment, BOSS ProStaffing

October 5, Virtual Recruitment/Interview, Above Average LLC

October 5, Job Fair, Waterbury CT

Carpentier, Muriel

From: Manalan, Juliet
Sent: Wednesday, November 17, 2021 5:32 PM
To: DOL-DL DOL All
Subject: THURSDAY: CT DEPT. OF LABOR COMMISSIONER BARTOLOMEO CHAIRS CONNECTICUT STATE APPRENTICESHIP COUNCIL MEETING

Hello everyone, comms just sent this advisory out, let us know if any questions!

THURSDAY: CT DEPT. OF LABOR COMMISSIONER BART
CONNECTICUT STATE APPRENTICESHIP COUNCIL

(*Wethersfield, CT*)– On Thursday, Connecticut Department of Labor (CTDOL) Interim Commissioner Danté Bartolomeo will chair the quarterly meeting of the Connecticut State Apprenticeship Council. The meeting, held virtually on Teams, will include Gov. Lamont's proclamation for National Apprenticeship Month, a presentation on an expanded CTDOL partnership with the Department of Correction Vet Dogs Apprenticeship program, and a briefing on the Hartford HealthCare Health Information Management Apprenticeship program.

WHO: CTDOL Commissioner Bartolomeo and members of the Apprenticeship Council
WHAT: CTDOL Commissioner Bartolomeo chairs quarterly Apprenticeship Council Meeting
WHEN: Thursday, November 18,202; 1:30-3:30 p.m.
WHERE: Virtual Meeting via Teams

To Join on your computer or mobile app
Click here to join the meeting

Or call in (audio only)
+1 860-840-2075,31308448# United States, Hartford
Phone Conference ID: 313 084 48#

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Media Contact:
CTDOL Communications Unit
200 Folly Brook Boulevard, Wethersfield, CT 06109-1114
Email: CTDOL.Communications@ct.gov www.ct.gov/dol
Follow us on Social Media:

Carpentier, Muriel

From: Manalan, Juliet
Sent: Tuesday, November 16, 2021 7:05 PM
To: DOL-DL DOL All
Subject: WEDNESDAY: CT DEPT. OF LABOR AND YALE NEW HAVEN HEALTH SYSTEM LAUNCH PATIENT CARE APPRENTICESHIP PROGRAM

Hello Team CTDOL, Tomorrow is Yale Day! Let us know if you have any questions.

WEDNESDAY: CT DEPT. OF LABOR AND YALE NEW HAVEN I LAUNCH PATIENT CARE APPRENTICESHIP PROG

(Wethersfield, CT) – Wednesday, Connecticut Department of Labor (CTDOL) Interim Commissioner Danté Bartolomeo will join Yale New Haven Hospital President Dr. Keith Churchwell and Yale New Haven Health System Nursing Professional Practice Director Judith Hahn to launch a new apprenticeship training program for Patient Care Technicians. The program is funded by a $10 million federal grant through CTDOL's Office of Apprenticeship Training and will provide classroom learning and on-the-job training to 1,250 individuals over four years.

CTDOL's Office of Apprenticeship Training is the only U.S. Department of Labor authorized state apprenticeship agency in Connecticut.

WHO: CTDOL Commissioner Danté Bartolomeo; Yale New Haven Hospital President Dr. Keith Churchwell; Yale New Haven Health System Director of Nursing Professional Practice Judith Hahn
WHAT: Press Conference to Launch Patient Care Technician Apprenticeship Program
WHEN: Wednesday, November 17, 2021 at 11:00 a.m.
WHERE: Yale New Haven Hospital, 55 Park Street, New Haven, 2nd floor auditorium. Entry to 55 Park Street is on the corner of Park Street and South Frontage Road.
***Media parking** – News trucks may be on the sidewalk outside along Park Street for the duration of the press conference. All other vehicles must park on the street or in the garage.

Yale New Haven Health System Infection Control requires all attendees to wear a mask.

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CTDOL Communications Unit
200 Folly Brook Boulevard, Wethersfield, CT 06109-1114
Email: CTDOL.Communications@ct.gov www.ct.gov/dol

Follow us on Social Media:

Carpentier, Muriel

From: Manalan, Juliet
Sent: Monday, November 15, 2021 5:53 PM
To: DOL-DL DOL All
Subject: NATIONAL APPRENTICESHIP WEEK: CT DEPT OF LABOR CELEBRATES NEWEST CERTIFIED NURSING ASSISTANT APPRENTICES AT ST. JOSEPH'S CENTER IN TRUMBULL

Hello everyone, we just sent out this advisory about an event trmw. We think it will be livestreamed as well in case anyone wants to catch it on the SEUI feed:
https://www.facebook.com/NEHCEU1199

NATIONAL APPRENTICESHIP WEEK: CT DEPT O CELEBRATES NEWEST CERTIFIED NURSING AS APPRENTICES AT ST. JOSEPH'S CENTER IN TRU

(Wethersfield, CT) – Tomorrow, Connecticut Department of Labor (CTDOL) Commissioner Danté Bartolomeo will join Jesse Martin, SEIU District 1199; Steve Bender, 1199 Training Fund; Helen Byron, St. Joseph's Center; and Certified Nursing Assistant (CNA) mentors and apprentices to announce the first cohort of Certified Nursing Assistant apprentices at St. Joseph's Center in Trumbull.

The CNA program develops a highly skilled labor force for an industry that is expected to require 20,000 certified nursing assistants over the next 10 years. Administered by the CTDOL Office of Apprenticeship Training, the program is a partnership between SEIU District 1199 and Genesis Healthcare and is the first of its kind in Connecticut and among the first in the nation.

CTDOL's Office of Apprenticeship Training is the only U.S. Department of Labor authorized state apprenticeship agency in Connecticut.

WHO: Dante Bartolomeo, CTDOL Commissioner; Jesse Martin, Vice President, Nursing Home Division SEIU District 1199; Steve Bender, Executive Director, 1199 Training Fund; Helen Byron, St. Joseph's Nursing Center Executive Director; CNA mentors and apprentices.
WHAT: Certified Nursing Assistance Apprentices Receive Their Apprentice Cards
WHEN: November 16, 2021, 1:00 p.m.
WHERE: St. Joseph's Center, Genesis HealthCare 6448 Main Street, Trumbull

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Media Contact:
CTDOL Communications Unit
200 Folly Brook Boulevard, Wethersfield, CT 06109-1114

Email: CTDOL.Communications@ct.gov www.ct.gov/d

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The Office of Governor Ned Lamont

Press Releases

STATE OF CONNECTICUT
GOVERNOR NED LAMONT

10/01/2021

Governor Lamont Commemorates National Disability Employment Awareness Month

Connecticut's 9th Annual Disability Employment Resource Fair To Be Held Virtually on October 22, 2021

(GREENWICH, CT) – Governor Ned Lamont today joined with state officials and advocates for an event at Greenwich Library to commemorate National Disability Employment Awareness Month, highlighting the importance of ensuring that people with disabilities have full access to employment and community involvement, particularly during the national recovery from the COVID-19 pandemic.

"I am proud of the way that Connecticut has been seen as a leader in protecting the rights of people with disabilities when it comes to employment issues, and particularly proud of the many businesses throughout our state that make every effort to include people of all abilities as valued members of their workforces," **Governor Lamont said.** "We are at our strongest when we include people of all abilities in our workplaces, and it benefits the entire economy to make sure opportunities and resources are available for everyone."

Connecticut Department of Labor Commissioner Danté Bartolomeo and Connecticut Department of Aging and Disability Services Commissioner Amy Porter also announced that their agencies will co-host Connecticut's 9th annual Disability Employment Resource Fair (https://www.eventbrite.com/e/9th-annual-disability-resource-fair-tickets-175483454737) on October 22, 2021. Held virtually this year, the fair is also co-sponsored by the Connecticut Department of Developmental Services, LifeBridge Community Services, and Capital Workforce Partners.

"Over the past several months we've seen good economic trends – jobs are being added by the thousands, the unemployment rate is down, and more workers are entering the labor market," **Commissioner Bartolomeo said.** "We must make certain that everyone is included in this economic recovery. People living with disabilities may face specific health vulnerabilities or other barriers in finding and retaining a job – they need solutions that meet those challenges. Connecticut's Disability Employment Resource Fair provides that assistance and ensures the disability community remains a vital part of Connecticut's talent pool and our economy."

"National Disability Employment Awareness Month allows us to shine a spotlight on inclusive employment opportunities," **Commissioner Porter said.** "We are proud of the work the Department of Aging and Disability Services does in partnership with the Connecticut Department of Labor to ensure full access to employment for individuals with disabilities."

"Disability Employment Awareness Month is a great opportunity for our state to recognize the collaborative work that has been done to improve the disproportionate rates of unemployment and underemployment for so many Connecticut citizens with disabilities," **Department of Developmental Services Commissioner Jordan A. Scheff said.** "The Department of Developmental Services appreciates the opportunity to partner with those we support, our providers, our sister agencies, and the business community on access to meaningful employment for individuals with disabilities."

National Disability Employment Awareness Month began in 1945 to highlight the contributions of the disability community to the workforce and the economy. The U.S. Department of Labor's 2021 theme for the awareness month is, "America's Recovery: Powered by Inclusion."

In addition to the annual Disability Employment Resource Fair, assistance for jobseekers is available virtually and in-person, including at:

- The Connecticut Department of Labor's American Job Centers (appointments are recommended). More information is available at portal.ct.gov/ajc (https://portal.ct.gov/ajc).
- CT*Hires*, which serves as a one-stop resource to search for jobs, create a resume, and find training. More information is available at portal.ct.gov/cthires (https://portal.ct.gov/cthires).
- Additional job fair that are scheduled frequently across the state. For a full schedule, visit portal.ct.gov/AJC/recruitmentevents (https://portal.ct.gov/AJC/recruitmentevents).

Twitter: @GovNedLamont (https://twitter.com/GovNedLamont)
Facebook: Office of Governor Ned Lamont (https://www.facebook.com/GovNedLamont)

(https://portal.ct.gov/DOLCommunications)

Connecticut State Department of Labor Communications

CT.gov Home (https://portal.ct.gov/) Department of Labor Communications (https://portal.ct.gov/DOLCommunications)
CT Department Of Labor Announces $10m Federal Grant For Registered Apprenticeship Programs

Legislative Testimony (https://portal.ct.gov/DOLCommunications/News/Legislative-Testimony) >

Press Room (https://portal.ct.gov/DOLCommunications/News/Press-Room) >

06/24/2021

CT Department Of Labor Announces $10m Federal Grant For Registered Apprenticeship Programs

(Wethersfield, CT) – Connecticut Department of Labor (CTDOL) Interim Commissioner Danté Bartolomeo today announced that the U.S. Department of Labor (USDOL) has awarded a $10M State Apprenticeship Expansion, Equity, and Innovation grant to CTDOL's Office of Apprenticeship Training, Connecticut's federally recognized State Apprenticeship Agency. **USDOL awarded** (https://www.dol.gov/newsroom/releases/eta/eta20210622) a total of $130M to 19 states and programs that "demonstrated a commitment to increase their diversity, equity, and inclusion efforts"; establish new partnerships; support industries impacted by COVID-19; and coordinate Registered Apprenticeship programs with state education and workforce systems.

Connecticut was one of only five states to receive the full award.

Commissioner Bartolomeo said, "Connecticut's Registered Apprenticeship program is a high-quality nationally-recognized program that is critical to workforce development—and has been for decades. This grant allows us to invest in the healthcare training initiatives that will change the landscape for the healthcare sector by bringing in 1,250 new workers within the next four years. I want to thank our Congressional delegation and our federal partners at USDOL for their support—these resources will benefit the largest employment sector in Connecticut. Most importantly, it will help expand diversity, inclusion, and meaningful career opportunities. This is great news for CTDOL, the healthcare industry, and Connecticut's economy."

U.S. Secretary of Labor Marty Walsh said, "Today's announcement reflects the Department of Labor's renewed commitment to expanding Registered Apprenticeship to train U.S. workers and ensure that diversity and inclusion are core elements of our nation's post-pandemic economic recovery. Using Registered Apprenticeships to expand career opportunities for all workers, especially those in under-represented populations, is a priority for the department and a critical component of the Biden-Harris administration's American Jobs Plan."

Governor Ned Lamont said, "Thank you to our partners at the U.S. Department of Labor. As we head toward full recovery in Connecticut following the impact of the pandemic, this grant is particularly timely and will help us build momentum for years to come. Healthcare is among Connecticut's largest employment sectors. Having strong workforce development options for employers positions Connecticut to continue to grow our economy at the same time that we offer the highest-quality healthcare to our residents."

Connecticut's Congressional delegation said, "Investing in workforce development is one of the best ways we can get our economy back on track as we recover from the pandemic, and this grant will go a long way in making sure workers have the necessary skills for jobs in our state's growing healthcare sector. Connecticut's Registered Apprenticeship program has played a crucial role in the state's workforce pipeline; we're proud to see their work being recognized and supported by USDOL and will continue pushing for funding that supports Connecticut workers."

The CTDOL Office of Apprenticeship administers the state's only Registered Apprenticeship program. A nationally recognized program, it combines classroom learning with on-the-job training and produces talented workers who have both theoretical knowledge as well as experience in their field. Currently, there are more than 6,700 apprentices registered with nearly 1,700 companies across 50 occupations. The CTDOL healthcare apprenticeship program has nearly 1,000 Registered Apprentices in registered nursing and surgical technology fields working with Yale New Haven, Lawrence and Memorial, Milford, Bridgeport, and Greenwich Hospitals. The federal grant will allow the program to enroll an additional 1,250 healthcare apprentices who will train as emergency department technicians, clinical technicians, and patient care associates.

CTDOL Apprenticeship Director Todd Berch said, "As demand for highly-skilled workers increases, **Pre-Apprenticeship and Registered Apprenticeship strategies (http://www.ctdol.state.ct.us/progsupt/appren/appren.htm)** have proven highly successful to meet both employer and industry needs in training, acquiring, and retaining employees. In Connecticut, the healthcare sector has the most job postings and the greatest need for workers. I'm grateful to USDOL for this grant, it will help us bolster recruitment, develop talent, and help meet the healthcare industry's need for a skilled workforce."

Over the past five years, the Registered Apprenticeship program has trained nearly 15,000 apprentices across 50 employment sectors.

For information on the **Registered Apprenticeship program (https://www.ctdol.state.ct.us/progsupt/appren/appren.htm)**, visit CTApprenticeship.com.

Media Contact:
CTDOL Communications Unit
200 Folly Brook Boulevard, Wethersfield, CT 06109-1114
Email: CTDOL.SocialMedia@ct.gov (mailto:CTDOL.SocialMedia@ct.gov) | http://www.ct.gov/dol (http://www.ct.gov/dol)

UNION NOTICES

Pursuant to Section 46a-68-80(b)(2) of the regulations the following unions that represent employees of DOL were sent an invitation to review and comment upon the agency's affirmative action plan.

Notices were sent to the following union presidents or representatives:

NP2 Maintenance & Service Unit (TC)
Carl Chisem, President,
Connecticut Employees Union Independent,
Service Employees International Union, Local 511, AFL-CIO, CLC
110 Randolph Road
Middletown CT 006457
cchisem@ceui.org

P2 Social and Human Services Bargaining Unit (SH)
Jody Barr, Executive Director
Council 4 AFSCME
444 East Main St
New Britain, CT 06052
jbarr@council4.org

P4 CSEA SEIU Local 2001 (Engineering, Scientific & Technical) (EE, EU)
Steve Anderson, Vice President
760 Capitol Ave.
Hartford CT 06106
sanderson@csea760.com

P-5 Administrative and Residual Employees Union, AFT local 4200, AFL-CIO (AR)
John Disette, President
Administrative and Residual Employees Union, AFT local 4200, AFL-CIO
35 Marshall Rd
Rocky Hill, CT 06067
jdisette@andr.org

NP3 Administrative Clerical Bargaining Unit of Council 4 (CL)
Ruby Blackmon, President
AFSCME local 196
1 Hartford Square
Suite 242, Box #17 West
New Britain, CT 06052
AFSCMELocal196Members@gmail.com

Carpentier, Muriel

From: Carpentier, Muriel
Sent: Friday, November 19, 2021 12:44 PM
To: 'jbarr@council4.org'
Cc: Carpentier, Muriel
Subject: 2021 Affirmative Action Plan - CT Dept. of Labor
Attachments: P2 Union Letter 2021 Plan.docx

Dear Executive Director Barr,

Please see attached notice and invitation to review and comment upon the 2021 Affirmative Action Plan of the Department of Labor.

Muriel

Muriel Carpentier
Equal Employment Opportunity Specialist II
Office of Diversity and Equity
Department of Labor
860-263-6520

Notice: This message is for the named person's use only. The message, and any files transmitted with it, may contain confidential information. Accidental or unintentional transmission of this message does not waive any confidentiality or priviledge. If you are not the intended recipient, you are directed not to read, disclose, distribute or otherwise use this transmission. If you receive this message in error, please notify the originator and delete the message along with any attachments.

November 19, 2021

Jody Barr, Executive Director
Council 4 AFSCME
P2 Social and Human Services Bargaining Unit
444 East Main St
New Britain, CT 06052
jbarr@council4.org

RE: 2021 Affirmative Action Plan Department of Labor

Dear Executive Director Barr,

This is to inform you, that the Department of Labor's 2021 Affirmative Action Plan was approved by the CT Commission on Human Rights and Opportunities during their regularly scheduled commission meeting on November 10, 2021.

If you would like to review the Plan, please contact me directly to make those arrangements. Any comments you may regarding the Plan should be directed to my attention.

Please note that all employees of the Department of Labor have access to the Affirmative Action Plan and the Plan is posted on the agency's internal website.

If you have any questions or concerns you may contact me directly at (860) 263-6520 or by email at Muriel.Carpentier@ct.gov.

Sincerely,

Muriel Carpentier

Muriel Carpentier
Equal Employment Opportunity Specialist II
CT Department of Labor
Office of Diversity and Equity Programs

Carpentier, Muriel

From: Carpentier, Muriel
Sent: Friday, November 19, 2021 12:44 PM
To: 'sanderson@csea760.com'
Cc: Carpentier, Muriel
Subject: 2021 Affirmative Action Plan - CT Dept. of Labor
Attachments: P4 Union Letter 2021 Plan.docx

Dear Vice President Anderson,

Please see attached notice and invitation to review and comment upon the 2021 Affirmative Action Plan of the Department of Labor.

Muriel

Muriel Carpentier
Equal Employment Opportunity Specialist II
Office of Diversity and Equity
Department of Labor
860-263-6520

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CONNECTICUT DEPARTMENT OF LABOR

Partner of the American Job Center Network

November 19, 2021

Steve Anderson, Vice President
CSEA SEIU Local 2001
760 Capitol Ave.
Hartford CT 06106
sanderson@csea760.com

RE: 2021 Affirmative Action Plan Department of Labor

Dear Vice-President Anderson,

This is to inform you, that the Department of Labor's 2021 Affirmative Action Plan was approved by the CT Commission on Human Rights and Opportunities during their regularly scheduled commission meeting on November 10, 2021.

If you would like to review the Plan, please contact me directly to make those arrangements. Any comments you may regarding the Plan should be directed to my attention.

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If you have any questions or concerns you may contact me directly at (860) 263-6520 or by email at Muriel.Carpentier@ct.gov.

Sincerely,

Muriel Carpentier

Muriel Carpentier
Equal Employment Opportunity Specialist II
CT Department of Labor
Office of Diversity and Equity Programs

Carpentier, Muriel

From: Carpentier, Muriel
Sent: Friday, November 19, 2021 12:44 PM
To: 'AFSCMELocal196Members@gmail.com'
Cc: Carpentier, Muriel
Subject: 2021 Affirmative Action Plan - CT Dept. of Labor
Attachments: NP3 Union Letter 2021 Plan.docx

Dear President Blackmon,

Please see attached notice and invitation to review and comment upon the 2021 Affirmative Action Plan of the Department of Labor.

Muriel

Muriel Carpentier
Equal Employment Opportunity Specialist II
Office of Diversity and Equity
Department of Labor
860-263-6520

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CONNECTICUT DEPARTMENT OF LABOR

Partner of the American Job Center Network

November 19, 2021

Ruby Blackmon, President
AFSCME local 196
1 Hartford Square
Suite 242, Box #17 West
New Britain, CT 06052
AFSCMELocal196Members@gmail.com

RE: 2021 Affirmative Action Plan Department of Labor

Dear President Blackmon,

This is to inform you, that the Department of Labor's 2021 Affirmative Action Plan was approved by the CT Commission on Human Rights and Opportunities during their regularly scheduled commission meeting on November 10, 2021.

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If you have any questions or concerns you may contact me directly at (860) 263-6520 or by email at Muriel.Carpentier@ct.gov.

Sincerely,

Muriel Carpentier

Muriel Carpentier
Equal Employment Opportunity Specialist II
CT Department of Labor
Office of Diversity and Equity Programs

Carpentier, Muriel

From: Carpentier, Muriel
Sent: Friday, November 19, 2021 12:44 PM
To: 'jdisette@andr.org'
Cc: Carpentier, Muriel
Subject: 2021 Affirmative Action Plan - CT Dept. of Labor
Attachments: P5 Union Letter 2021 Plan.docx

Dear President Disette,

Please see attached notice and invitation to review and comment upon the 2021 Affirmative Action Plan of the Department of Labor.

Muriel

Muriel Carpentier
Equal Employment Opportunity Specialist II
Office of Diversity and Equity
Department of Labor
860-263-6520

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November 19, 2021

John Disette, Vice-President
Administrative and Residual Employees Union, AFT local 4200, AFL-CIO
35 Marshall Rd
Rocky Hill, CT 06067
jdisette@andr.org

RE: 2021 Affirmative Action Plan Department of Labor

Dear President Disette,

This is to inform you, that the Department of Labor's 2021 Affirmative Action Plan was approved by the CT Commission on Human Rights and Opportunities during their regularly scheduled commission meeting on November 10, 2021.

If you would like to review the Plan, please contact me directly to make those arrangements. Any comments you may regarding the Plan should be directed to my attention.

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If you have any questions or concerns you may contact me directly at (860) 263-6520 or by email at Muriel.Carpentier@ct.gov.

Sincerely,

Muriel Carpentier

Muriel Carpentier
Equal Employment Opportunity Specialist II
CT Department of Labor
Office of Diversity and Equity Programs

Carpentier, Muriel

From: Carpentier, Muriel
Sent: Friday, November 19, 2021 12:45 PM
To: carl chisem
Cc: Carpentier, Muriel
Subject: 2021 Affirmative Action Plan - CT Dept. of Labor
Attachments: NP2 Union Letter 2021 Plan.docx

Dear President Chisem,

Please see attached notice and invitation to review and comment upon the 2021 Affirmative Action Plan of the Department of Labor.

Muriel

Muriel Carpentier
Equal Employment Opportunity Specialist II
Office of Diversity and Equity
Department of Labor
860-263-6520

N o t i c e : This message is for the named person's use only. The message, and any files transmitted with it, may contain confidential information. Accidental or unintentional transmission of this message does not waive any confidentiality or priviledge. If you are not the intended recipient, you are directed not to read, disclose, distribute or otherwise use this transmission. If you receive this message in error, please notify the originator and delete the message along with any attachments.

November 19, 2021

Carl Chisem, President,
Connecticut Employees Union Independent,
Service Employees International Union, Local 511, AFL-CIO, CLC
110 Randolph Road
Middletown CT 006457
cchisem@ceui.org

RE: 2021 Affirmative Action Plan Department of Labor

Dear President Chisem,

This is to inform you, that the Department of Labor's 2021 Affirmative Action Plan was approved by the CT Commission on Human Rights and Opportunities during their regularly scheduled commission meeting on November 10, 2021.

If you would like to review the Plan, please contact me directly to make those arrangements. Any comments regarding the Plan should be directed to my attention.

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If you have any questions or concerns you may contact me directly at (860) 263-6520 or by email at Muriel.Carpentier@ct.gov.

Sincerely,

Muriel Carpentier

Muriel Carpentier
Equal Employment Opportunity Specialist II
CT Department of Labor
Office of Diversity and Equity Programs

Resource Directory

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Maxine Robinson-Lewin – President
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~~New London, CT 06320-4196~~
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John Merz – CEO
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Laurie LeBouthillier – Principal
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Heather Doty, President
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Karen Quesnel, DEI State Lead
CT Dept. of Labor
Office of Workforce Competitiveness
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Dr. Monette Ferguson – Executive Director
Alliance for Community Empowerment (formerly ABCD)
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Yanil Teron - Executive Director
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David Telesca - Principal
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Diane Alverio – Founding Member/Contributor
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Valencia Goodridge, President
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https://www.ncbwct.org/

Emily Wolfe - Executive Director
Community RenewalTeam/Sheldon Oak Housing
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Hartford, CT 06106
ewolfe@sheldonoak.org
Tel: 860-952-4807

Richard Knoll, MHSA– Interim Executive Director
Human Resources Agency of New Britain, Inc.
180 Clinton Street
New Britain, CT 06053
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Mr. Don Concascia – Principal
Eli Whitney Technical High School
100 Fairview Avenue
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Patricia Feeney - Principal
Grasso Southeastern Technical High School
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Patricia.Feeney@ct.gov

Geraldine Sullivan, AVP – Employee Rela./Staffing
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Jennifer Jarmon –Assistant Principal
H.H. Ellis Technical High School
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Michael Patota – President & CEO
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Eileen Healy – Executive Director
Independence Northwest
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Joseph Blackburn, MS – VP of HR
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Catherine Awwad, Executive Director
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Elicia Pegues Spearman, J.D. – Counsel & VP of HR
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Judi Burgess, Dir. of Labor Relations
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Susan Hard, Director, Center for Career Dev.
University of Connecticut School of Law
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CT. Bar Association
Member Service Center
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Bonnie Damato-Torres, CT Chapter President
Women in Transportation (WTC)
Connecticut Chapter
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Tel: (860) 256-4911

Jill Larmett, Disability Resource Coordinator
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Hartford, CT 06103
jlarmett@capitalworkforce.org
Tel: (860) 722-2486

Steven Hernandez, Executive Director
CT Commission on Women, Children & Seniors
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Hartford, CT 06106
Steven.Hernandez@cga.ct.gov
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Subira Gordon, Executive Director
Commission on Equity and Opportunity
18-20 Trinity Street
Hartford, CT 06106
(860) 240-1824

Kate Travis - Co-President
Assoc. of People Supporting Employment First
(for people who have a disability)
http://aspe.org/chapter/Connecticut
ctapse@apse.org
Jonathan Slifka – EEO Specialist 1
Governor's Committee on Employing People with Disabilities - Chairman
Dept. of Administrative Services- EEO Office
450 Columbus Blvd.
Hartford, CT 06103
Jon.Slifka@ct.gov

Janice C. duFrend
CADEP Corresponding Secretary
www.cadep.net

SBE / MBE

FY21 DEPT. OF LABOR

AMOUNTS REQUESTED BY AGENCY

DESCRIPTION		Page-2 Federally Funded Expenditures	Page -3 Non-Purchasing Budgeted Exp.	Page-4 Statute Required Budgeted Exp.	Page-5 Requested Exemptions	Total Deductions + Exemptions
Total Agency Adopted Budget	$ 250,557,952	$ 173,955,231	$ 10,097,980	$ 3,435,920	$ 55,823,981	$ 243,313,112
Budget Available for Small Contractor Program	$ 7,244,840					
Annual SBE Goal	$ 1,811,210					
Annual MBE Goal	$ 452,803					

AMOUNTS APPROVED BY DAS

DESCRIPTION		Page-2 Federally Funded Expenditures	Page -3 Non-Purchasing Budgeted Exp.	Page-4 Statute Required Budgeted Exp.	Page-5 Requested Exemptions	Total Deductions + Exemptions
Total Agency Adopted Budget	$ 250,557,952	$ 173,955,231	$ 10,097,980	$ 3,435,920	$ 55,823,981	$ 243,313,112
Budget Available for Small Contractor Program	$ 7,244,840	Notes or Comments: Approved as submitted.				
Annual SBE Goal	$ 1,811,210					
Annual MBE Goal	$ 452,803					

DEPARTMENT OF ADMINISTRATIVE SERVICES
SUPPLIER DIVERSITY PROGRAM

FISCAL YEAR 2021
Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 1 ST / 2ND / 3RD / 4TH Fiscal Year Period 4th

ENTER THIS QTR- 1ST

Agency Name:	Department of Labor	Agency Number:	DOL40000
Prepared by:	Ashley Ndiaye	E-mail Address:	ashley.ndiaye@ct.gov
Tel. # -	860-263-6777		

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	$ 250,557,952
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	$ 7,244,840
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	$ 1,811,210
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	$ 452,803

	QUARTER TOTALS ($)	Number Contracts	YEAR TO DATE TOTALS ($)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	34,825,189.25	210	$ 94,249,960.62	373
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	1,722,616.64	19	$ 4782,947	32
7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)				
E) Hispanic (H)				
F) Iberian Peninsula (I)				
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	$695,951.86	6	$2,166,361.72	13
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)	$ 63,263.97	1	$ 68,608.97	1
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, & W)	$ -	0	$ -	
WBETOTAL [Lines L - W]	$759,215.83	7	$2,224,970.69	14
MBE TOTAL (Lines A - W)	$ 759,215.83	7	$ 2,224,970.69	14

DEPARTMENT OF ADMINISTRATIVE SERVICES
SUPPLIER DIVERSITY PROGRAM

FISCAL YEAR 2022
Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 1 S T / 2ND/ 3RD /4TH Fiscal Year Period 1st

ENTER THIS QTR- 1ST

Agency Name:	Department of Labor	Agency Number:	DOL40000
Prepared by:	Ashley Ndiaye	E-mail Address:	ashley.ndiaye@ct.gov
Tel. # -	860-263-6777		

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	$ 321,937,191
2) Amount Available for Small/Minority Business Program after DAS APPROVED DEDUCTIONS/EXEMPTIONS	$ 17,046,684
3) 25% of line # 2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	$ 4,261,671
4) 25% of line # 3 Total- Set Aside - Minority Business Enterprises only	$ 1,065,418

	QUARTER TOTALS ($)	Number Contracts	YEAR TO DATE TOTALS ($)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	175,885,721.37	132	$ 175,885,721.37	132
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	1,194,703.00	15	$ 1,194,703.00	15
7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)				
E) Hispanic (H)				
F) Iberian Peninsula (I)				
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	$633,648.72	4	$633,648.72	4
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)				
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)	$ 6,500.00	1	$ 6,500.00	1
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DISBE TOTAL (Lines D, G, H, I, J, K, P, S,T,U, V, & W)	$ -	0	$ -	
WBE TOTAL (Lines L - W)	$640,148.72	5	$640,148.72	5
MBE TOTAL (Lines A - W)	$ 640,148.72	5	$ 640,148.72	5

DEPARTMENT OF ADMINISTRATIVE SERVICES
SUPPLIER DIVERSITY PROGRAM

FISCAL YEAR 2022

Back-Up Sheets require Totals for each MBE Category

SMALL/ MINORITY BUSINESS ENTERPRISE QUARTERLY REPORT

Fiscal Year Quarter 1 S T / 2ND/ 3RD / 4 T H Fiscal Year Period 2nd

ENTER THIS QTR- 2nd

Agency Name:	Department of Labor	Agency Number:	DOL40000
Prepared by:	Ashley Ndiaye	E-mail Address:	ashley.ndiaye@ct.gov
Tel. # -	860-263-6777		

1) TOTAL FUNDS AVAILABLE (ALL SOURCES) FROM YOUR ADOPTED BUDGET Page 1 (Summary Page) From The Annual Goals Calculations Report	$ 321,937,191
2) Amount Available for Small/Minority Business Program after DAs APPROVED DEDUCTIONS/EXEMPTIONS	$ 17,046,684
3) 25% of line #2 Total - Set Aside - Small/Minority Business Enterprises (Combined)	$ 4,261,671
4) 25% of line #3 Total- Set Aside - Minority Business Enterprises only	$ 1,065,418

	QUARTER TOTALS ($)	Number Contracts	YEAR TO DATE TOTALS ($)	Number Contracts
5) Total Agency FY Expenditures for Purchases and Contracts	126,87:2,709.51	166	$ 30:2,758,430.88	216
6) Total Agency FY Expenditures for Purchases and Contracts from Small and Minority Contractors. Combined TOTALS OF SBE AND MBE EXPENDITURES	1,2116,27501	16	$ 162 5,33 8.25	19
7) Total Agency FY Expenditures for Purchases and Contracts from Minority Business Enterprises (MBE) only.				
A) American Indian (N)				
B) Asian (A)				
C) Black (B)				
D) Disabled Individual (D)				
E) Hispanic (H)				
F) Iberian Peninsula (I)	$ 16,844.00	1	$ 16,844.00	1
G) Disabled American Indian (DN)				
H) Disabled Asian American (DA)				
I) Disabled Black American (DB)				
J) Disabled Hispanic American (DH)				
K) Disabled Iberian Peninsula American (DI)				
L) Woman (W)	$666,090.97	4	$1,299,739.69	5
M) Woman American Indian (NW)				
N) Woman Asian (AW)				
O) Woman Black (BW)	$ 1,607.70	0	$ 1,607.70	0
P) Woman Disabled (DW)				
Q) Woman Hispanic (HW)	$ -	0	$ 6,500.00	1
R) Woman Iberian Peninsula (IW)				
S) Disabled American Indian Woman (DNW)				
T) Disabled Asian American Woman (DAW)				
U) Disabled Black American Woman (DBW)				
V) Disabled Hispanic American Woman (DHW)				
W) Disabled Iberian Peninsula American Woman (DIW)				
DisBE TOTAL (Lines D, G, H, I, J, K, P, S, T, U, V, &W)	$ -	0	$ -	
WBE TOTAL [Lines L - W]	$667,698.67	4	$1,307,847.39	6
MBE TOTAL {Lines A - W}	$ 684,542.67	5	$ 1,324,691.39	7

AP Business Unit	Accounting Year	Accounting Quarter
DOLM1	2022	2022 Q 3

* Year To Date columns shows data as of Accounting Quarter selected

Agency Expenditure CHRO - Page1

Time run: 5/16/2022 10:13:02 AM

Agency Expenditure (All Non-Capital)	Total - 2022 Q 3	# of Contracts - 2022 Q 3	Total - Year to Date	# of Contracts - Year to Date
Total Agency FY Expenditures for Purchases and Contracts	354,207,732.86	161	696,076,431.95	280

CHRO - Page 1

Time run: 5/16/2022 10:13:02 AM

	Total - 2022 Q 3	# of Contracts - 2022 Q 3	Total - Year to Date	# of Contracts - Year to Date
Combined TOTALS OF SBE AND MBE EXPENDITURES	1,126,105.38	14	2,748,608.21	21

MBE

Payment Government Class	Category	Total - 2022 Q 3	# of Contracts - 2022 Q 3	Total - Year to Date	# of Contracts - Year to Date
Black American Woman	BW		0	1,607.70	0
Hispanic American Woman	HW		0	6,500.00	1
Iberian Peninsula	I		0	16,844.00	1
Woman	W	483,211.64	3	1,179,901.39	5
Grand Total		**483,211.64**	**3**	**1,204,853.09**	**7**

SBE

Payment Government Class	Category	Total - 2022 Q 3	# of Contracts - 2022 Q 3	Total - Year to Date	# of Contracts - Year to Date
SBE	SBE	642,893.74	11	1,543,755.12	14
Grand Total		**642,893.74**	**11**	**1,543,755.12**	**14**

	Total - 2022 Q 3	# of Contracts - 2022 Q 3	Total - Year to Date	# of Contracts - Year to Date
Total for Disabled Minority	0.00	0	0.00	0

	AP Business Unit Description	Total - 2022 Q 3	# of Contracts - 2022 Q 3	Total - Year to Date	# of Contracts - Year to Date
Total for Women Minority	Dept. of Labor	40,877.81	3	1,188,009.09	6

AP Business Unit	Accounting Year	Accounting Quarter
DOLM1	2022	2022 Q 4

* Year To Date columns shows data as of Accounting Quarter selected

Agency Expenditure CHRO - Page1

Time run: 7/25/2022 8:28:17 AM

Agency Expenditure (All Non-Capital)	Total - 2022 Q 4	# of Contracts - 2022 Q 4	Total - Year to Date	# of Contracts - Year to Date
Total Agency FY Expenditures for Purchases and Contracts	423,784,867.52	181	1,119,861,299.47	326

CHRO - Page 1

Time run: 7/25/2022 8:28:17 AM

	Total - 2022 Q 4	# of Contracts - 2022 Q 4	Total - Year to Date	# of Contracts - Year to Date
Combined TOTALS OF SBE AND MBE EXPENDITURES	666,835.25	17	3,415,443.46	25

MBE

Payment Government Class	Category	Total - 2022 Q 4	# of Contracts - 2022 Q 4	Total - Year to Date	# of Contracts - Year to Date
Black American Woman	BW		0	1,607.70	0
Hispanic American Woman	HW		0	6,500.00	1
Iberian Peninsula	I		0	16,844.00	1
Woman	W	26,314.55	5	1,206,215.94	6
Grand Total		**26,314.55**	**5**	**1,231,167.64**	**8**

SBE

Payment Government Class	Category	Total - 2022 Q 4	# of Contracts - 2022 Q 4	Total - Year to Date	# of Contracts - Year to Date

SBE	SBE	640,520.70	12	2,184,275.82	17
Grand Total		**640,520.70**	**12**	**2,184,275.82**	**17**
	Total - 2022 Q 4	# of Contracts - 2022 Q 4	Total - Year to Date	# of Contracts - Year to Date	
Total for Disabled Minority	0.00	0	0.00	0	
	Total - 2022 Q 4	# of Contracts - 2022 Q 4	Total - Year to Date	# of Contracts - Year to Date	
Total for Women Minority	26,314.55	5	1,214,323.64	7	

Capital Improvements - Page 1

Time run: 8/1/2022 1:23:27 PM

	Total - 2022 Q 4	# of Contracts - 2022 Q 4	Total - Year to Date	# of Contracts - Year to Date
Combined TOTALS OF SBE AND MBE EXPENDITURES	1,885.84	1	8,099.74	1

MBE

Payment Government Class	Category	Total - 2022 Q 4	# of Contracts - 2022 Q 4	Total - Year to Date	# of Contracts - Year to Date
Hispanic American Woman	HW	1,885.84	1	8,099.74	1
Grand Total		**1,885.84**	**1**	**8,099.74**	**1**

	Total - 2022 Q 4	# of Contracts - 2022 Q 4	Total - Year to Date	# of Contracts - Year to Date
Total for Disabled Minority				

	Total - 2022 Q 4	# of Contracts - 2022 Q 4	Total - Year to Date	# of Contracts - Year to Date
Total for Women Minority	1,885.84	1	8,099.74	1

ASSIGNMENT OF RESPONSIBILITY and MONITORING

Pursuant to Connecticut Agency Regulations
Section 46a-68-81

(a) Each appointing authority of an agency shall have the ultimate responsibility for the development, implementation, and monitoring of the agency's affirmative action plan.

(b) Subject to the provisions of chapters 67 and 68 of the Connecticut General Statutes, the appointing authority may assign to any employee of the agency such duties and responsibilities necessary for the development, implementation and monitoring of the agency affirmative action plan. To acquaint employees with their specific responsibilities under the plan, the appointing authority shall schedule regular meetings that emphasize:

(1) human relations and intergroup relations;
(2) nondiscriminatory employment practices;
(3) the legal authority for affirmative action and equal employment opportunity and the appointing authority's commitment to affirmative action;
(4) review of the affirmative action plan; and
(5) identification of obstacles in meeting the goals of the plan.

(c) Each agency shall designate a full-time or part-time equal employment opportunity officer. The equal employment opportunity officer shall report directly to the appointing authority on all matters concerning affirmative action, discrimination, and equal employment opportunity and shall have access to all records and shall receive prompt cooperation from the personnel necessary for the effective performance of his or her duties. Equal employment opportunity officers shall, at a minimum:

(1) develop, maintain and monitor the agency affirmative action plan;
(2) initiate and maintain contact with recruiting sources and organizations serving members of protected classes;
(3) inform the agency of developments in affirmative action law; and
(4) mitigate any discriminatory conduct and investigate discrimination complaints.

(d) Each agency of one hundred (100) or more employees shall consider the feasibility of establishing an employee advisory and diversity committee. The committee, if established, may consider any matter appropriate to the development and implementation of the affirmative action plan. Members of the committee may be appointed by the appointing authority, in consultation with the equal employment opportunity officer or other individual or elected by the employees at large. The committee shall include representatives from a geographical, occupational category and protected class cross-section of the workforce. Subject to chapters 55 and 68 of the Connecticut General Statutes, the committee shall have access to agency records necessary for the effective performance of its duties.

(e) The agency shall maintain and submit a record of each member of the employee advisory and diversity committee, identified by name, race, sex, position or position classification and percentage of time devoted to such duties. Copies of all committee meeting minutes and of any recommendations made to the equal employment opportunity officer, including whether the recommendations were accepted or rejected by the agency, shall be likewise retained, as required by the agency's records retention schedules for state agencies. If the agency determines that an employee advisory and diversity committee is unnecessary to the development or implementation of the affirmative action plan, the affirmative action plan shall so state.

(f) Each agency shall evaluate and monitor the affirmative action performance of any - 1 - Regulations of Connecticut State Agencies employee assigned affirmative action responsibilities. Subject to chapters 67 and 68 of the Connecticut General Statutes, such performance shall be considered in promotion and merit increase decisions, and the affirmative action plan shall so state.

(g) No employee shall be coerced, intimidated or retaliated against by the agency or any person for performing any of the duties recited in this section. Any person so aggrieved may file a complaint with the Commission on Human Rights and Opportunities, provided that nothing herein shall preclude an agency from disciplining or discharging an employee for just cause.

(h) The agency shall maintain and submit a record of each person performing any duty related to the development or implementation of the affirmative action plan by name, job, title and percentage of time devoted to affirmative action duties and outline specific responsibilities. If the equal employment opportunity officer performs other duties, the plan will identify such duties.

(i) Each agency shall develop an internal reporting system to continually audit, monitor and evaluate programs essential for a successful affirmative action plan. A system providing for goals, timetables for goals and initiatives and periodic evaluations shall be established and implemented. Consideration shall be given to the following actions:

(1) conducting an ongoing review and evaluation of the agency's progress towards the goals of the affirmative action plan. The evaluation shall be directed toward results accomplished, not only at efforts made;

(2) establishing a system for evaluating supervisor's performance on affirmative action consistent with chapters 67 and 68 of the Connecticut General Statutes; and

(3) reviewing the affirmative action plan at least annually. The equal employment officer shall make an annual report to the head of the agency, containing the overall status of the program, results achieved toward established objectives, identification of any particular problems encountered and recommendations for corrective actions needed. (Effective April 17, 2015)

ASSIGNMENT OF RESPONSIBILITY and MONITORING

Pursuant to Connecticut Agency Regulations
Section 46a-68-81

Ultimate responsibility for the implementation and enforcement of the Affirmative Action Plan of the Labor Department rests with the Commissioner of Labor. As the ultimate authority for all decisions of policy within the agency, any steps taken in the direction of affirmative action and equal employment opportunity reflect the degree of her personal and professional commitment to those principles.

Upon Commissioner Westby's retirement on June 30, 2021, Deputy Commissioner Bartolomeo was appointed as the Interim Commissioner effective July 1, 2021, until March 2, 2022, when she was confirmed by the Legislature as the Commissioner of Labor. Commissioner Bartolomeo holds biweekly meetings with her direct reports during which discussions regarding the affirmative action program and the responsibilities department heads and managers have under the program occur. Additionally, during the reporting period Commissioner Bartolomeo met with the Equal Employment Opportunity Specialist to discuss the importance of human relations and intergroup relations; nondiscriminatory employment practices; the legal authority for affirmative action and her commitment thereto; a review of the current affirmative action plan; and identification of obstacles this agency may have in meeting the goals of the plan.

The Commissioner has assigned the department's Equal Employment Opportunity Specialist located in the Office of Diversity and Equity Programs (ODEP) with the overall responsibility for the development and implementation of the affirmative action program. She reports directly to and has access to the Labor Commissioner. On a day-to-day basis the EEO Specialist is responsible for developing, updating, and monitoring the Affirmative Action Plan, initiating, and maintaining contact with recruiting sources and organizations serving members of protected classes, informing the agency of developments in affirmative action law, training, and mitigating any discriminatory conduct and investigating complaints of discrimination, including but not limited to sexual harassment.

DOL's advisory and diversity committee was determined to be unfeasible due to the closure of office locations and the resulting workforce reductions. DOL continues with a multi-year modernization project of its Benefits, Tax, and Appeals system and will roll out the new system in July of 2022. During the reporting period, temporary telework continued due to the ongoing global pandemic and the governor's order to work from home where feasible. Agency resources were devoted to serving the needs of the public. The department will continue to consider whether it is feasible to reconvene the committee when the economic projections improve.

While the responsibility for implementation of specific numerical or programmatic goals may rest with various key individuals or units (i.e. EEO Specialist, HR Administrator 1), the overall success or failure of the department's affirmative action plan depends on the ability and willingness of agency managers and supervisors to bear witness to and promote the precepts of affirmative action in the units within their jurisdiction. The performance of any employee assigned affirmative action responsibilities will be considered and part of their evaluation regarding promotions and merit increases, in accordance with Chapters 67 and 68 of the Connecticut General Statutes. In recognition of the importance of this responsibility, the agency has developed a process for evaluating the affirmative action performance of all managers and supervisors as part of their annual PARS (*Performance and Recognition System*) evaluations *(where collective bargaining*

contracts allow). In addition, ODEP will monitor the affirmative action performance of all employees assigned such responsibility. The record of their affirmative action performance will be maintained by ODEP and considered in promotions and merit increase decisions.

In addition to its concerns that affirmative action principles be observed by and for its own employees, the Department of Labor is involved in numerous activities and programs designed to promulgate that concept among its clientele *(i.e. job seekers and employers).* The equitable provision of unemployment compensation and employment training services is monitored on a full-time basis by the State Equal Opportunity Officer located within the Performance and Accountability Unit and follows U.S. DOL guidelines.

Finally, no employee shall be coerced, intimidated, or retaliated against by the agency or any person for performing any duties recited in this section. Any person so aggrieved may file a complaint with ODEP, the Commission on Human Rights and Opportunities (CHRO), and/or any agency with jurisdiction.

PERSONS ASSIGNED AFFIRMATIVE ACTION DUTIES

In addition to the Labor Commissioner, Deputy Commissioners and Department Directors, the following staff members are specifically assigned discrete affirmative action responsibilities:

NAME & TITLE	% TIME	SUMMARY OF DUTIES
For ODEP:		
Muriel Carpentier Equal Employment Opportunity Specialist II	100%	Acting under the authority of the Commissioner administers the affirmative action/equal opportunity program including investigation of complaints of discrimination. Develops the Affirmative Action Plan, programs, policies, and procedures as they relate to federal and state EEO, AA and ADA laws. Is the ADA administrator for the agency.
Lee Ryan Administrative Assistant	15%	Provides secretarial support for the EEO Specialist
For Human Resources:		**DAS employees servicing DOL**
Neil Griffin HR Administrator 1 DOL/CHRO Human Resources Liaison	30%	Provides EEO information relating to personnel actions, i.e. hires, promotions, reductions, and recruitment related activities.
Lauren Stabile Human Resources Generalist 3	30%	Provides EEO information relating to personnel actions, i.e. hires, promotions, reductions, and recruitment related activities.

Lori Delgaudio Administrative Assistant	25%	Provides EEO information relating to personnel actions, i.e. service ratings, hires, promotions, separations.
Various DAS personnel Assigned to the Talent Solutions Pod	15%	Provides recruitment assistance, job postings, screening of applicants, submitting postings to recruitment sources.
For Dept. of Labor:		
Kurt Westby Commissioner of Labor	10%	Responsible for implementing various policies, grievance procedures, monitoring the affirmative action performance and progress made by senior management and supervisors. Until retirement 6/30/2021.
Dante Bartolomeo Commissioner of Labor (March 2022) Deputy Commissioner of Labor until Appointed Interim Commissioner (July 2021).	10%	Responsible for implementing various policies and programs in the Unemployment Insurance Division. Effective 7/1/2021 additional responsibilities for implementing various policies, grievance procedures, monitoring the affirmative action performance and progress made by senior management and supervisors.
Daryle Dudzinski Deputy Commissioner of Labor	10%	Responsible for implementing various policies and programs in the Employment Services Division including monitoring the affirmative action performance of managers and supervisors.
Mark Polzella Deputy Commissioner of Labor	10%	Responsible for implementing various policies and programs in the Unemployment Insurance Division including monitoring the affirmative action performance of managers and supervisors.
Directors, Unit Directors, Managers	10%	Responsible for establishing selection criteria and making good faith efforts in hiring and promotion decisions.

ATTACHMENT

Carpentier, Muriel

From: Carpentier, Muriel
Sent: Wednesday, September 15, 2021 8:50 AM
To: Bartolomeo, Dante
Cc: Carpentier, Muriel
Subject: Annual Report to Commissioner
Attachments: DOL Goals 5-1-2021- 4-30-2022.docx; Annual Report to Comm 5-1-20 to 4-30-21.docx

Commissioner,

I've prepared and attached the affirmative action plan hiring and promotional goals for the period 5/1/2021 through 4/30/2022. Included in this report are the status of the hire and promotion goals achieved through 8/31/2021.

Attached for your review is a report on the overall status of the DOL's affirmative action plan hiring, promotion and program goals during the plan period of 5/1/2020 through 4/30/2021. This information may be useful to you when you prepare your remarks for the CHRO commission meeting in November.

If you have any questions please let me know.

Muriel

Muriel Carpentier
Equal Employment Opportunity Specialist II
Office of Diversity and Equity
Department of Labor
860-263-6520

Notice: This message is for the named person's use only. The message, and any files transmitted with it, may contain confidential information. Accidental or unintentional transmission of this message does not waive any confidentiality or priviledge. If you are not the intended recipient, you are directed not to read, disclose, distribute or otherwise use this transmission. If you receive this message in error, please notify the originator and delete the message along with any attachments.

INTEROFFICE MEMORANDUM

TO: DANTÉ BARTOLOMEO, INTERIM COMMISSIONER

FROM: MURIEL CARPENTIER, EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST

SUBJECT: HIRING AND PROMOTION GOALS FOR PLAN PERIOD 5/1/2020 THROUGH 4/30/21

DATE: SEPTEMBER 14, 2021

Occupational Category	Goals	Hired and/or Promoted as of 8/31/2021	Goals Achieved as of 8/31/2021
Officials	H: 1AF P: 1WF, 1AM	H:0 P:0	H: 0 P: 0
Professional- Various	H:2WF, 10HF P: 5WF, 18HF	H: 4WM, 1WF, 1BF, 1UM, 6UF P: 4WM, 1BF, 1HM, 3HF, 1UF	H: 1 / 13 P: 3 / 10
Professional – PSC	H: 0 P: 4BM, 1BF, 3HF, 1AF	H: 0 P: 1WM, 1WF, 1BF, 1HM, 2HF, 1AF	H:0 P: 4 / 7
Professional – Adjudications Specialist	H:0 P: 11BF, 6HM,	H: 0 P: 1HM	H:0 P: 1 / 1
Professional – Resource Associate	H:0 P: 12BF,4HM	H: 0 P: 2WM, 1WF, 1BF, 1HF	H: 0 P: 1 / 5
Professional – CSR	H: 1WF, 2BF, P: 1WM, 4WF, 6BF, 1HM, 1AF	H: 2WM, 2WF, 4BF, 2HM, 3HF, 1AM, 1UM, 3UF P: 1HF	H: 3 / 3 P:0
Paraprofessional	H: 1WF, 1BF P: 0	H: 1UF P: 1HF	H: 0 P: 0
Service / Maintenance	H: 1BM, 1HM P: 0	H: 0 P: 0	H: 0 P: 0
Skilled Craft	H: 1BM P: 0	H: 0 P: 0	H:0 P: 0
Technician	H: 0 P: 0	H:0 P: 0	H:0 P: 0
Clerical – Hartford	H: 2WM, 9WF, 1AM P:0	H: 1WF, 1BF, 1UF P: 0	H: 1 / 3 P: 0
Clerical – Waterbury	H: 1WF P: 0	H: 1BF, 1HF P: 0	H:0 P: 0

Overall Goals Achieved:

Hires:
Total Goals Hired: 5
Total Opportunities: 19

Promotions:
Total Goals Promoted: 9
Total Goals Opportunities: 23

Program:
Total Program Goals: 1
Total Goals completed: 0

Overall Percentage of Goal Achieved:

Hires: 26 %

Promotions: 39 %

Program Goals: 0 % (in progress)

INTEROFFICE MEMORANDUM

TO: DANTÉ BARTOLOMEO, INTERIM COMMISSIONER

FROM: MURIEL CARPENTIER, EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST

SUBJECT: ANNUAL REPORT ON AFFIRMATIVE ACTION PLAN PERIOD 5/1/20 TO 4/30/21

DATE: SEPTEMBER 15, 2021

Occupational Category	Goals	Hired and/or Promoted	Goals Achieved/ Opportunity
Officials	H: 1WF P: 1WF, 1BF, 1AM	H:0 P: 1BF	H:0/0 P: 1/1
Professional- Various	H: 3BF,6HF P: 1WF, 8BF, 9HF	H: 6WM, 6WF, 1BM, 7BF, 1HM, 2UM P: 3WM, 4WF, 1BM, 5BF, 1UM	H: 3/9 P: 6/14
Professional –PSC	H:0 P: 3BM, 1BF, 3HF, 1AF	H:0 P: 1WM, 2WF, 2BF, 2HF, 1AF	H:0 P: 4/8
Professional – Adjudications Specialist	H:0 P:4HM, 10HF	H: 1WF P: 3WM, 4WF, 1BF, 3HF	H: 0/1 P: 3/11
Professional – CSR	H: 3WF, 1BF, 3HM, 1AM, 1AF P:0	H: 5WM, 12WF, 2BF, 2HF, IAF P: 0	H: 5/9 P: 0
Professional – Resource Associate	H:0 P: 3BF, 3HM, 5HF	H:0 P: 1WF, 1HF	H:0 P: 1/2
Paraprofessional	H: 1WF, 1BF P: 0	H:0 P:0	H:0 P: 0
Service / Maintenance	H: IHM P:0	H:1AM P: 0	H: 0/1 P: 0
Skilled Craft	H: 1HM P:0	H:0 P:0	H:0 P: 0
Technician	H:0 P:0	H: 1UM P:0	H:0 P:0
Clerical – Hartford	H: 1WM, 4WF, 1HM, 1AM P: 0	H: 2BF, 1HM, 1HF, P:0	H: 1/4 P: 0
Clerical – Waterbury	H:1WF P: 0	H: 1HF P:0	H: 0/1 P:0

Overall Goals Achieved:

Hires:
Total Goals Hired: 9
Total Opportunities: 25

Promotions:
Total Goals Promoted: 15
Total Goals Opportunities: 36

Program:
Total Program Goals: 1
Total Goals completed: 1

Overall Percentage of Goal Achieved:

Hires: 36 %

Promotions: 42 %

Program Goals: 100 %

Overall Percentage of Goal Achieved in prior Plan period: 5/1/2019 through 4/30/2020

Hires: 13 / 26 = 50%

Promotions 16 / 25 = 64%

Program Goals 2 / 2 = 100%

Carpentier, Muriel

From: Carpentier, Muriel
Sent: Wednesday, January 12, 2022 9:29 AM
To: Bartolomeo, Dante
Cc: Carpentier, Muriel
Subject: Annual Workforce Report
Attachments: Annual Agency Workforce Report- DOL 12-31-2021.xlsx

Commissioner,

By January 15th of each year, each agency is required, C.G.S. Section 46a-68-96, to submit to CHRO a report on the agencies total full-time workforce as of 12/31 of the prior year, reported by age and occupational category.

Attached is DOL's report which I have prepared and will be sending to CHRO (you don't need to take any action on this). This is just an FYI email for you, you might find the workforce age report informative.

Muriel

Muriel

Muriel Carpentier
Equal Employment Opportunity Specialist II
Office of Diversity and Equity
Department of Labor
860-263-6520

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Annual Agency Workforce Report

Agency: Department of Labor

Total Full Time Workforce by Age as of December 31, 2021

Category or Class	16-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70+	Total Employed
Officials/Administrators	0	0	0	0	1	0	0	13	12	4	4	2	36
Professionals	0	12	16	36	51	61	47	63	123	51	23	6	489
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0
Protective Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
Paraprofessionals	0	0	0	0	0	0	2	1	0	0	0	0	3
Office/ Clerical	0	1	1	2	1	4	3	8	12	8	3	1	44
Skilled Craft Workers	0	0	0	0	0	0	1	0	0	0	0	0	1
Service / Maintenance	0	0	0	0	0	2	0	0	0	0	0	0	2
Total	0	13	17	38	53	67	53	85	147	63	30	9	575

Total Full Time Workforce by Race/Gender and Occupational Category as of December 31, 2021

	Male Employees				Female Employees				Non-Identifying / Other				
Category or Class	White	Black	Hispanic	Other	White	Black	Hispanic	Other	White	Black	Hispanic	Other	tal Employed
Officials/Administrators	16	0	3	0	12	2	2	0	0	0	0	1	36
Professionals	123	33	24	13	135	64	50	16	0	0	0	31	489
Technicians	0	0	0	0	0	0	0	0	0	0	0	0	0
Protective Service Workers	0	0	0	0	0	0	0	0	0	0	0	0	0
Paraprofessionals	0	1	0	0	0	0	1	0	0	0	0	0	3
Office/ Clerical	1	1	1	0	17	13	8	1	0	0	0	2	44
Skilled Craft Workers	1	0	0	0	0	0	0	0	0	0	0	0	1
Service / Maintenance	2	0	0	0	0	0	0	0	0	0	0	0	2
Total	143	35	28	13	164	79	61	18	0	0	0	34	575

Carpentier, Muriel

From: Carpentier, Muriel
Sent: Wednesday, October 20, 2021 9:48 AM
To: Carpentier, Muriel
Subject: DOL Annual Agency Workforce Report
Attachments: Annual Agency Workforce Report - DOL .xlsx

From: Carpentier, Muriel
Sent: Thursday, January 7, 2021 1:55 PM
To: Westby, Kurt <Kurt.Westby@ct.gov>
Cc: Page, Rory <Rory.Page@ct.gov>
Subject: re: Annual Agency Workforce Report

Commissioner,

By January 31st of each year, each agency is required to submit to CHRO a report on the agencies total full-time workforce as of 12/31 of the prior year, reported by age and occupational category.

Attached is DOL's report which I have prepared and will be sending to CHRO (you don't need to do anything). This is just an FYI email for you, you might find the workforce age report informative.

Muriel

Annual Agency Workforce Report

Agency: **Department of Labor**

Total Full Time Workforce by Age as of December 31, 2020

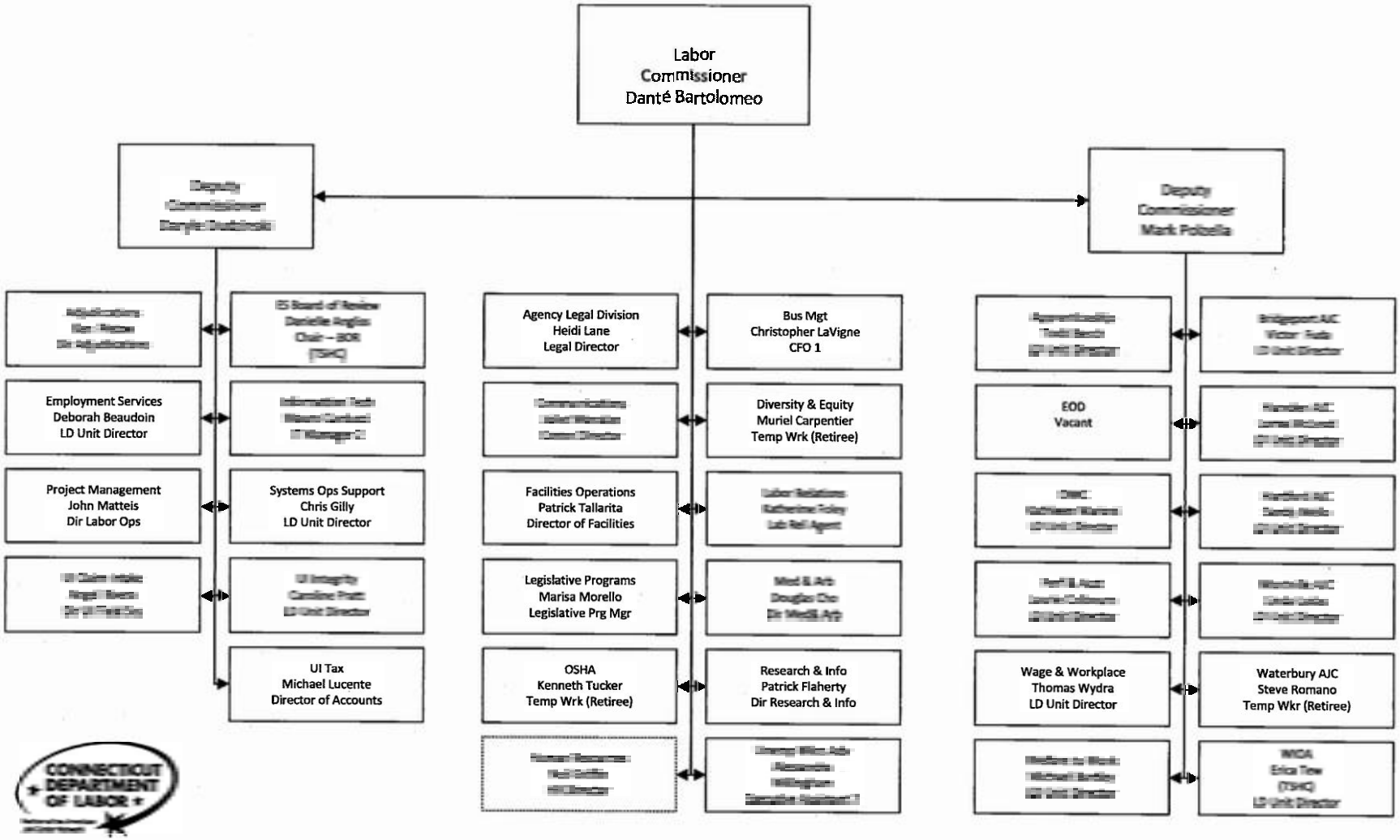
Category or Class	16-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70+	Total Employed
Officials/Administrators								19	8	4	2		33
Professionals		5	7	33	47	48	40	74	123	72	30	4	483
Technicians													0
Protective Service Workers													0
Paraprofessionals				1		1							2
Office/ Clerical					2	3	3	11	17	5	4	1	46
Skilled Craft Workers							1						1
Service / Maintenance						1							1
Total		5	7	34	49	53	44	104	148	81	36	5	566

Total Full Time Workforce by Race/Gender and Occupational Category as of December 31, 2020

	Male Employees				Female Employees				Non-Identifying / Other				
Category or Class	White	Black	Hispanic	Other	White	Black	Hispanic	Other	White	Black	Hispanic	Other	Total Employed
Officials/Administrators	16		3		10	1	2					1	33
Professionals	126	36	24	12	144	67	49	16	2			7	483
Technicians													0
Protective Service Workers													0
Paraprofessionals		1					1						2
Office/ Clerical	2	1	1		19	13	9	1					46
Skilled Craft Workers	1												1
Service / Maintenance	1												1
Total	146	38	28	12	173	81	61	17	2	0	0	8	566

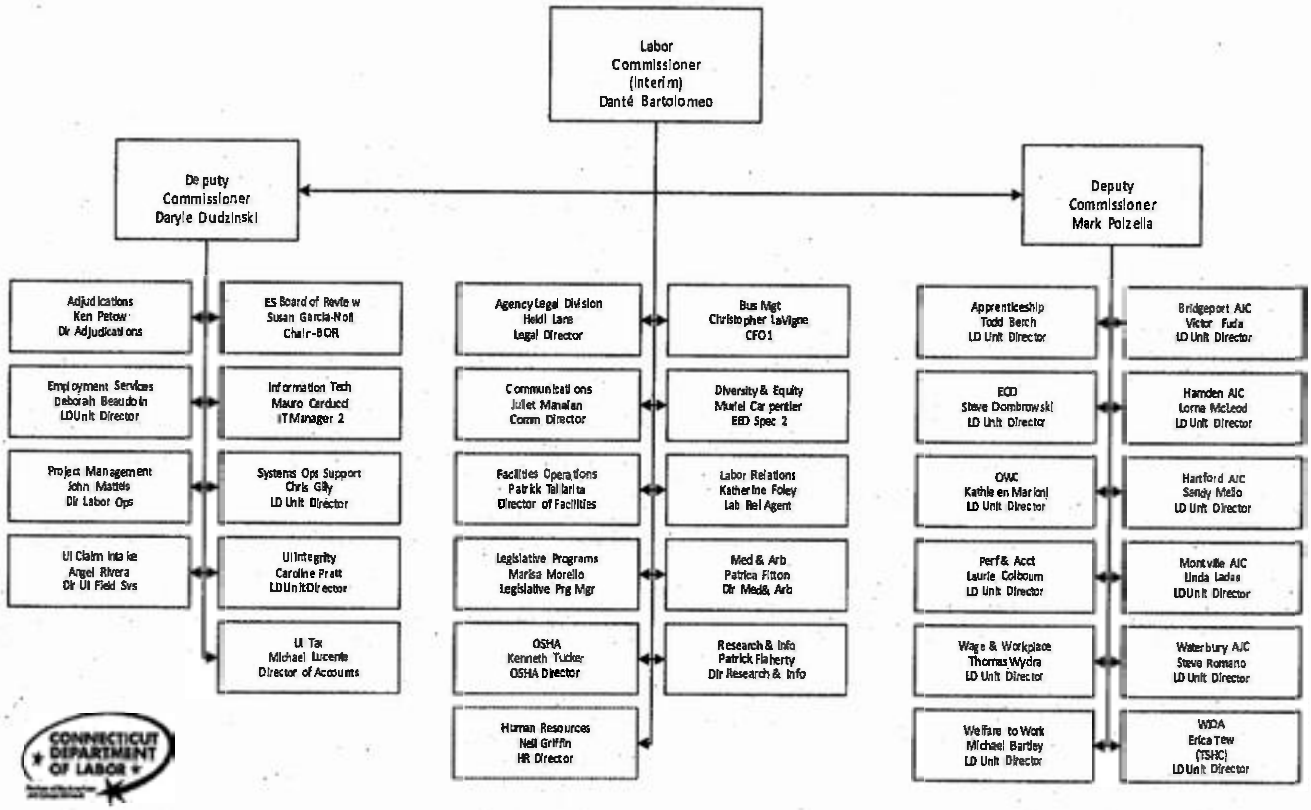
Connecticut Department of Labor

4/8/2022

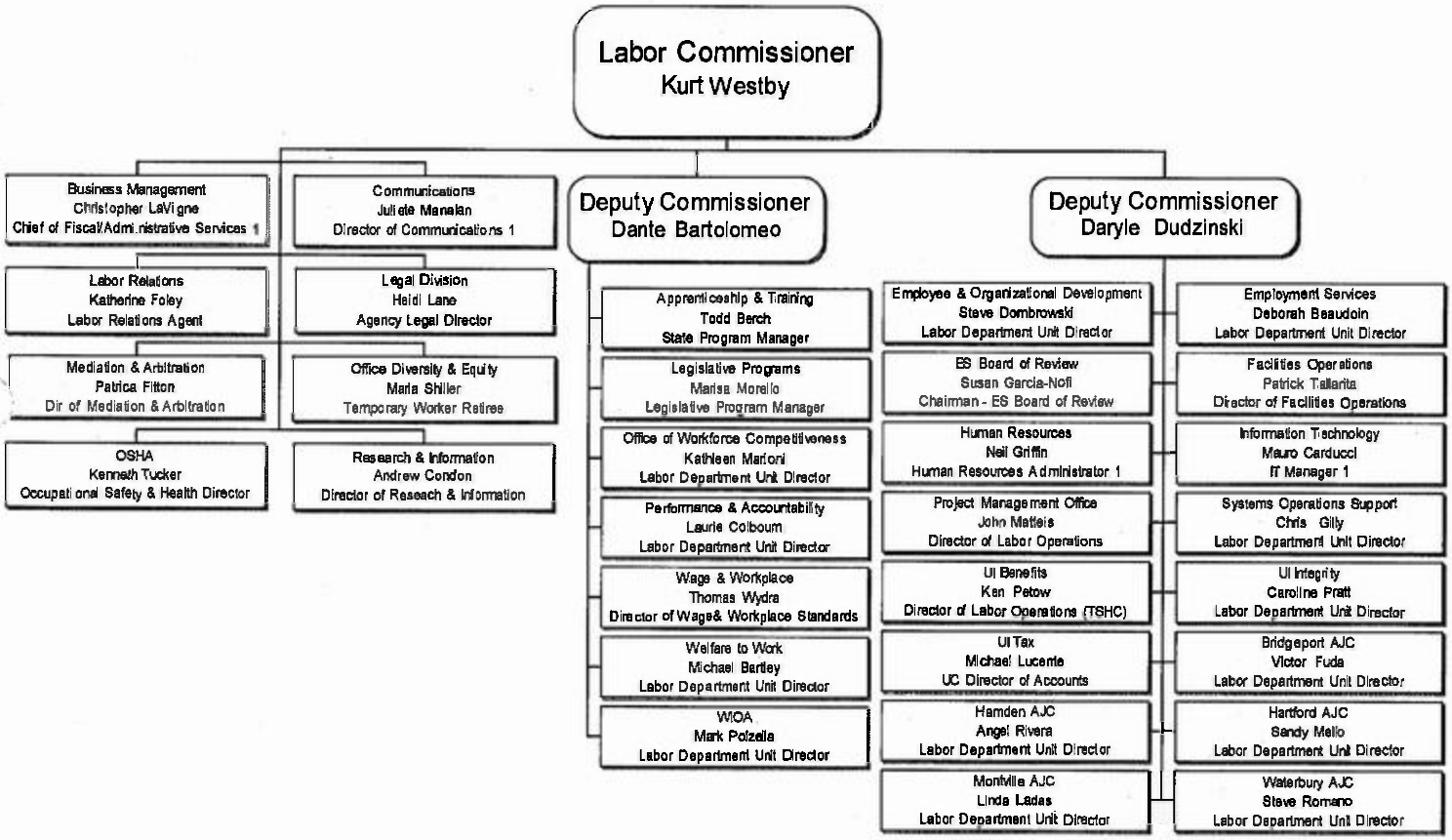


Connecticut Department of Labor

9/10/2021



DEPARTMENT OF LABOR



May 2020

ATTACHMENT

EEO 2 activities

Ethics Training 10/18/2021

CHRO Human Rights Conference 10/28/2021

Workplace Discrimination Investigation Foundation Training 10/21/2020

Workplace Discrimination Investigation Update Training 11/3/2021

CHRO AA Taskforce 6/10/2021, 9/9/2021, 11/18/2021, 1/13/2022, 3/10/2022

ADA webinars multiple dates throughout 2021-2022

Dept. of Consumer Protection Symposium, 10/22/2021

CHRO Commission Meeting, 4/14/2021, 11/10/2021, 1/12/2022, 2/9/2022

Meeting dates with CHRO Ex Dir Hughes and DD Sharp

Dates:
Oct 6, 2020
Nov 1, 2020
Dec 1, 2020
Jan 12, 2021
Jan 21, 2022

Activites:

Feb 24, 2021, D&I training
Oct 28, 2021, CHRO Conference
Nov 3, 2021, Discrimination Update Training
Sept 9, 2021, Nov 18, 2021, Dec 13, 2021, Feb 10, 2022 – AA Task Force

Various dates: member of interview panel for CHRO recruitments.

Carpentier, Muriel

From: Carpentier, Muriel
Sent: Tuesday, March 1, 2022 2:07 PM
To: DOL-DL DOL All
Subject: Holidays and Observances In March

Month of March – month long celebrations brought to you by the Office of Diversity and Equity Programs to increase cultural and diversity awareness within our DOL Community to better know each other and those we serve.

Month-long observances:

Developmental Disabilities Awareness Month is observed in March in the U.S. This class of disabilities can refer to impairments in learning and behavior, such as autism, attention-deficit/hyperactivity disorder, and impairments in physical and/or intellectual functioning such as cerebral palsy, spina bifida, and Down syndrome. The campaign seeks to raise awareness about including people with developmental disabilities in all facets of community life. It also creates awareness of the difficulties that people with disabilities still face in fitting into the communities in which they live. (nationaltoday.com)

Gender Equality Month as an extension of International Women's Day on March 8th. Both events serve to underscore gender equality as a basic human rights principle. (veterancarddonations.org)

Greek American Heritage Month celebrates the culture, accomplishments, and experiences of Greek people. (njsacc.org)

Irish American Heritage Month was first celebrated by proclamation of the President in 1991. It seemed natural to choose March (Saint Patrick's Day falls on March 17) for the month-long recognition of the contributions that Irish immigrants and their descendants have made to U.S. society. (census.gov)

National Colon Cancer Awareness Month is an annual celebration to increase awareness of colorectal cancer. (wikipedia.org)

National Kidney Month a time when communities across the country raise awareness about kidney disease. Chronic kidney disease (CKD) is a serious condition affecting 37 million people.

National Multiple Sclerosis Awareness and Education Month every March is Multiple Sclerosis Awareness month, a time for sufferers, family members, and supporters to share information, sympathy, and camaraderie, drawing attention to this disease of the central nervous system. If you're not familiar, Multiple Sclerosis (MS) happens when one's immune system attacks the nerve cells and renders them unable to properly transmit information, causing balance issues, weakened vision, fatigue, and other unpredictable symptoms. Approximately 2.5 million people worldwide suffer from multiple sclerosis. The cause is unknown, and there is no definitive cure. (nationaltoday.com)

National Women's History Month is a dedicated month to reflect on the often-overlooked contributions of women to United States history. From Abigail Adams to Susan B.

Anthony, Sojourner Truth to Rosa Parks, the timeline of women's history milestones stretches back to the founding of the United States. The actual celebration of Women's History Month grew out of a weeklong celebration of women's contributions to culture, history and society organized by the school district of Sonoma, California, in 1978. Presentations were given at dozens of schools, hundreds of students participated in a "Real Woman" essay contest and a parade was held in downtown Santa Rosa. A few years later, the idea had caught on within communities, school districts and organizations across the country. In 1980, President Jimmy Carter issued the first presidential proclamation declaring the week of March 8 as National Women's History Week. The U.S. Congress followed suit the next year, passing a resolution establishing a national celebration. Six years later, the National Women's History Project successfully petitioned Congress to expand the event to the entire month of March. The National Women's History Alliance designates a yearly theme for Women's History Month. The 2022 theme is "Women Providing Healing, Promoting Hope." This theme is "both a tribute to the ceaseless work of caregivers and frontline workers during this ongoing pandemic and also a recognition of the thousands of ways that women of all cultures have provided both healing and hope throughout history." For more visit history.com

March 1 – Mardi Gras represents carnival festivities that start on or after Epiphany, a Christian holiday observed on January 6th and ends on the day before Ash Wednesday. Mardi Gras, French for Fat Tuesday, is also referred to as Shrove Tuesday.

March 1 –Maha Shivratri is an annual Hindu festival and the most significant event in India's spiritual calendar. The festival celebrates Lord Shiva, the god of death and time, marking the end of winter and the beginning of spring and summer.

March 2–Ash Wednesday is one of the most important days in the liturgical calendar for Catholics and many other members of the Christian faith. It signifies the beginning of Lent: the season of reflection, prayer and fasting. It is always 46 days before Easter Sunday, since it represents the 40 days that Jesus was tempted in the desert.

March 4– Employee Appreciation Day launched in 1995 by Workman Publishing, National Employee Appreciation Day reminds managers that strong employer-employee relations are at the core of any truly successful business.

March 8–International Women's Day is a global day for celebrating the social, economic, cultural, and political achievements of women. The day also marks a call to action for accelerating gender parity.

March 14 – Pi Day. To learn about pi, we need to go back a few thousand years and learn about this elusive number. The value of pi was first calculated by Archimedes of Syracuse (287–212 BC), one of the greatest mathematicians of the ancient world. However, it was first baptized with the Greek letter as its name when William Oughtred called it as such in his works dating back to 1647, later embraced by the scientific community when Leonhard Euler used the symbol in 1737. But how did Pi Day end up in a country-wide phenomenon? For that, we need to travel to the Exploratorium in 1988 San Francisco, where it was thought up by physicist Larry Shaw. Shaw linked March 14 with the first digits of pi (3.14) in order to organize a special day to bond the Exploratorium staff together, where he offered fruit pies and tea to everyone starting at 1:59 pm, the following three digits of the value. A few years later, after Larry's daughter, Sara, remarked that the special date was also the birthday of Albert Einstein, they started celebrating the life of the world-famous scientist. Pi Day became an annual Exploratorium tradition that still goes on today, and it didn't take long for

the idea to grow exponentially, hitting a peak on March 12, 2009, when the U.S Congress declared it a national holiday. Now, celebrated by math geeks all around the circumference of the world, Pi Day became a pop culture phenomenon, with several places partaking in the activities, antics, observations and all the pie eating they can. (www.piday.org) And who doesn't like pie?

March 16-17 – Purim is a Jewish holiday which commemorates the saving of the Jewish people from Haman, an Achaemenid Persian Empire official who was planning to kill all the Jews in the empire, as recounted in the Book of Esther.

March 17 – St. Patrick's Day is a global celebration of Irish culture that takes place annually on March 17, the anniversary of the patron saint of Ireland's death in the fifth century.

March 19– Holi is a popular ancient Hindu festival. The festival celebrates the eternal and divine love of Radha Krishna. It also signifies the triumph of good over the evil, as it celebrates the victory of Vishnu as Narasimha is a popular ancient Hindu festival, also known as the "Festival of Love", the "Festival of Colours" and the "Festival of Spring". (Wikipedia)

March 21 – World Down Syndrome Day. Did you know that Down Syndrome—a disorder that occurs when there is a duplication of the twenty-first chromosome—affects approximately 6,000 babies at birth every year? So on March 21—a date chosen to represent the chromosomal defection found in Down Syndrome (the twenty-first day of the third month)—celebrate *World Down Syndrome Day*, an event created to raise public awareness, promote inclusivity, encourage advocacy, and support the wellbeing of those living with Down Syndrome. (nationaltoday.com)

March 21-22 – Naw-Ruz (Baha'i New Year) The word Nowruz (Novruz, Navruz, Nooruz, Nevruz, Nauryz), means new day; its spelling and pronunciation may vary by country. Nowruz marks the first day of spring and is celebrated on the day of the astronomical vernal equinox, which usually occurs on 21 March. It is celebrated as the beginning of the new year by more than 300 million people all around the world and has been celebrated for over 3,000 years in the Balkans, the Black Sea Basin, the Caucasus, Central Asia, the Middle East and other regions. Inscribed in 2009 on the Representative List of the Intangible Cultural Heritage of Humanity as a cultural tradition observed by numerous peoples, Nowruz is an ancestral festivity marking the first day of spring and the renewal of nature. It promotes values of peace and solidarity between generations and within families as well as reconciliation and neighborliness, thus contributing to cultural diversity and friendship among peoples and different communities. Nowruz plays a significant role in strengthening the ties among peoples based on mutual respect and the ideals of peace and good neighborliness. Its traditions and rituals reflect the cultural and ancient customs of the civilizations of the East and West, which influenced those civilizations through the interchange of human values. Celebrating Nowruz means the affirmation of life in harmony with nature, awareness of the inseparable link between constructive labour and natural cycles of renewal and a solicitous and respectful attitude towards natural sources of life. (un.Org)

March 25 – International Day of Remembrance of the Victims of Slavery and the Transatlantic Slave Trade. The United Nations' (UN) International Day of Remembrance of the Victims of Slavery and the Transatlantic Slave Trade is on March 25 each year. It honors the lives of those who died as a result of slavery or experienced the horrors of the transatlantic slave trade. It is also an occasion to raise awareness about the dangers of racism and prejudice. (timeanddate.com)

March 31 – International Transgender Day of Visibility (also called TDOV, Transgender Day of Visibility) is an annual event dedicated to celebrating transgender people and raising awareness of discrimination faced by transgender people worldwide, as well as a celebration of their contributions to society. The day was founded by transgender activist Rachel Crandall of Michigan in 2009 as a reaction to the lack of LGBT recognition of transgender people, citing the frustration that the only well-known transgender-centered day was the Transgender Day of Remembrance, which mourned the murders of transgender people, but did not acknowledge and celebrate living members of the transgender community. The first International Transgender Day of Visibility was held on March 31, 2009. It has since been spearheaded by the U.S.-based youth advocacy organization Trans Student Educational Resources. (Wikipedia.org)

Muriel

Muriel Carpentier
Equal Employment Opportunity Specialist II
Office of Diversity and Equity
Department of Labor
860-263-6520

Please contact me by email as I may be teleworking.

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Carpentier, Muriel

From: Carpentier, Muriel
Sent: Tuesday, February 1, 2022 8:09 AM
To: DOL-DL DOL All
Subject: Correction to February dates of interest

As has been rightly pointed out by colleagues.
Mardi Gras is March 1, 2022 and Ash Wednesday is March 2, 2022.
Sorry, for the lack of attention to detail on my part- but, very happy to know these missives are read.

Muriel

Muriel Carpentier
Equal Employment Opportunity Specialist II
Office of Diversity and Equity
Department of Labor
860-263-6520

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Carpentier, Muriel

From: Carpentier, Muriel
Sent: Thursday, December 30, 2021 10:11 AM
To: DOL-DL DOL All
Cc: Carpentier, Muriel
Subject: Holidays and Observances in January

A new year, a new list of the many holidays and observance dates to note in January.

January 1
NEW YEAR'S DAY. The first day of the year in the Gregorian calendar, commonly used for civil dating purposes.

January 4
National Braille Day. World Braille Day recognizes the contributions of Louis Braille in helping blind and visually impaired people to read and write. Braille – a code used by the visually impaired worldwide.

January 5
GURU GOBIND SINGH JI'S BIRTHDAY. Sikh Guru Gobind Singh was the 10th Sikh guru of Nanak and founder of the Khalsa.

January 6
CHRISTMAS. Armenian Orthodox Christians celebrate the birth of Jesus on Epiphany, except for Armenians living in Israel, who celebrate Christmas on January 19th.

January 6
EPIPHANY. Known as Theophany in Eastern Christianity, it celebrates the manifestation of Jesus as Christ. In addition, the Western Church associates Epiphany with the journey of the Magi to the infant Jesus, and the Eastern Church with the baptism of Jesus by John.

January 7
CHRISTMAS. Eastern Christian. Most Orthodox churches celebrate Christmas 13 days later than other Christian churches based on their use of the Julian rather than the Gregorian version of the Western calendar.

January 14
MAKAR SANKRANTI. Hindu. Seasonal celebration marking turning of the sun toward the north.

January 16
WORLD RELIGION DAY. Bahá'í. Observance to proclaim the oneness of religion and the belief that world religion will unify the peoples of the earth.

January 17
DR. MARTIN LUTHER KING JR DAY. The birthday of civil rights activist Dr. Martin Luther King Jr. is on January 15th but it is observed on the third Monday in January.

January 17
TU B'SHVAT. Jewish. New Year's Day for Trees, and traditionally the first of the year for tithing fruit of trees. Now a day for environmental awareness and action, such as tree planting.

January 17–21

NO NAME-CALLING WEEK. Annual week of educational activities aimed at ending name-calling and bullying of all kinds.

January 18
MAHAYANA NEW YEAR. Buddhist. In Mahayana countries the New Year starts on the first full moon day in January.

January 24
International Day of Education. The United Nations General Assembly proclaimed 24 January as International Day of Education, in celebration of the role of education for peace and development.
Without inclusive and equitable quality education and lifelong opportunities for all, countries will not succeed in achieving gender equality and breaking the cycle of poverty that is leaving millions of children, youth and adults behind. Today, 258 million children and youth still do not attend school; 617 million children and adolescents cannot read and do basic math; less than 40% of girls in sub-Saharan Africa complete lower secondary school and some four million children and youth refugees are out of school. (*UNESCO*)

January 27
HOLOCAUST MEMORIAL DAY. Annual International Day of Commemoration in memory of the victims of the Holocaust coinciding with the anniversary of the liberation of the Auschwitz death camp in 1945.

Muriel

Muriel Carpentier
Equal Employment Opportunity Specialist II
Office of Diversity and Equity
Department of Labor
860-263-6520

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February 14: Have a Heart Day A child and youth-led reconciliation event that brings together caring Canadians to help ensure First Nations children have the services they need to grow up safely at home, get a good education, be healthy, and be proud of who they are.

February 14: Pink Triangle Day Has been adopted by the larger LGBTQ community as a popular symbol of LGBTQ pride and the LGBTQ rights movement.

February 14: St. Valentine's Day celebrated by western Christians as a saint's day and as a secular holiday highlighting love.

February 14: Birthday of Frederick Douglass Renowned abolitionist, who helped free the slaves

February 12-14Losar:The Tibetan Buddhist New Year

February 15: Parlnirvana or Nirvana Day Remembers Buddha's passing in 483 BC and his final nirvana. Commemoration of Buddha's death at the age of 80.

February 15: Birthday of Susan B.Anthony *Advocate for women's right, who helped women gain the right to vote Susan Brownell Anthony was a radical reformer who dedicated her life to women's rights, ending slavery,. fighting for education regardless of race, gender or financial status, and advocating for temperance and equal pay for equal work. She is best known for starting the campaign for women's suffrage in the United States. Although Anthony, devoted 50 years to the movement, she did not live to see women gain the right to vote. However, her collaboration with another well-known abolitionist, Elizabeth Cady Stanton, as well as other prominent suffragettes, contributed to the ultimate passage of the 19th Amendment. The 19th Amendment granted women the right to vote in the United States and was passed by Congress June 4, 1919 and Ratified August 18, 1920. The nineteenth amendment was known as the "Susan B. Anthony, Amendment" to honor her work on behalf of women's rights, and on July 2, 1979, she became the first woman to be featured on a circulating coin from the U.S. mint.* (www.history.com)

February 15: International Childhood Cancer Day

February 16: Vasant Panchami Hindu festival that highlights the coming of spring. a Hindu festival celebrating spring and Saraswati Devi, the goddess of art and culture.

February 16: Mardi Gras last day for Catholics to indulge before Ash Wednesday starts the sober weeks of fasting that accompany Lent. The term "Mardi Gras" is particularly associated with the carnival celebrations in New Orleans, Louisiana.

February 17: Ash Wednesday the first day of Lent in the Christian calendar.

February 20: World Day of Social Justice An international day recognizing the need to promote social justice, which includes efforts to tackle issues such as poverty, exclusion, gender equality, unemployment, human rights, and social protections.

February 21: Presidents' Day Federally recognized celebration in the United States of George Washington's birthday, as well as every president proceeding Washington.

February 23: St. Patricks Battalion Day

February 24: Flag Day (Mexico)

February 25-26: Purim Jewish celebration that marks the time when the Jewish community living in Persia was saved from genocide. On Purim, Jewish people offer charity and share food with friends.

February 26: Lantern Festival A Chinese festival that marks the final day of the traditional Chinese New Year celebrations.

February 26: Mukha Bucha Day, also known as Māgha Pūjā, a Buddhist holiday celebrating the Buddhist community, spent giving alms, visiting the temple, and meditating.

February 27: Maghi-Purnima, a Hindu festival celebrated on the last day of Magha, a month focused on charity work, when devotees often take holy baths and do charity.

Last Wednesday of February: Pink Shirt Day (Anti-Bullying) – CKNW Kids' Fund

Muriel

Muriel Carpentier
Equal Employment Opportunity Specialist II
Office of Diversity and Equity
Department of Labor
860-263-6520

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Carpentier, Muriel

From: Carpentier, Muriel
Sent: Wednesday, December 1, 2021 7:05 AM
To: DOL-DL DOL All
Subject: Holidays and Observances in December

Hi All,

Just a few of the many holidays and observance dates to note in December.

November 28–December 24
Advent is a season of spiritual preparation in observance of the birth of Jesus. In Western Christianity, it starts on the fourth Sunday before Christmas. In Eastern Christianity, the season is longer and begins in the middle of November.

November 29–December 6
CHANUKAH is an eight-day "Festival of Lights', also known as Hanukkah, celebrating the rededication of the Temple to the service of God in 164 BCE. Commemorates the victory of the Maccabees over the Greek King, Antiochus, who sought to suppress freedom of worship

December 1 WORLD AIDS DAY
Designated every year on December 1 since 1988, is an international day dedicated to raising awareness of the AIDS pandemic caused by the spread of HIV infection and mourning those who have died of the disease.

December 3 INTERNATIONAL DAY OF PERSONS WITH DISABILITIES
Raises awareness about persons with disabilities in order to improve their lives and provide them with equal opportunity.

December 7 PEARL HARBOR REMEMBRANCE DAY
On August 23, 1994, the United States Congress designated December 7th as National Pearl Harbor Remembrance Day. Every year, remembrance events are held at the Pearl Harbor National Memorial, where Pearl Harbor Survivors, veterans and visitors from all over the world come together to honor and remember the 2,403 service member and civilians who were killed during the Japanese attack on Pearl Harbor on December 7, 1941. A further 1,178 people were injured in the attack, which permanently sank two U.S. Navy battleships (the USS Arizona and the USS Utah and destroyed 188 aircraft. The attack on Pearl Harbor led to the United States declaring war on Japan the next day and thus entering World War II.

December 8 BODHI DAY• Buddhist
Also known as Rohatsu, commemorates the day that the Buddha, Siddharta Gautama, experienced enlightenment or spiritual awakening (bodhi). Celebrated on the eighth day either of December or the 12th month of the lunar calendar.

December 10 HUMAN RIGHTS DAY
On this day in 1948 the United Nations General Assembly adopted the Universal Declaration of Human Rights.

December 12 OUR LADY OF GUADALUPE
Celebrates the apparition of the Blessed Virgin Mary (by her title, Our Lady of Guadalupe, the Patroness of Mexico and the Americas) before Juan Diego, an indigenous convert to Roman Catholicism, on the Mexican hill of Tepeyac in 1531.

December 15 BILL OF RIGHTS DAY
Commemorates the signing into law of the ten original amendments of the United States Constitution in 1791.

December 21 WINTER BEGINS

December 24 CHRISTMAS EVE • Christian
Celebration of the arrival of Mary and Joseph in Bethlehem for the birth of Jesus.

December 25 CHRISTMAS • Western Christian
Commemorates the birth of Jesus.

December 26 BOXING DAY
December 26, the day after Christmas, is the Feast of St. Stephen, the first Christian martyr. It is also known as Boxing Day, a secular holiday celebrated in parts of the British Commonwealth, including Canada. The ecclesiastical celebration stems from the appointment of Stephen by the Apostles as one of seven deacons to attend to the distribution of alms to the poorer members of the Church. The etymology of Boxing Day is not definitively known, but it may come from the traditional opening on that day of Anglican Church poor boxes that had been filled during Advent. Another possibility is that it arose from the custom of the aristocracy giving gifts to servants, employees and trades people the day after Christmas.

December 26, 2021–January 1, 2022 KWANZAA
A seven-day celebration honoring African American heritage and its continued vitality. "Kwanzaa" means "first fruits (of the harvest)" in Swahili.

December 29 WOUNDED KNEE DAY
On December 29, 1890 more than 200 unarmed mostly elderly, women and children Lakota Sioux were massacred by U.S. troops at Wounded Knee in South Dakota.

December 31 NEW YEAR'S EVE
In the Gregorian calendar, New Year's Eve, the last day of the year, is on December 31. In many countries, New Year's Eve is celebrated at evening social gatherings, where many people dance, eat, drink. etc.

Muriel

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Carpentier, Muriel

From: Carpentier, Muriel
Sent: Tuesday, February 1, 2022 7:28 AM
To: DOL-DL DOL All
Subject: Holidays and Observances in February

Month of February – month long celebrations brought to you by the Office of Diversity and Equity Programs to increase cultural and diversity awareness within our DOL Community to better know each other and those we serve.

Black History Month *Black History Month is an opportunity to understand Black histories, going beyond stories of racism and slavery to spotlight Black achievement. This year's theme is "Black Health and Wellness" looks at how American healthcare has often underserved the African American community.* (www.chiff.com)

American Heart Month *American Heart Month is observed to raise awareness on the importance of a healthy heart and to encourage healthy habits that help reduce the risk of heart disease. Why do we observe American Heart Month every February? Well, every year more than 600,000 Americans die from heart disease. The number one cause of deaths for most groups, heart disease affects all ages, genders, and ethnicities. Risk factors include high cholesterol, high blood pressure, smoking, diabetes, and excessive alcohol use.* (Bing)

Recreation Therapy Month *Since 1984 during the second week of July National Therapeutic Recreation Week was first celebrated. Established by the National Therapeutic Recreation Society (NTRS), the week was intended to raise awareness of therapeutic recreation programs and services that could improve the health and well-being of individuals with physical, mental, and emotional disabilities. In 2012 the American Therapeutic Recreation Association (ATRA), the Canadian Therapeutic Recreation Association (CTRA) and the National Council for Therapeutic Recreation Certification (NCTRC) came together to officially proclaim February as International Recreation Therapy Month.* (Grow Through Flow)

February 1: National Freedom Day "Celebrates the signing of the 13th Amendment that abolished slavery in 1865. The 13th Amendment, ratified in 1865, says: *"Neither slavery nor involuntary servitude, except as a punishment for crime whereof the party shall have been duly convicted, shall exist within the United States, or any place subject to their jurisdiction." Scholars, activists, and prisoners have linked that exception clause to the rise of a prison system that incarcerates Black people at more than five times the rate of white people and profits off of their unpaid or underpaid labor."* (www.history.com) For more information and discussions of the "exception clause" visit history.com.

February 1: St. Brigid of Kildare One of Ireland's three patron saints, the Catholic Church claims St. Brigid was a historical person, with accounts of her life written by monks dating back to the 8th century. Brigid (or Bridget) is the patron saint of Irish nuns, newborns, midwives, dairy maids and cattle.

February 1: Chinese New Year (Year of the Tiger) Chinese New Year marks the transition between zodiac signs: 2022 is the year of the Tiger; 2021 the year of the Ox. Chinese New Year 2022 falls on Tuesday, February 1st, 2022, and celebrations culminate with the Lantern Festival on February 15th, 2022.

February 2: Groundhog Day began in the United States in 1887. The idea is that a groundhog exiting its burrow can predict whether winter will stay or go based on whether the groundhog sees its shadow. The day was a stunt by a newspaper in Punxsutawney, Pennsylvania, that has endured.

February 3:15th Amendment to the Constitution ratified. *The 15th Amendment ratified on Feb 3, 1870, granted African American men the right to vote, declaring the "right of citizens of the United States to vote shall not be denied or*

abridged by the United States or by any state on account of race, color, or previous condition of servitude." However, well into the 20th century, the Amendment allowed states to institute voter qualifications such as paying poll taxes and passing literacy tests, among other unfair property and/or educational restrictions to disenfranchise African Americans. States would use workarounds if whites were negatively impacted by the restrictions. For instance, grandfather clauses were used to exempt whites from the need to meet the qualifications. Nearly 100 years later, with the promise of the 15th Amendment unrealized, the passage of the Voting Rights Act of 1965 finally provided for most African Americans to register and vote. (www.senate.gov) However, the right to free and fair elections is not secure as there are currently state level efforts to curtail when and where citizens can vote.

February 3: Setsubun-Sai (Beginning of Spring) One day before the start of spring according to the Japanese lunar calendar. Although it is not a national holiday for many centuries, people have been performing rituals with the purpose of chasing away evil spirits at the start of spring.

February 4: Rosa Parks Day *Rosa Louise McCauley—known to history by her married name, Roso Parks barn in Tuskegee, Alabama on February 4, 1913. A lifelong civil rights activist, Parks' name has become synonymous with her refusal to give up her seat to a white man on a segregated bus in 1955, a defining moment of the civil rights movement. Parks was born and raised during the Jim Crow Era, a time of ubiquitous and strictly-enforced racial segregation in the South. As a young girl, she watched white students ride to school on a bus while she had to walk. "The bus was among the first ways I realized there was a black world and a white world," she later recalled. After moving to Montgomery, she married Raymond Parks, a barber who was heavily involved in the National Association for the Advancement of Colored People and became involved with the nascent civil rights struggle. In 1943, due largely to her being the only woman at the meeting, she was elected Secretary of the NAACP's Montgomery chapter. In this role, Parks dealt with the local media, corresponded with other NAACP chapters, and processed the many reports of injustice which the organization received. It was partially because of her contributions to the movement and standing in the community that local leaders chose to rally behind Parks when, on December 1st, 1955, she refused to give up her seat on a segregated bus. Parks, like several other women that year, was arrested and fined for violating Jim Crow laws, but it was her action that set the Montgomery Bus Boycott into motion. Civil Rights activists in Montgomery, including the young Reverend Dr. Martin Luther King, Jr., had been waiting for the appropriate moment to challenge the city's segregated transit system. They succeeded in organizing the African American community of Montgomery to boycott the buses for over a year, until a court ruling officially desegregated them on December 20, 1956. The boycott and the triumph of its organizers received nationwide coverage and have gone down as one of the major early victories of the civil rights movement.* (www.History.com)

February 7: Constitution Day *Mexican Constitution Day celebrates the ratification of the Constitution of 1917, adopted after the Mexican Revolution on February 5th, 1917. The Mexican constitution of 1917 was the first such constitution in the world to include social rights and served as a model for the Weimar Constitution of 1919 and the Russian Constitution of 1918. The Mexican Constitution spells out the same basic rights as the U.S. Constitution - freedom of speech, religion, petition, legal rights – yet it goes farther, guaranteeing Mexicans the right to a good job (Article 123), decent housing, and health protection and care. And the aforementioned Article 123 spells out workers' rights in detail. But it also clearly spells out the duties of Mexican citizens, as well as non-Mexicans living in Mexico.* (www.officeholidays.com)

February 11: Asian-American Women's Equal Pay Day *To raise awareness about the pay gap between Asian-American women and White men. Asian-American Women's Equal Pay Day, marking the fact that Asian-American women earn 90 cents for every dollar earned by white men.* (diversity-employer.com)

February 11: International Day of Women and Girls in Science *the International Day of Women and Girls in Science on February 11 allows us to honor women's significant achievements in science and place a much-needed focus on girls entering Science, Technology, Engineering, and Mathematics (STEM) careers. As the fastest-growing segment of jobs with employers finding it hard to find available talent, STEM needs women.* (nationaltoday.com)

February 12: Lunar New Year (Chinese New Year) a week-long festival that begins with the first new moon of the lunar calendar, celebrated in China as well as in Japan, Vietnam, Korea, and Mongolia.

Carpentier, Muriel

From: Giwa, Muhammodu
Sent: Wednesday, November 10, 2021 4:47 PM
To: DOL-DL DOL All
Subject: Thank you for your service CTDOL veterans

CTDOL Team,

On the eve of Veterans Day, we take a moment to recognize our team members who have served this nation and sacrificed to protect us all. Now, as veterans, you continue to serve the residents of CT with honor and in a way that makes us proud every day. We are grateful for your service to our agency, Connecticut, and the United States of America.

Thank you #CTDOLFamily.

Danté Bartolomeo, Interim Commissioner
Daryle Dudzinski, Deputy Commissioner
Mark Polzella, Deputy Commissioner

Carpentier, Muriel

From: Carpentier, Muriel
Sent: Tuesday, November 2, 2021 9:36 AM
To: DOL-DL DOL All
Subject: Holidays and Observances in November

Hi All,

Just a few of the many holidays and observance dates to note in November.

November Full Month NATIONAL AMERICAN INDIAN HERITAGE MONTH
Celebrates and honors the history and culture of Native Americans and indigenous people in the United States.

November 1 ALL SAINTS' DAY • Western Christian
Commemorates all known and unknown Christian saints. Eastern Christianity observes it on the first Sunday after Pentecost.

November 1 and 2nd Dios Los Muertos. Translated to English, this is "The Day of the Dead". In actuality, Dio De Los Muertos is not one, but two days spent in honor of the dead. The first day celebrates infants and children who have died. This is a group which is believed to have a special place in heaven, and are referred to as "Angelitos" or little angels. The second day is in honor of adults who have passed away.

November 2 ALL SOULS' DAY • Christian
Commemoration of all faithful Christians who are now dead.

November 2 ELECTION DAY
The month marks the end of the harvest season, and it offers mild weather for traveling voters. In 1845, Congress passed a law mandating that the Presidential Election Day would be held every four years on the first Tuesday after the first Monday in the month.

November 4 BANDI-CHHOR DIWAS • Sikh
A commemorative occasion having no fixed date which occurs in October or November and celebrates the release of the Sixth Guru Har Gobind Sahib from imprisonment and coincides with Diwali, the Hindu festival of lights.

November 4 DIWALI • Hindu
Also called Deepavali, "Festival of Lights", it celebrates the victory of good over evil, light over darkness, and knowledge over ignorance.

November 6 BIRTH OF THE BÁB • Bahá'í
Bahá'í observance of the anniversary of the birth in 1819 of Siyyid, "the Báb," the prophet-herald of the Bahá'í Faith, in Shíráz, Persia.

November 7 BIRTH OF BAHÁ'U'LLÁH • Bahá'í
Observance of the anniversary of the birth in 1817 of Bahá'u'lláh, prophet-founder of the Bahá'í Faith, in Núr, Persia.

November 9–10 KRISTALLNACHT
Commemorates the 1938 pogrom against Jews throughout Germany and Vienna.

November11VETERANS'DAY
Honors all military veterans and the U.S. Armed Services. This holiday originally was called Armistice Day and was first celebrated in 1921. In 1954, President Eisenhower changed it to Veteran's Day, in honor of those who served and died from all wars.

November 16 INTERNATIONAL DAY FOR TOLERANCE
Emphasizes the dangers of intolerance and is a call to action for the advancement of human welfare, freedom and progress everywhere, as well as a day to encourage tolerance, respect, dialogue and cooperation among different cultures and peoples.

November 19
GURU NANAK DEV JI'S BIRTHDAY• Sikh
A very important holiday in the Sikh faith as Guru Nanak Dev's was the First Guru of the Sikhs and the Founder of Sikhism. He was born in mid-November; the holiday is celebrated
according to the lunar date.

November 20 TRANSGENDER DAY OF REMEMBRANCE
Memorializes those who were killed due to anti-transgender hatred or prejudice.

November 25 DAY OF THE COVENANT • Bahá'í
Day of the Covenant is a festival observed to commemorate Bahá'u'lláh's appointment of His son, Abdu'l-Baha, as His successor.

November 25 THANKSGIVING DAY
Follow ing a 19th century tradition, it commemorates the Pilgrims' harvest feast in the autumn of 1621. It is considered by some to be a "national day of mourning," in recognition of the conquest of Native Americans by colonists.

November 28–December 24
ADVENT • Christian
Advent is a season of spiritual preparation in observance of the birth of Jesus. In Western Christianity, it starts on the fourth Sunday before Christmas. In Eastern Christianity, the season is longer and begins in the middle of November.

November 29–December 6
CHANUKAH • Jewish
Eight-day "Festival of Lights", also known as Hanukkah, celebrating the rededication of the Temple to the service of God in 164 BCE. Commemorates the victory of the Maccabees over the Greek King, Antiochus, who sought to suppress freedom of worship

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Carpentier, Muriel

From: Carpentier, Muriel
Sent: Tuesday, October 5, 2021 12:06 PM
To: DOL-DL DOL All
Subject: October 11
Attachments: CT NAI article for NAI Month.docx

The 2nd Monday in October is celebrated as Indigenous Peoples' Day a holiday that celebrates and honors Native American peoples and commemorates their histories and cultures. It began as a counter-celebration on the same day as the U.S. federal holiday of Columbus Day, which honors Italian explorer Christopher Columbus. Many reject celebrating him, saying that he represents "the violent history of the colonization in the Western Hemisphere", and that Columbus Day is a sanitization or covering-up of Christopher Columbus' actions such as enslaving Native Americans. It was instituted in Berkeley, California, in 1992, to coincide with the 500th anniversary of the arrival of Columbus in the Americas on October 12, 1492. *(Wikipedia)*

Did you know? That Connecticut originates from the Algonquin word "Quinnehtukqut" (besides the long tidal river). The name Connecticut was established early in the 1600's (referring to the Connecticut River). (statesymbolusa.org)

Did you know? That Connecticut law recognizes five Indian tribes in the state: 1: Golden Hill Paugusset, 2: Mashantucket Pequot, 3: Mohegan, 4: Paucatuck Eastern Pequot, and 5: Schaghticoke. The five tribes have six reservations in the state. The Mashantucket Pequot and Mohegan tribes are both recognized by the federal government and their reservations are federal reservations. (C.G.A. laws/regulations).

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Push for Native American curriculum in schools makes gains

By SUSAN HAIGH Associated Press 9/14/2021

For years, many Native American tribes have felt their history has not been given its due by schools in Connecticut, a state that takes its name from an Algonquian word meaning "land on the long tidal river."

Soon, however, schools will be required to teach Native American studies, with an emphasis on local tribes, under a law passed this year at the urging of tribes including the Mashantucket Pequot Tribal Nation, best known today for its Foxwoods Resort Casino.

"When you're in Connecticut, to not learn about the Eastern woodland tribes, the tribes that Connecticut was founded on, (that) was the issue that we were pressing," said Rodney Butler, chairman of the Mashantucket Pequots.

It has been a long-running goal of many Native Americans to have more about their history and culture taught in grade schools. New requirements have been adopted in Connecticut, North Dakota and Oregon and advocates say their efforts have gained some momentum with the nation's reckoning over racial injustice since the killing of George Floyd.

The legislation affecting schools has advanced alongside new bans on Native American mascots for sports teams and states celebrating Indigenous Peoples Day in place of Christopher Columbus Day.

Patrick Littlewolf, of Secaucus, N.J., representing the Tuscarora Tribe, participates in an intertribal dance at Schemitzun on the Mashantucket Pequot Reservation in Mashantucket, Conn., Saturday, Aug. 28, 2021. Connecticut and a handful of other states have recently decided to mandate students be taught about Native American culture and history. (AP Photo/Jessica Hill)

The push for curriculum requirements has not been without challenges, with some legislatures deeming new laws unnecessary because Native American history already is reflected in school curriculum. There also have been some steps in the opposite direction amid battles over how topics related to race and racism are taught in classrooms.

In South Dakota, a group of teachers and citizens charged with crafting new state social studies standards said last month that Gov. Kristi Noem's administration deleted from their draft recommendations many elements intended to bolster students' understanding of Native American history and culture. They said changes made to the draft gave it a political edge they had tried to avoid, aligning it instead with the Republican governor's rhetoric on what she calls patriotic education.

The Department of Education said in a statement that it relied heavily on the recommendations from the workgroup and made "certain adjustments before the release of the draft to provide greater clarity and focus for educators and the public."

Rodney Butler, Chairman of the Mashantucket Pequot Tribal Nation, participates in the Schemitzun grand entry on Mashantucket Pequot Reservation, in Mashantucket, Conn., Wednesday, Aug. 28, 2021. Connecticut and a handful of other states have recently decided to mandate students be taught about Native American culture and history. (AP Photo/Jessica Hill)

Meanwhile, in Montana, tribes and the parents of 18 students filed a federal lawsuit in July, alleging state education leaders are violating a state constitutional requirement to teach all children about the unique culture and heritage of Native Americans.

A 2019 report from the National Congress of American Indians, which surveyed 35 states with federally recognized tribes, found nearly 90% of states said they had efforts underway to improve the quality and access to Native American curriculum. While a majority said it's included in their schools, less than half said it was required and specific to tribal nations in their state.

"We are seeing a focus on different races and issues," said Aaron Payment, first vice president of the National Congress of American Indians and chairperson of the 44,000-member Sault Ste. Marie Tribe of Chippewa Indians in Michigan.

An exhibit on the fur trade is seen at the Mashantucket Pequot Museum & Research Center, in Mashantucket, Conn., Wednesday, Aug. 28, 2021. The museum is the world's largest Native American museum. Connecticut and a handful of other states have recently decided to mandate students be taught about Native American culture and history. (AP Photo/Jessica Hill)

Payment, who holds a doctorate in educational leadership, said Native American Studies should be incorporated across curriculum, and not taught "just at Thanksgiving, where it's a condensed sort of module." He doesn't support states mandating the curriculum per se but believes states should provide incentives and funding to develop curriculum, with input from tribes.

The Connecticut legislation makes it mandatory for schools to teach Native American studies starting with the 2023-2024 school year. It passed despite concerns raised by teachers unions and state Education Commissioner Miguel Cardona. Cardona, who is now the U.S. education secretary, had said it is important to teach about Native Americans but he was wary of unfunded mandates for school districts that are still working to implement other courses lawmakers and the governor have required them to teach.

In North Dakota, a bill became law this year that requires all elementary and secondary schools, public and private, to include Native American tribal history in their curriculum, with an emphasis on tribes within the state.

William Small Ear Coyote of Grafton, Mass., and a member of the Nipmuc Nation, right, talks with Joseph Soares of Acadia, R.I., left, as he demonstrates flashing of an animal skin at Eastern Woodland Village during Schemitzun on Mashantucket Pequot Reservation, in Mashantucket, Conn., Saturday, Aug. 28, 2021.

Connecticut and a handful of other states have recently decided to mandate students be taught about Native American culture and history. (AP Photo/Jessica Hill)

In Oregon, a similar law took effect in 2019 to provide "historically accurate, culturally embedded, place-based, contemporary, and developmentally appropriate" American Indian and Alaska Native curriculum in five subject areas.

Carpentier, Muriel

From:	Carpentier, Muriel
Sent:	Wednesday, September 15, 2021 6:52 AM
To:	DOL-DL DOL All
Subject:	National Hispanic Heritage Month September 15 - October 15, 2021
Attachments:	National Hispanic Heritage Month Sept 15 - Oct 15.docx

We celebrate Hispanic Heritage Month (September 15 to October 15) to recognize the achievements and contributions of Hispanic American champions who have inspired others to achieve success. The observation began in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988 to cover a 30-day period. It was enacted into law on August 17, 1988. *From National Archive News.*

According to the 2020 US Census, the total population of Americans who identified as either Hispanic or Latino was 62,080,044 representing 18.7% of the total US population. In Connecticut the total population of Americans who identified as Hispanic was 623,293 representing 17.3% of CT's total population. Of the 568 full-time permanent employees of CTDOL, 86 individuals have self-identified as Hispanic, representing 15.2% of the total full-time workforce.

Did you know that in 2012 the US Department of Labor renamed the auditorium in the Federal Building in Washington DC the Cesar Chavez Auditorium and inducted the Pioneers of the Farm Worker Movement into the Labor Hall of Honor?

"The Pioneers of the Farm Worker Movement; **"¡Sí, se puede!" or "Yes, you can".** The farm worker movement took the very best of other social justice movements – including lessons from Gandhi and Martin Luther King, Jr., effective civil disobedience and other peaceful tactics – and married them with modern strategies that involved consumers, students and effecting change by working within existing institutions. The movement drew upon and energized celebrities, politicians, the faith community, and other thinkers and doers. It wasn't just about one single person. It was thousands of ordinary people inspired to act with extraordinary courage. As a result, they successfully got their message into the public conscience across our country and around our world. Local, national and international efforts have used their methods as a valuable model for change ever since.

Leaders of the United Farm Workers of America and inductees into the Labor Hall of Honor:

César Chávez (1927 — 1993) **"It's ironic that those who till the soil, cultivate and harvest the fruits, vegetables and other foods that fill your tables with abundance have nothing left for themselves."** One of the most beloved and electrifying figures in labor history, César Chávez rose from fruit and vegetable picker to leader of the United Farm Workers of America. Intensely spiritual, he merged the teachings of Gandhi and Martin Luther King, Jr. into a philosophy of non-violence, confounding his opponents and assuring eventual success in his efforts to bring recognition, dignity and a better life to countless migrant farm workers following years of impoverishment and discrimination.

Dolores Huerta was raised by a single mother in the farm worker community of Stockton, California, as a young girl, Huerta observed the inhumane conditions faced by migrant farm workers and dedicated her life to

the men and women who harvest America's fields. Huerta co-founded the National Farm Workers Association with César Chávez in 1962. The union later became the United Farm Workers the oldest Latino organization to come out of the civil rights movement and the largest farm worker organization in America. Working side by side with Chávez, her accomplishments are vast. Huerta secured state-backed "aid for dependent families" and disability insurance for injured California farm workers. She directed a national grape boycott to protest the dangers of pesticides on grape pickers, which resulted in the entire California table grape industry changing its practices. And she negotiated the first-ever collective bargaining agreement with an agricultural business to secure better wages and working conditions for farm workers. Huerta was an outspoken advocate for world peace and the rights of immigrants, women, minorities, at-risk youth and LGBT Americans. During her decades of leadership, Huerta endured beatings, death threats and arrests for leading non-violent protests to give a voice to the voiceless. The unflappable leader had her bones, but never her spirit, broken in the struggle. In 2012, President Obama awarded Huerta the Presidential Medal of Freedom the nation's highest civilian honor for her lifetime of advocacy on behalf of the underserved."
From the US Department of Labor's Hall of Honor History.

For additional information regarding cultural months of interest please check the Diversity & Equity Office Intranet site!

Muriel

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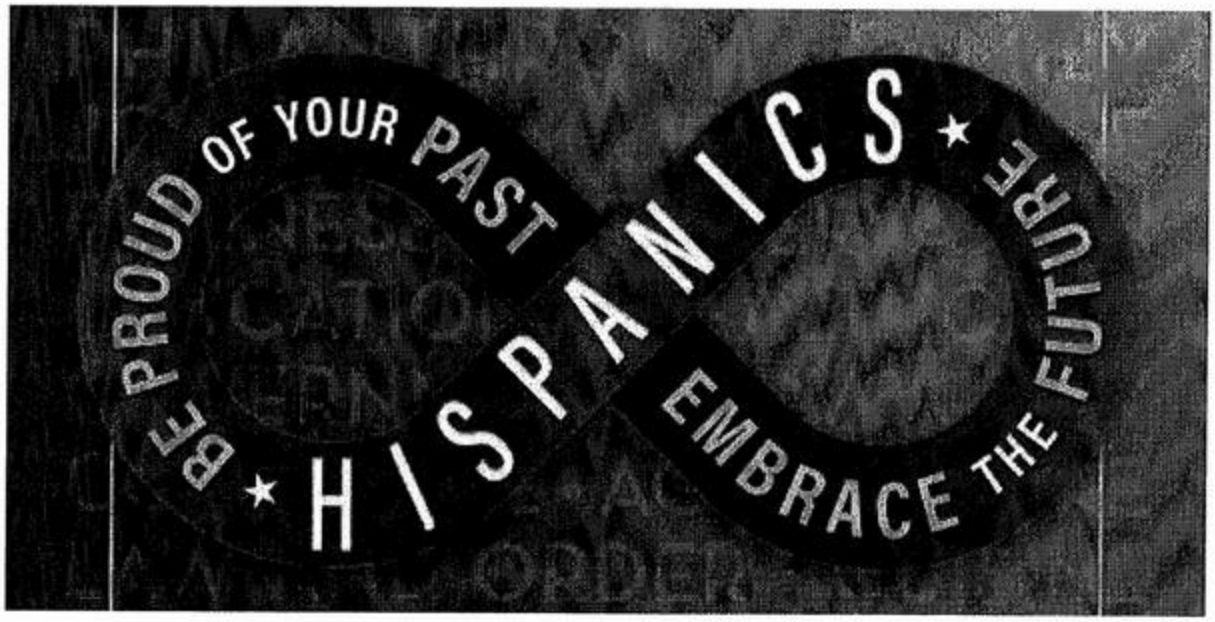

National Hispanic Heritage Month September 15-October 15
Hispanic Americans: A History of serving our nation

Hispanic Americans have helped shape our country in so many ways. They have served in the Armed Forces and given their lives to protect ours. Hispanic artists have enriched our lives with their many contributions to our culture. Hispanic sportsmen and women have inspired generations of fans. Hispanics also have a strong history as conservation leaders. In Puerto Rico, Hispanic Forest Service employees, such as José Marrero in the 1950s and '60s, invented Caribbean Tropical Forestry and helped rehabilitate degraded lands that were slowing down our economic situation and well-being. Hispanics are connected to the land and value and protect our natural resources.

National Hispanic Heritage Month commemorates Americans with ancestry from Spain, Mexico, the Caribbean and Central and South America. Starting as a week of observance in 1968, it was extended in 1988 to span a 30-day period from Sept. 15 to Oct. 15. The independence anniversary for five Latin American countries—Costa Rica, Nicaragua, El Salvador, Guatemala and Honduras—is September 15. Belize, Chile and Mexico celebrate their independence later in the month.

The National Council of Hispanic Employment Program Managers (NCHEPM), announced the 2021 Hispanic Heritage Month observance theme: "**Esperanza: A Celebration of Hispanic Heritage and Hope.**" The theme invites us to celebrate Hispanic Heritage and to reflect on how great our tomorrow can be if we hold onto our resilience and hope. It encourages us to reflect on all of the contributions Hispanics have made in the past and will continue to make in the future. It is also a reminder that we are stronger together.

We celebrate Hispanic Heritage Month to reflect on how contributions from the Hispanic community have helped to shape the past, present, and future of our country. From national defense to space exploration, from conducting scientific research to providing public service, from the study of law to the arts, literature and everything in between, the Hispanic community is firmly woven into the rich fabric of American culture.

Carpentier, Muriel

From: Carpentier, Muriel
Sent: Tuesday, April 13, 2021 7:48 AM
To: DOL-DL DOL All
Subject: April is "Celebrate Diversity Month"

April is "Celebrate Diversity Month." It was started in 2004 to recognize and honor the diversity that surrounds us in the many aspects of our lives. The original organizers hoped that, through celebrating our differences and similarities, people could gain a deeper understanding of each other. Diversity refers to the many ways we are different from each other – including our race, ethnicity, sex, disability status, culture, language, socio-economic status, religion, age, and gender identity – and that we all bring unique talents, abilities, and skills to our communities. Some simple ways you can celebrate include watching a documentary, reading literature, or listening to music from around the globe; supporting a minority-owned business; tasting a dish from another culture's cuisine; and searching for #diversitymonth on social media to see how others are celebrating. *(from CHRO's Diversity & Inclusion Committee)*

Muriel

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Carpentier, Muriel

From: Carpentier, Muriel
Sent: Wednesday, March 17, 2021 12:02 PM
To: DOL-DL DOL All
Subject: Happy Saint Patrick's Day
Attachments: Mar 17 St Patricks Day.pdf

Happy Saint Patrick's Day everyone!

Muriel

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St. Patrick's Day

St. Patrick's Day honors Ireland's patron saint and is a global celebration of Irish culture. Although St. Patrick's Day is not a federal holiday in the United States, Irish clubs and pubs often hold special events or promotions and large street parades are [illegible] throughout the country.

Background

Known as the "Apostle of Ireland", St. Patrick is the primary patron saint of Ireland (along with saints Brigid of Kildare and Columbia). He was a fifth-century missionary and bishop in Ireland who is said to have been born in Britain near the end of the fourth century to a wealthy Christian family of Roman citizenship. It is believed that St. Patrick died on March 17th around 460 A.D. Whereas Patrick grew up in Britain (and not Ireland), St. Patrick was captured by Irish raiders who were attacking his family's estate, and taken to Ireland as a slave when he was a young adult.

The Legend

According to Patrick's writing, while in captivity, a voice he believed to be God's spoke to him in a dream telling him it was time to leave Ireland. Soon after, Patrick escaped six years of enslavement and returned to Britain where he began religious training. After over a decade of training, Patrick experienced a second revelation in which an angel in a dream tells him to *return* to Ireland as a missionary, which he later does.

Celebrations

During the 19th and 2th centuries, when many Irish-born immigrants fled to other parts of the world including Australia, Canada, the United Kingdom and the United States, they brought with them many Irish customs, including St. Patrick's Day celebrations. The first St. Patrick's Day [illegible], held on March 17th in 1772 in NYC by [illegible] immigrants. Celebrations tend to concentrate on Irish themed parties and [illegible] meals such as corn cabbage. Many see St. Patrick's Day as a celebration of the colour green, although *blue* was the colour associated with the holiday. Many dress in green clothing and consume food and drink which have been dyed green. Bodies of water are dyed green in some public places, most notably that of the Chicago River in 2005.

St. Patrick is said to be buried below Down Cathedral in Downpatrick, Ireland.

http://www.latintimes.com/why-do-you-wear-green-st-patricks-day-see-history-behind-emerald-tradition-301368 & http://www.history.com/topics/st-patricks-day/who-was-saint-patrick & http://www.history.com/this-day-in-history/first-st-patricks-day-parade

Carpentier, Muriel

From: Carpentier, Muriel
Sent: Monday, March 8, 2021 7:04 AM
To: DOL-DL DOL All
Subject: March 8- International Women's Day

March is Women's History Month

Women's History Month had its origins as a national celebration in 1981 when Congress passed Pub. L. 97-28 which authorized and requested the President to proclaim the week beginning March 7, 1982 as "Women's History Week." Throughout the next five years, Congress continued to pass joint resolutions designating a week in March as "Women's History Week." In 1987 after being petitioned by the National Women's History Project, Congress passed Pub. L. 100-9 which designated the month of March 1987 as "Women's History Month." Between 1988 and 1994, Congress passed additional resolutions requesting and authorizing the President to proclaim March of each year as Women's History Month. Since 1995, presidents have issued a series of annual proclamations designating the month of March as "Women's History Month." These proclamations celebrate the contributions women have made to the United States and recognize the specific achievements women have made over the course of American history in a variety of fields. (Library of Congress)

Did you know that Frances Perkins served as the U.S. Secretary of Labor from 1933 to 1945, the longest serving in that position, and the first woman appointed to the U.S. Cabinet? During her term as Secretary of Labor, Ms. Perkins was responsible for establishing the unemployment insurance system, along with the first minimum wage and overtime laws for American workers.

Did you also know that the National Park Service has dedicated national historical parks throughout the country dedicated to women who made significant contributions to American history both past and present?

One example:

ROSIE THE RIVETER WWII HOME FRONT NATIONAL HISTORICAL PARK

National Park Service

In addition to fighting battles overseas, countless Americans — many of them women — spent the years during World War II doing their part on the home front. Established in 2000 and located in Richmond, California, Rosie the Riveter WWII Home Front National Historical Park tells the story of the challenges workers faced at home. The labor shortage created by the war opened the door for women and minorities to enter the workforce, which proved to be a crucial turning point in the struggle for equal rights.

Muriel

Muriel Carpentier
Equal Employment Opportunity Specialist II
Office of Diversity and Equity
Department of Labor
860-263-6520

Carpentier, Muriel

From: Carpentier, Muriel
Sent: Friday, February 26, 2021 10:01 AM
To: DOL-DL DOL All
Subject: Cultural Months of Interest

Greetings colleagues,

The intranet site for the Diversity and Equity Office, Cultural Calendar/ Of Interest page has been updated to include information on February's Black History Month in 2021. Please check it out as there is more information included regarding this important event. I encourage you to periodically check back as I hope to add new content for each month of cultural celebration.

~ Muriel

The Beginnings of Black History Month

Dr. Carter G. Woodson, pictured c.a. 1915, is universally known as the "Father of Black History."
Scurlock Studio Records, Archives Center, NMAH, Smithsonian Institution

Black History Month, or African American History Month, began as a weeklong celebration in 1926. Since the 1890s, Black communities celebrated the birthdays of two people considered to have a big impact on Black history in the US: Abraham Lincoln (February 12) and Frederick Douglass (February 14). In 1915, Dr. Carter G. Woodson was one of many people who traveled to Washington, DC, to participate in a national celebration of the 50th anniversary of nationwide emancipation. He was inspired by experiences from his trip to create an organization to promote the study of Black life and history. Soon after he helped to form what is now known as the Association for the Study of

African American Life and History, the sponsors of Black History Month.

Dr. Woodson dedicated his life to institutionalizing the field of Black history, including by advocating that it be a regular part of formal education. In 1926, he created the celebration of "Negro History Week" during the second week of February timed with the birthdays of Lincoln and Douglass. Dr. Woodson and other advocates provided educational materials each year, such as lesson plans, pictures, scripts for historical performances, and posters. Fifty years later, the weeklong celebration became a month long and has been recognized by presidential proclamation every year since. (from National Park Service- website)

Muriel

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Equal Employment Opportunity Specialist II
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ORGANIZATIONAL ANALYSIS
Pursuant to Connecticut Agency Regulations
Section 46a-68-82

Sec. 46a-68-82. Organizational analysis Each agency shall prepare an occupational category and job title study in the following manner:

(1) Each agency shall conduct a job title classification study. The study shall use job titles authorized by the Department of Administrative Services or established by statute which shall be arranged into lines of progression that depict the order of jobs through which an employee may advance. Titles without promotional opportunity shall be listed separately. Unclassified titles shall be so identified.

(2) Each agency shall conduct an occupational category study. Each job title listed in the job title classification study shall be placed in an occupational category with other job titles having similar job content, compensation schedules and opportunity. Titles within an occupational category shall be ranked from the highest to lowest compensation schedule. The salary range for each office, position and position classification shall be noted.

(3) Organizational charts shall be included in this section of the plan to illustrate lines of progression and reporting. (Effective April 17, 2015)

DEPARTMENT OF LABOR
JOB TITLE STUDY
August 30, 2022

Possible lines of progression for promotion

Connecticut Careers Trainee or Social Services Trainee
Community Services Representative (CSR)
Associate Community Services Representative
Career Development Specialist
Programs & Services Coordinator
Operations Coordinator
Unit Director

Connecticut Careers Trainee or Social Services Trainee
Community Services Representative (CSR)
Associate Community Services Representative
Resource Associate
Programs & Services Coordinator
Operations Coordinator
Unit Director

Connecticut Careers Trainee or Social Services Trainee
Community Services Representative (CSR)
Associate Community Services Representative
Business Services Specialist
Programs & Services Coordinator
Operations Coordinator
Unit Director

Connecticut Careers Trainee or Social Services Trainee
Community Services Representative (CSR)
Associate Community Services Representative
Adjudications Specialist
Programs & Services Coordinator
Operations Coordinator
Unit Director

Connecticut Careers Trainee or Social Services Trainee
Community Services Representative (CSR)
Associate Community Services Representative
Resource Associate or Adjudications Specialist
Appeals Referee
Associate Appeals Referee
Principal Appeals Referee
Director Employment Security Appeals Referee
Chairperson Employment Security Board of Review

Connecticut Careers Trainee or Fiscal Administrative Assistant
Fiscal Administrative Officer
Fiscal Administrative Supervisor
Fiscal Administrative Manager 1
Chief Fiscal Admin. Services 1

Connecticut Careers Trainee or Social Services Trainee
Revenue Agent 1
Revenue Agent 2
Revenue Agent 3

Connecticut Careers Trainee or Social Services Trainee
Wage & Hour Investigator 1
Wage & Hour Investigator 2
Wage Enforcement Agent
Field Supervisor Wage Regulation
Director of Wage & Workplace Standards

Connecticut Careers Trainee or Social Services Trainee
Research Analyst
Associate Research Analyst or Associate Economist
Research Analyst Supervisor
Asst. Director Research
Director of Research

Connecticut Careers Trainee or Social Services Trainee
Veterans' Employee Outreach Worker
Associate Community Services Representative
Resource Associate
Programs & Services Coordinator
Unit Director

Connecticut Careers Trainee
OSHA Health Officer
OSHA Safety Officer
OSHA Training Specialist or OS Occupational Hygienist
OSHA Manager
OSHA Director

IT Analyst 1
IT Analyst 2
IT Analyst 3
IT Supervisor or IT Subject Matter Expert
IT Manager 1 or 2

Associate Accountant
Fiscal Administrative Supervisor
Fiscal Administrative Manager 1
Chief Fiscal Admin. Services 1

Revenue Examiner 1
Revenue Examiner 2
Revenue Examiner 3
Revenue Examiner 4
Tax Unit Admins Supervisor
Unemployment Comp. Assistant Director of Accounts
Director of Accounts

Principal Attorney (RC)
Staff Attorney 3
Agency Legal Director

Trainer
Training Program Coordinator
Training Program Supervisor
Unit Director

Clerk Typist
Office Assistant
Secretary 1
Secretary 2
Administrative Assistant

Clerk
Clerk Typist
Office Assistant
Processing Technician

Mail Handler

Payroll Clerk
Fiscal Admins Officer

Titles Without Promotional Opportunities

Chief Fiscal Admin Supervisor 1
State Program Manager
Legislative Prog. Manager
Occupational Safety Health Dir.
Director Communications 1
Director Facilities Operations
Director Labor Operations
Chair Employment Security Board of Review
Director of Research
Unemployment Compensation Director of Accounts
Director of Mediation and Arbitration
Director of Wage and Workplace Standards
IT Manager 2
Manager of Community Advocacy
Veterans Aid Investigator
Processing Technician
Administrative Assistant
Training Coordinator
Grants & Contracts Specialist
Maintainer
Architectural Design Reviewer 2
Data Ops Sup Spec 3
Planning Analyst

Unclassified Titles

Commissioner of Labor
Deputy Commissioner of Labor
Executive Assistant
Executive Secretary
Mediator
Labor Relations Agent
Employment Security Board of Review Member

Department of Labor
Workforce Analysis (Full Time) As of 04/30/2022
OCCUPATIONAL CATEGORY STUDY
Total Agency by Salary
5-1-2021 thru 4-30-2022

Job Title	Job Code	EEO Cat	Sal Grd Descr	Min Annual Salary	Max Annual Salary
ChfOfFscl/AdmSvcs1	0131MP	Officl/Adm	MP Managerial 40 Hour 071	$117,671	$160,438
UnCompDirAccts	1795MP	Officl/Adm	MP Managerial 40 Hour 071	$117,671	$160,438
Agency Legal Director	8539MP	Officl/Adm	MP Managerial 40 Hour 070	$113,147	$154,280
ChrmOfEmplmntSecBdRv	1508MP	Officl/Adm	MP Managerial 40 Hour 070	$113,147	$154,280
DirectorOfLaborOperations	0414MP	Officl/Adm	MP Managerial 40 Hour 070	$113,147	$154,280
Fiscal Adm Mgr 2	1588MP	Officl/Adm	MP Managerial 40 Hrs 069	$108,792	$148,341
DirEmplmntSecAplsrefSectn	1666MP	Officl/Adm	MP Managerial 40 Hour 068	$104,604	$142,638
DirOfWage&WrkPlcStnds	2730MP	Officl/Adm	MP Managerial 40 Hour 068	$104,604	$142,638
LabDptDirOfResrch&Info	2875MP	Officl/Adm	MP Managerial 40 Hour 068	$104,604	$142,638
UnCompAsstDirAccts	8494MP	Officl/Adm	MP Managerial 40 Hour 068	$104,604	$142,638
IT Mgr 2	1562MP	Officl/Adm	MP Managerial 40 Hr 068	$104,604	$142,638
DirofUnInsFldSvs&Adjud	AR2 67	Officl/Adm	P5 AR2 40 hour 067	$100,585	$137,146
DirMedtn&Arbn	6980MP	Officl/Adm	MP Managerial 40 Hour 067	$100,585	$137,146
OcuptnlSfty&HlthDir	2644MP	Officl/Adm	MP Managerial 40 Hour 067	$100,585	$137,146
IT Mgr 1	1561MP	Officl/Adm	MP Managerial 40 Hour 066	$93,713	$131,873
LbrDeptUnitDir	9070MP	Officl/Adm	MP Managerial 40 Hour 066	$93,713	$131,873
DirOfFacilsOpns	0376MP	Officl/Adm	MP Managerial 40 Hour 065	$92,997	$126,793
LbrDptAsstDrRsrch&Info	0573MP	Officl/Adm	MP Managerial 40 Hour 065	$92,997	$126,793
LegPrgmMgr(RC)	0101MP	Officl/Adm	MP Managerial 40 Hour 065	$92,997	$126,793
Director of Communications 1	0514MP	Officl/Adm	MP Managerial 40 Hour 065	$92,997	$126,793
StatePrgMgr	4799MP	Officl/Adm	MP Managerial 40 Hour 064	$89,410	$121,916
ManagerOfCommunityAdvocacy	5566MP	Officl/Adm	MP Managerial 40 Hour 063	$85,979	$117,223
GenlCnslforBrdofLbrRel	4118MP	Professnls	MP Managerial 40 Hour 069	$108,792	$148,341
PrincipalAttorney RC	3920AR	Professnls	AR P-5 40 HRS 033	$106,598	$137,446
AsstGenlCnsl,BdLbrRel	0362MP	Professnls	MP Managerial 40 Hour 067	$100,585	$137,146
StaffAttorney3	0089AR	Professnls	AR P-5 40 HRS 032	$102,480	$132,408
Fiscal/AdminMgr1	0914AR	Professnls	AR2 P-5 40 Hour-Rg 066	$96,713	$131,873
UnCompTaxAdminSupv	6907AR	Professnls	AR P-5 40 HRS 031	$98,530	$127,573
EmplmntSecPrinAplsRef	3303SH	Professnls	SH P-2 40 HRS 031	$94,829	$121,001

Fscl/AdmSupv	0083AR	Professnls	AR P-5 40 HRS 029	$91,067	$118,370
Revenue Examiner 4	8663AR	Professnls	AR P-5 40HRS 029	$91,067	$118,370
AgyLaborRelationsSpec	5257MP	Professnls	MP Managerial 40 Hour 063	$85,979	$117,223
AsstLbrRelAgnt	0929MP	Professnls	MP Managerial 40 Hour 063	$85,979	$117,223
HRGeneralist3	6168MP	Professnls	MP Managerial 40 Hour 063	$85,979	$117,223
OcuptnlSfty&HlthMgr	1797MP	Professnls	MP Managerial 40 Hour 063	$85,979	$117,223
EEEO 2	0143MP	Professnls	MP Managerial 40 Hour 063	$85,979	$117,223
IT SubjMatterExpert	7607EU	Professnls	EU P-4 35 Hour Data Proces 032	$91,207	$116,705
IT Supervisor	7606EU	Professnls	EU P-4 35 Hour Data Proces 032	$91,207	$116,705
ResearchAnalystSupervisor	6456AR	Professnls	AR P-5 40 HRS 028	$90,203	$115,434
RevenueExaminer3	8647AR	Professnls	AR P-5 40 HRS 027	$85,865	$110,179
LabDptOpnsCoordRC	0700SH	Professnls	SH P-2 40 HRS 028	$86,884	$109,493
EmplmntSecAssocAplsRef	3315SH	Professnls	SH P-2 40 HRS 028	$86,884	$109,493
IT Analyst 3	7605EU	Professnls	EU P-4 35 Hour Data Proces 030	$84,308	$108,309
CommunicationsSpecialist(RC)	6663AR	Professnls	AR P-5 40 HRS 026	$81,814	$105,221
AssociateAccountant	0941AR	Professnls	AR P-5 40 HRS 026	$81,814	$105,221
AssociateEconomist	7165AR	Professnls	AR P-5 40 HRS 026	$81,814	$105,221
AssociateResearchAnalyst	6856AR	Professnls	AR P-5 40 HRS 026	$81,814	$105,221
GrantsAndContractsSpecialist	4191AR	Professnls	AR P-5 40 HRS 026	$81,814	$105,221
OccupationalHygienist	5957AR	Professnls	AR P-5 40 HRS 026	$81,814	$105,221
OccupationalSafetyOfficer	5973AR	Professnls	AR P-5 40 HRS 026	$81,814	$105,221
OcuptnlSftyTrngSpec	3179AR	Professnls	AR P-5 40 HRS 026	$81,814	$105,221
IT Analyst 2	7604EU	Professnls	EU P-4 35 Hour Data Proces 028	$80,284	$101,741
RevenueExaminer2	8658AR	Professnls	AR P-5 40 HRS 025	$77,971	$100,495
ArchtDesnRevewr2	1284EE	Professnls	EE P-4 35 Hour Cert Sci Jo 025	$69,394	$99,879
EmplmntSecAplsRef	3312SH	Professnls	SH P-2 40 HRS 026	$78,742	$99,811
LabDptPrgm&SvcsCoordRC	8251SH	Professnls	SH P-2 40 HRS 026	$78,742	$99,811
FieldSupvOfWgeReg	3937SH	Professnls	SH P-2 40 HRS 026	$78,742	$99,811
TrainingProgramCoordinator	8146AR	Professnls	AR P-5 40 HRS 024	$74,336	$96,014
LabDptOperCoor	5247SH	Professnls	SH P-2 40 HRS 025	$75,051	$95,317
WageEnforcementAgent	9241SH	Professnls	SH P-2 40 HRS 024	$71,554	$91,065
AccountsExaminer	0030AR	Professnls	AR P-5 40 HRS 023	$70,930	$91,694
Fiscal/AdministrativeOfficer	1308AR	Professnls	AR P-5 40 HRS 023	$70,930	$91,694
RevenueAgent2	7533AR	Professnls	AR P-5 40 HRS 023	$70,930	$91,694
RevenueExaminer1	8657AR	Professnls	AR P-5 40 HRS 023	$70,930	$91,694
HRAssociate	0911MP	Professnls	MP Managerial 40 Hour 057	$65,388	$89,163
Trainer	7717AR	Professnls	AR P-5 40 HRS 022	$67,718	$87,635
ResearchAnalyst	6855AR	Professnls	AR P-5 40 HRS 022	$67,718	$87,635

LabDptBusSvcsSpecRC	8253SH	Professnls	SH P-2 40 HRS 023	$68,268	$86,969
LabDptCarDevSpecRC	8254SH	Professnls	SH P-2 40 HRS 023	$68,268	$86,969
LabDptResAssocRC	8250SH	Professnls	SH P-2 40 HRS 023	$68,268	$86,969
LabDptAdjSpecRC	8255SH	Professnls	SH P-2 40 HRS 023	$68,268	$86,969
LabDptPrgm&SvcsCoord	5249SH	Professnls	SH P-2 40 HRS 023	$68,268	$86,969
IT Analyst 1 RC	7609EU	Professnls	EU P-4 35 Hour Data Proces 024	$66,161	$84,625
IT Analyst 1	7603EU	Professnls	EU P-4 35 Hour Data Proces 023	$63,126	$80,821
OccupSafetyHealthOfficer	0005AR	Professnls	AR P-5 40 hrs 019	$59,772	$76,056
RevenueAgent1	6887AR	Professnls	AR P-5 40 HRS 019	$59,772	$76,065
LabDptCmtySvcsRepRC	4952SH	Professnls	SH P-2 40 HRS 020	$60,455	$75,489
LabDptAdjudSpec	5242SH	Professnls	SH P-2 40 HRS 020	$60,455	$75,489
LabDptBusSvcsSpec	5244SH	Professnls	SH P-2 40 HRS 020	$60,455	$75,489
LabDptCarDevSpec	5245SH	Professnls	SH P-2 40 HRS 020	$60,455	$75,489
LabDptResAssoc	5250SH	Professnls	SH P-2 40 HRS 020	$60,455	$75,489
WageAndHourInvestigator2	7592SH	Professnls	SH P-2 40 HRS 020	$60,455	$75,489
LabDptAssocCommSvsRep	5243SH	Professnls	SH P-2 40 HRS 019	$57,534	$72,142
VeteransAidInvestigator	9091SH	Professnls	SH P-2 40 HRS 019	$57,534	$72,142
WageAndHourInvestigator1	9240SH	Professnls	SH P-2 40 HRS 019	$57,534	$72,142
PropertyCoordinator	6586AR	Professnls	AR P-5 40 HRS 018	$56,968	$72,721
LabDptCommSvcsRep	5246SH	Professnls	SH P-2 40 HRS 017	$52,203	$65,940
LabDptVetsEmplmntOutrchWkr	5252SH	Professnls	SH P-2 40 HRS 017	$52,203	$65,940
CtCarTrne(A&R)	2292AR	Professnls	AR P-5 40 HRS 015	$49,271	$63,596
CtCarTrne(Socl&HumanSvcs)	1992SH	Professnls	SH P-2 40 HRS 015	$47,424	$60,329
Social Services Trainee	7743SH	Professnls	SH P-2 40 HRS 014	$45,255	$57,732

Fiscal/AdminAsst	1317AR	Para-Prof	AR P-5 40 HRS 019	$59,772	$76,056

DuplicatingTechnician1	3103TC	Skill Crft	TC NP-2 37.5 Hour 012	$40,619	$51,688

Material Storage Supvr 1	5562TC	Serv/Maint	TC NP-2 37.5 Hour 016	$49,023	$63,658
Maintainer	0426TC	Serv/Maint	TC NP-2 37.5 Hour 009	$37,335	$46,654

ExecutiveSecretary	3594SE	Admin Supp	SE Exec Sec 40 Hour 001	$60,254	$82,368
AdministrativeAssistant	3591CA	Admin Supp	CA Clerical Confidential 40 019	$57,777	$76,263
AdministrativeAssistant	3591CL	Admin Supp	CL NP-3 Clerical 40 HRS 019	$57,777	$74,767
DPOpnsSuprtSpec3	3199CL	Admin Supp	CL NP-3 Clerical 40 HRS 018	$55,106	$71,520
Secretary 2	7539CA	Admin Supp	CA Clerical Confidential 4 016	$50,050	$66,759
PayrollClerk	6157CL	Admin Supp	CL NP-3 Clerical 40 HRS 016	$50,050	$65,448

ProcessingTechnician	6435CL	Admin Supp	CL NP-3 Clerical 40 HRS 016	$50,050	$65,448
Secretary2	7539CL	Admin Supp	CL NP-3 Clerical 40 HRS 016	$50,050	$65,448
DuplicSvcsSupv1	3101TC	Admin Supp	TC NP-2 37.5 Hour 016	$49,023	$63,658
Secretary1	6976CL	Admin Supp	CL NP-3 Clerical 40 HRS 014	$45,725	$59,999
Lead Mail Handler	5504TC	Admin Supp	TC NP-2 Clerical 37.5 HRS 014	$44,731	$58,416
OfficeAssistant	7086CL	Admin Supp	CL NP-3 Clerical 40 HRS 013	$43,815	$57,486
MailHandler	5499TC	Admin Supp	TC NP-2 37.5 Hour 011	$39,472	$49,986
ClerkTypist	2008CL	Admin Supp	CL NP-3 Clerical 40 HRS 010	$39,284	$49,658

WORKFORCE ANALYSIS

Pursuant to Connecticut Agency Regulations
Section 46a-68-83

(a) Each agency shall report the racial and sexual composition of its full-time employees for each office, position and position classification identified in the job title study on forms prescribed by the Commission on Human Rights and Opportunities staff. A separate analysis shall be performed for part-time and other employees. The workforce analysis shall inventory the:

(1) total agency workforce by occupational category with percentages of race and sex groups calculated for each occupational category;

(2) total agency workforce by office, position and position classification within each occupational category;

(3) agency workforce in each relevant labor market area by occupational category; and

(4) agency workforce in each relevant labor market area by office, position and position classification within each occupational category.

(b) Each agency shall report the age groupings of its full-time workforce by occupational category, in five year increments as prescribed by the Commission on Human Rights and Opportunities staff; and

(c) Each agency shall report the number of physically disabled persons in its full-time workforce by occupational category.

(Effective April 17, 2015)

Workforce Analysis
Total Workforce

Agency: Department of Labor

Reporting Date: August 30, 2022

Occupational Category: Total Workforce

Title	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown		
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown
Officials/Administrators	30	18	12	13	8	1	2	3	1	1	0	0	0	0	1	0
%	100.0%	60.0%	40.0%	43.3%	26.7%	3.3%	6.7%	10.0%	3.3%	3.3%	0.0%	0.0%	0.0%	0.0%	3.3%	0.0%
Professional	499	199	299	120	144	33	72	23	49	10	16	3	4	10	14	1
%	100.0%	39.9%	59.9%	24.0%	28.9%	6.6%	14.4%	4.6%	9.8%	2.0%	3.2%	0.6%	0.8%	2.0%	2.8%	0.2%
Technician	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
%	100%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Paraprofessional	4	0	4	0	1	0	1	0	1	0	1	0	0	0	0	0
%	100.0%	0.0%	100.0%	0.0%	25.0%	0.0%	25.0%	0.0%	25.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Clerical	43	3	40	1	14	1	13	1	8	0	2	0	0	0	3	0
%	100.0%	6.9%	93.0%	2.3%	32.6%	32.6%	30.2%	32.6%	18.6%	0.0%	4.7%	0.0%	0.0%	0.0%	6.9%	0.0%
Skilled Craft	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
%	100.0%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Service / Maintenance	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0
%	100.0%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total Workforce	**579**	**223**	**355**	**137**	**167**	**35**	**88**	**27**	**59**	**11**	**19**	**3**	**4**	**10**	**18**	**1**
%	**100.0%**	**38.5%**	**61.3%**	**23.7%**	**28.8%**	**6.0%**	**15.2%**	**4.7%**	**10.2%**	**1.9%**	**3.3%**	**0.5%**	**0.7%**	**1.7%**	**3.1%**	**0.2%**

Workforce Analysis

DOL Full-Time Workforce - OFFICIALS

Agency: Department of Labor

Occupational Category: Officials

Reporting Date: August 30, 2022

Labor Market Area Statewide

Title	Job Class	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown		
					Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown
Agency Legal Director	8539	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
State Program Mgr	4799	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Chair - ES Bd Review	1508	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ChfOfFscl/AdmSvcs1	5246	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
DirESecAplsrefSectn	1666	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0
Dir Facility Ops	0376	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Dir Med & Arb	6980	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Dir Wage&WrkplcStrds	2730	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Ex Dir Employment Svcs		1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
IT Manager 2	1561	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Dir of Labor Ops	0414	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Dir of Res & Info	2875	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Asst Dir of Research	0573	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Leg Prog Mgr	0101	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Mgr Comm Advc	5566	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Occ Safety Hlth Dir	2644	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
UC Dir of Accts	1795	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
UCAsst Dir of Accts	8494	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Dir UI Fld Svcs & Adj	9070	2	2	0	1	0	0	0	1	0	0	0	0	0	0	0	0
Unit Director	1795	12	5	7	5	5	0	1	0	1	0	0	0	0	0	0	0
Dir of Communications	514	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Grand Total		**30**	**18**	**12**	**13**	**8**	**1**	**2**	**3**	**1**	**1**	**0**	**0**	**0**	**0**	**1**	**0**
	%	**100.0%**	**60.0%**	**40.0%**	**43.3%**	**26.7%**	**3.3%**	**6.7%**	**10.0%**	**3.3%**	**3.3%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**3.3%**	**0.0%**

DOL Workforce Analysis Full Time
Professional Various - Total Category

Agency: Department of Labor

Reporting Date: August 30, 2022

Occupational Category: Professional Various

Labor Market Area Statewide

Position Classification (25+) All Titles

Title	Job Class	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown		
					Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown
Accountant	0026	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Accounts Examiner	0030	4	1	3	1	1	0	1	0	0	0	1	0	0	0	0	0
AgyLbrRelationsSpec	5257	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arch Des Rev 2	1284	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asst Lab Rel Agent	0929	2	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0
Assoc Accountant	0941	5	0	5	0	3	0	1	0	1	0	0	0	0	0	0	0
Assoc Econ	7165	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0
Assoc Res Analyst	6856	10	7	3	6	2	0	0	0	0	1	1	0	0	0	0	0
Asst Gn Csl BdLbr Rel	0362	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ACTs Target Rev Ex 1	1992	25	7	18	1	5	1	5	1	0	0	2	0	1	4	5	0
Communication Spec	6663	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Consumer Info Rep		1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Economist	3150	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ES Appeals Ref	3312	16	7	9	5	4	0	3	0	0	0	0	1	1	1	1	0
ES Assoc Appls Ref	3315	11	4	7	2	4	1	2	1	0	0	1	0	0	0	0	0
ES Prin Apls Ref	3303	3	2	1	2	1	0	0	0	0	0	0	0	0	0	0	0
EEO 2	159	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Field Spv WageReg	3937	3	1	2	0	1	1	0	0	1	0	0	0	0	0	0	0
Fiscal Adm Off	1308	6	0	6	0	3	0	0	0	3	0	0	0	0	0	0	0
Fiscal Admin Sup	0083	2	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0
Fiscal Adm Mgr 2	1588	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
GnrlCnsl BdofLbrRel	6164	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Grnts & Cont Spec	4191	4	0	4	0	2	0	1	0	1	0	0	0	0	0	0	0
IT Analyst 1	7603	7	6	1	1	1	3	0	1	0	0	0	0	0	1	0	0
IT Analyst 2	7604	5	5	0	3	0	0	0	0	0	1	0	0	0	1	0	0
IT Analyst 3	7605	8	5	3	2	2	2	0	0	0	0	1	0	0	1	0	0
IT Subj Matter Exp	7607	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
IT Supervisor	7606	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Adj Spec	8255	43	11	32	6	12	3	12	2	7	0	1	0	0	0	0	0
Assoc CSR	4954	37	15	22	5	8	4	6	4	6	0	0	1	0	1	2	0
Bus. Svc. Spec.	8253	11	4	7	2	5	2	2	0	0	0	0	0	0	0	0	0
Sub Total Sec 1		209	82	127	40	58	17	33	11	19	3	7	2	2	9	8	0

DOL Workforce Analysis Full Time
Professional Various - Total Category- Continued

Car Dev Spec	8254	12	4	8	2	3	0	2	2	3	0	0	0	0	0	0	0
CSR / CCT	4294	58	19	39	13	11	4	11	0	11	0	1	1	2	1	3	0
Ops Coord	0700/5247	21	14	7	12	7	0	0	1	0	1	0	0	0	0	0	0
Occup Hygienist	5957	7	3	4	3	2	0	0	0	0	0	1	0	0	0	1	0
Occup Safety Officer	5973	8	5	3	4	3	1	0	0	0	0	0	0	0	0	0	0
Occup Safety Hlth Off	76021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Occup Safety Hlth Mgr	1797	2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0
Occup SafetyTrngSpec	3179	2	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1
Principal Atty	3920	2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0
PSC	8251	44	13	31	9	18	1	6	2	5	1	2	0	0	0	0	0
Property Coord	6586	2	2	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Research Analyst	6855	5	2	3	1	3	1	0	0	0	0	0	0	0	0	0	0
Res Analyst Supvsr	6456	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Revenue Agent 1	6887	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0
Revenue Agent 2	7533	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Revenue Exam 1	8657	5	4	1	3	0	1	0	0	1	0	0	0	0	0	0	0
Revenue Exam 2	8658	14	5	9	3	2	1	5	0	1	1	1	0	0	0	0	0
Revenue Exam 3	8663	16	5	11	3	6	0	3	1	0	1	2	0	0	0	0	0
Revenue Exam 4		2	2	0	1	0	0	0	0	0	1	0	0	0	0	0	0
Resource Associate	8250	32	12	20	6	11	4	4	1	4	1	1	0	0	0	0	0
Social Srvcs Trainee	7743	8	1	7	0	4	0	1	0	2	1	0	0	0	0	0	0
Staff AsstCnsl BOR	7837	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Staff Attorney 2	0088	5	3	2	3	2	0	0	0	0	0	0	0	0	0	0	0
Staff Attorney 3	0089	3	0	3	0	1	0	2	0	0	0	0	0	0	0	0	0
Trainer	7717	2	0	2	0	0	0	0	0	0	0	0	0	0	0	2	0
TrainingProgCoord	8146	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
UC TaxAdminSuprvsr	6907	7	5	2	5	2	0	0	0	0	0	0	0	0	0	0	0
Veterans Aid Inv	9091	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Vet Emp Out Wrkr	4950	3	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0
Visual Med Design 3	9127	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wage Enf Agent	9241	18	7	11	4	6	1	4	2	0	0	1	0	0	0	0	0
Wage Hr Inv 1	9240	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wage Hr. Inv. 2	7592	6	3	3	0	0	1	0	2	3	0	0	0	0	0	0	0
Sub Total Sec 2		290	117	172	80	86	16	39	12	30	7	9	1	2	1	6	1
Sub Total Sec 1		209	82	127	40	58	17	33	11	19	3	7	2	2	9	8	0
Grand Total		**499**	**199**	**299**	**120**	**144**	**33**	**72**	**23**	**49**	**10**	**16**	**3**	**4**	**10**	**14**	**1**
	%	**100.0%**	**39.9%**	**59.9%**	**24.0%**	**28.9%**	**6.6%**	**14.4%**	**4.6%**	**9.8%**	**2.0%**	**3.2%**	**0.6%**	**0.8%**	**2.0%**	**2.8%**	**0.2%**

total male and total females do not include unknown/unknown

ACTs target Revenue Examiner 1 may or may not continue to increase. For this Plan period the job title is included in <25; if staffing exceeds 25 then this title will be moved to >25 and a separate analysis will be required.

DOL Workforce Analysis Full Time
Total Professional Statewide

Agency: Department of Labor

Occupational Category: Professional

Position Classification (<25): All titles

Reporting Date: August 30, 2022

Labor Market Area Statewide

Title	Job Class	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown		
					Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown
Accountant	0026	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Accounts Examiner	0030	4	1	3	1	1	0	1	0	0	0	1	0	0	0	0	0
AgyLbrRelationsSpec	5257	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arch Des Rev 2	1284	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asst. Lab Rel Agent	0929	2	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0
Assoc Accountant	0941	5	0	5	0	3	0	1	0	1	0	0	0	0	0	0	0
Assoc Econ	7165	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0
Assoc Res Analyst	6856	10	7	3	6	2	0	0	0	0	1	1	0	0	0	0	0
Asst Gn Csl BdLbr Rel	0362	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ACTs Target Rev Ex 1	0034	25	7	18	1	5	1	5	1	0	0	2	0	1	4	5	0
Communications Spec	6663	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Consumer Info Rep		1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Economist	3150	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ES Appeals Ref	3312	16	7	9	5	4	0	3	0	0	0	0	1	1	1	1	0
ES Assoc Appls Ref	3315	11	4	7	2	4	1	2	1	0	0	1	0	0	0	0	0
ES Prin Apls Ref	3303	3	2	1	2	1	0	0	0	0	0	0	0	0	0	0	0
EEO 2	159	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Field Spv Wage Reg	3937	3	1	2	0	1	1	0	0	1	0	0	0	0	0	0	0
Fiscal Adm Mgr 2	1308	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Fiscal Adm Off - FAO	0083	6	0	6	0	3	0	0	0	3	0	0	0	0	0	0	0
Fiscal Admin Sup	0083	2	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0
GnrlCnsl BdofLbrRel	6164	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Grnts & Cont Spec	4191	4	0	4	0	2	0	1	0	1	0	0	0	0	0	0	0
IT Analyst 1	7603	7	6	1	1	1	3	0	1	0	0	0	0	0	1	0	0
IT Analyst 2	7604	5	5	0	3	0	0	0	0	0	1	0	0	0	1	0	0
IT Analyst 3	7605	8	5	3	2	2	2	0	0	0	0	1	0	0	1	0	0
IT Subj Matter Exp	7607	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0
IT Supervisor	7606	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Assoc CSR	4954	37	15	22	5	8	4	6	4	6	0	0	1	0	1	2	0
Bus. Svc. Spec.	8253	11	4	7	2	5	2	2	0	0	0	0	0	0	0	0	0
Sub Total Sec 1		166	71	95	34	46	14	21	9	12	3	6	2	2	9	8	0

DOL Workforce Analysis Full Time
Total Professional Statewide - Continued

Car Dev Spec	8254	12	4	8	2	3	0	2	2	3	0	0	0	0	0	0	0
Ops Coord	0700/5247	21	14	7	12	7	0	0	1	0	1	0	0	0	0	0	0
Occup Hygienist	5957	7	3	4	3	2	0	0	0	0	0	1	0	0	0	1	0
Occup Safety Officer	5973	8	5	3	4	3	1	0	0	0	0	0	0	0	0	0	0
OccupSaftyHlthOfficer	0005	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Occup Safety Hlth Mgr	1797	2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0
Occup SafetyTrngSpec	3179	2	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1
Planning Analyst	6297	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Principal Atty	3920	2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0
Property Coord	6586	2	2	0	1	0	1	0	0	0	0	0	0	0	0	0	0
Research Analyst	6855	5	2	3	1	3	1	0	0	0	0	0	0	0	0	0	0
Res Analyst Supvsr	6456	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Revenue Agent 1	6887	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0
Revenue Agent 2	7533	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Revenue Exam 1	8657	5	4	1	3	0	1	0	0	1	0	0	0	0	0	0	0
Revenue Exam 2	8658	14	5	9	3	2	1	5	0	1	1	1	0	0	0	0	0
Revenue Exam 3	8663	16	5	11	3	6	0	3	1	0	1	2	0	0	0	0	0
Revenue Exam 4		2	2	0	1	0	0	0	0	0	1	0	0	0	0	0	0
StaffAsstCnslBOR	7837	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Staff Attorney 2	0088	5	3	2	3	2	0	0	0	0	0	0	0	0	0	0	0
Staff Attorney 3	0089	3	0	3	0	1	0	2	0	0	0	0	0	0	0	0	0
Trainer	7717	2	0	2	0	0	0	0	0	0	0	0	0	0	0	2	0
TrainingProgCoord	8146	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
UC TaxAdminSuprvsr	6907	7	5	2	5	2	0	0	0	0	0	0	0	0	0	0	0
Veterans Aid Inv.	9091	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Vet Emp Out Wrk	4950	3	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0
Visual Med Design 3	9127	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wage Enf Agent	9241	18	7	11	4	6	1	4	2	0	0	1	0	0	0	0	0
Wage Hr Inv 1	9240	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wage HR. Inv. 2	7592	6	3	3	0	0	1	0	2	3	0	0	0	0	0	0	0
Sub Total Sec 2		148	72	75	52	42	7	17	9	8	4	5	0	0	0	3	1
Sub Total Sec 1		166	71	95	34	46	14	21	9	12	3	6	2	2	9	8	0
Grant Total		**314**	**143**	**170**	**86**	**88**	**21**	**38**	**18**	**20**	**7**	**11**	**2**	**2**	**9**	**11**	**1**
	%	**100.0%**	**45.5%**	**54.1%**	**27.4%**	**28.0%**	**6.9%**	**12.1%**	**5.7%**	**6.4%**	**2.2%**	**3.5%**	**0.6%**	**0.6%**	**2.9%**	**3.5%**	**0.3%**

total male and total females do not include unknown/unknown

Workforce Analysis
Professionals >25

Agency: Department of Labor

Occupational Category: Professional

Position Classification (>25): All Titles

Reporting Date: August 30, 2022

Labor Market Area Statewide

Job Titles (25 or More Employees)	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown		
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown
Adjudication Spec	43	11	32	6	12	3	12	2	7	0	1	0	0	0	0	0
%	100.0%	25.6%	74.4%	14.0%	27.9%	7.0%	27.9%	4.7%	16.3%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%
CSR / CCT / SST	66	20	46	13	15	4	12	0	13	1	1	1	2	1	3	0
%	100.0%	30.3%	69.7%	19.7%	22.7%	6.1%	18.2%	0.0%	19.7%	1.5%	1.5%	1.5%	3.0%	1.5%	4.5%	0.0%
Prog & Svcs Coord	44	13	31	9	18	1	6	2	5	1	2	0	0	0	0	0
%	100.0%	29.5%	70.5%	20.5%	40.9%	2.3%	13.6%	4.5%	11.4%	2.3%	4.5%	0.0%	0.0%	0.0%	0.0%	0.0%
Resource Assoc	32	12	20	6	11	4	4	1	4	1	1	0	0	0	0	0
%	100.0%	37.5%	62.5%	18.8%	34.4%	12.5%	12.5%	3.1%	12.5%	3.1%	3.1%	0.0%	0.0%	0.0%	0.0%	0.0%
Total >25	185	56	129	34	56	12	34	5	29	3	5	1	2	1	3	0
%	100.0%	30.3%	69.7%	18.4%	30.3%	6.5%	18.4%	2.7%	15.7%	1.6%	2.7%	0.5%	1.1%	1.1%	1.6%	0.0%

DOL Workforce Analysis Full Time
Technicians, Paraprofessionals, Skilled Crafts, Service / Maintenance

Agency: Department of Labor

Reporting Date: August 30, 2022

Occupational Category: Tech, Paraprof, Skilled Crafts, Svc/Maint

Labor Market Area Hartford

ALL - IT TECHNICIANS

Title	Job Class	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown		
					Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown
IT Technician	7602	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total IT Technicians		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
%		100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

ALL - PARAPROFESSIONALS

Title	Job Class	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown		
					Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown
Fiscal Admin / Asst	1317	3	0	3	0	1	0	0	0	1	0	1	0	0	0	0	0
Payroll Officer 1	6146	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0
Total Paraprofessionals		4	0	4	0	1	0	1	0	1	0	1	0	0	0	0	0
%		100.0%	0.0%	100.0%	0.0%	25.0%	0.0%	25.0%	0.0%	25.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%

ALL - SKILLED CRAFTS

Title	Job Class	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown		
					Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown
Dup Tech 1	3103	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Total Skilled Crafts		1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
%		100.0%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

ALL - SERVICE / MAINTENANCE

Title	Job Class	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown		
					Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown
Maintainer	0426	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Mat Stor Sup 1	5562	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Total Service / Maintenance		2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0
%		100.0%	100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

DOL Workforce Analysis Full Time
Administrative / Clerical

Agency: Department of Labor

Occupational Category: Administrative / Clerical

Reporting Date: August 30, 2022

Labor Market Area: Statewide

Title	Job Class	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown		
					Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown
Admin Asst	3591	10	0	10	0	4	0	2	0	2	0	1	0	0	0	1	0
Clerk Typist	2008	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0
Office Assistant	7086	2	0	2	0	1	0	1	0	0	0	0	0	0	0	0	0
DPOpsSupSpec3	3198	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Dupl Serv Supv 1	3101	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Mail Handler	5499	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0
Lead Mail Handler	5504	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Payroll Clerk	6157	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Processing Tech	6435	5	1	4	1	1	0	1	0	1	0	0	0	0	0	1	0
Secretary 2	7539	10	0	10	0	5	0	3	0	1	0	0	0	0	0	1	0
Secretary 1	6976	11	0	11	0	2	0	4	0	4	0	1	0	0	0	0	0
Total Office / Clerical - Statewide		**43**	**3**	**40**	**1**	**14**	**1**	**13**	**1**	**8**	**0**	**2**	**0**	**0**	**0**	**3**	**0**
%		**100%**	**6.9%**	**93.0%**	**2.3%**	**32.6%**	**2.3%**	**30.2%**	**2.3%**	**18.6%**	**0.0%**	**4.7%**	**0.0%**	**0.0%**	**0.0%**	**6.9%**	**0.0%**

DOL Workforce Analysis Full Time
Administrative / Clerical

Agency: Department of Labor

Occupational Category: Administrative / Clerical

Reporting Date: August 30, 2022

Labor Market Area: Hartford

Title	Job Class	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown		
					Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown
Admin Asst	3591	10	0	10	0	4	0	2	0	2	0	1	0	0	0	1	0
Clerk Typist	2008	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0
Office Assistant	7086	2	0	2	0	1	0	1	0	0	0	0	0	0	0	0	0
Data Ops Sup Spec 3	3198	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Dupl Serv Supv 1	3101	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Lead Mail Handler	5504	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Mail Handler	5499	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0
Payroll Clerk	6157	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Processing Tech	6435	5	1	4	1	1	0	1	0	1	0	0	0	0	0	1	0
Secretary 2	7539	9	0	9	0	4	0	3	0	1	0	0	0	0	0	1	0
Secretary 1	6976	8	0	8	0	2	0	3	0	2	0	1	0	0	0	0	0
Total Office / Clerical - Htfd		**39**	**3**	**36**	**1**	**13**	**1**	**12**	**1**	**6**	**0**	**2**	**0**	**0**	**0**	**3**	**0**
%		**100.0%**	**7.7%**	**92.3%**	**2.6%**	**33.3%**	**33.3%**	**30.8%**	**33.3%**	**15.4%**	**0.0%**	**5.1%**	**0.0%**	**0.0%**	**0.0%**	**7.7%**	**0.0%**

DOL Workforce Analysis Full Time
Administrative / Clerical

Agency: Department of Labor

Occupational Category: Administrative / Clerical

Reporting Date: August 30, 2022

Labor Market Area: Waterbury

Title	Job Class	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown		
					Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown
Secretary 1	6976	3	0	3	0	0	0	1	0	2	0	0	0	0	0	0	0
Secretary 2	7539	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Total Office / Clerical - Wtby		**4**	**0**	**4**	**0**	**1**	**0**	**1**	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
%		**100.0%**	**0.0%**	**100.0%**	**0.0%**	**25.0%**	**0.0%**	**25.0%**	**0.0%**	**50.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**

Workforce Analysis
Full-Time Workforce
By Age / Occupational Category

Agency: Department of Labor

Occupational Category: All Categories

Reporting Date: August 30, 2022

Labor Market Area: Statewide

Occupational Category	Total Employees	Age Increments											
		16 - 20	21 - 25	26 -30	31-35	36 -40	41 - 45	46 -50	51-55	56 - 60	61-65	66-70	71+
Officials / Administration	30	0	0	0	0	1	0	0	14	12	2	1	0
Professional Various >25	185	0	7	8	14	22	26	15	24	51	8	7	3
Professional Various <25	314	0	3	12	23	34	41	37	43	74	32	11	4
Paraprofessionals	4	0	0	0	0	0	0	1	2	1	0	0	0
Administrative / Clerical	43	0	0	1	4	2	4	2	7	12	7	3	1
Skilled Crafts	1	0	0	0	0	0	0	1	0	0	0	0	0
Service / Maintenance	2	0	0	0	0	0	2	0	0	0	0	0	0
Total	**579**	**0**	**10**	**21**	**41**	**59**	**73**	**56**	**90**	**150**	**49**	**22**	**8**

Workforce Analysis
Total Durational / Part-Time/ Appointments Workforce

Agency: Department of Labor

Occupational Category: Durational / PT / Appointments

Reporting Date: August 30, 2022

Labor Market Area: Statewide

Durational / Other	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown		
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown
Durational Project Manager	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
TmpWorkers Retirees	26	8	18	8	12	0	3	0	1	0	2	0	0	0	0	0
EmplmntSecIntermitIntrvr (7 are PT)	222	42	176	25	71	9	43	1	13	1	8	3	16	3	25	4
Secretary 2	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0
Secretary 1	2	0	2	0	0	0	0	0	0	0	0	0	0	0	2	0
Total Durational / PT / Other	**252**	**50**	**197**	**33**	**83**	**9**	**47**	**1**	**14**	**1**	**10**	**3**	**16**	**3**	**27**	**5**
%	**100.0%**	**19.8%**	**78.2%**	**13.1%**	**32.9%**	**3.6%**	**18.7%**	**0.4%**	**5.6%**	**0.4%**	**3.9%**	**1.2%**	**6.3%**	**1.2%**	**10.7%**	**1.9%**

Workforce Analysis
DOL Appointments

Appointments	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown		
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown
LaborCommissioner	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
LaborRelationsAgent	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Medtr(BdOfMedtn&Arbn)	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0
EmplmntSecBdRvMember	2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0
ExecutiveAssistant1	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Executive Assistant 2	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0
ExecutiveSecretary	2	0	2	0	1	0	0	0	0	0	0	0	0	0	1	0
Total Appointments	**10**	**3**	**7**	**3**	**5**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**
%	**100.0%**	**30.0%**	**70.0%**	**30.0%**	**50.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**0.0%**	**20.0%**	**0.0%**

Unknown/unknown not included in total male and total females

DOL Workforce Analysis
Disabled Workforce

Agency: Department of Labor **Reporting Date:** August 30, 2022

Occupational Category	Grand Total
Officials / Administration	1
Professionals Assorted	22
Technicians	0
Paraprofessionals	0
Administrative / Clericals	2
Skilled Crafts	0
Service / Maintenance	1
Total	**26**

AVAILABILITY ANALYSIS

Pursuant to Connecticut Agency Regulations
Section 46a-68-84

(a) As a preparatory step in determining whether protected classes are fully and fairly utilized in the workforce, each agency shall conduct, at a minimum, an analysis by occupational category to determine the availability base of protected group members for employment. A separate availability analysis shall be conducted, by each agency, for any position classification within an occupational category employing twenty-five (25) or more employees. A separate analysis may be performed by an agency for any job title requiring unique skills, abilities or educational qualifications. The availability analysis shall:

(1) examine the job content of each office; position and position classification within an occupational category or, where appropriate, the job content of a position classification;
(2) identify the relevant labor market area; and
(3) match each office, position and position classification within an occupational category or, where appropriate, a position classification, with the most nearly parallel job title contained in the data source consulted.

(b) In calculating availability, the following information and data sources shall be consulted by each agency:

(1) employment figures;
(2) unemployment figures; and
(3) the racial and sexual composition of persons in promotable and transferable offices, positions and position classifications.

(c) In calculating availability, the following information and data sources may be consulted by an agency:

(1) population figures;
(2) client population figures;
(3) figures for educational, technical and training program graduates and participants; or
(4) any other relevant source.

(d) For each occupational category, position classification or job title analyzed, the plan shall provide the name of each source consulted, explain the basis for selection of each source, and include copies of the specific data. Additionally, where job titles in the source consulted are not identical to the job titles employed by the agency, the plan shall document the job titles deemed most similar to office, position and position classification within an occupational category or, where appropriate, position classification or job title, and substantiate the manner in which the availability base is calculated.

(e) For job titles with twenty-five (25) or more employees in occupational categories where only the entry level positions are filled by hiring and the other job titles in the series are filled by promotion, the availability base shall be calculated by an agency for the entire series and goals will be set for the entire series.

(f) The availability base is calculated by determining the sources used to fill positions and the percentage of positions filled from that source. This percentage is the weight assigned to each source. The total weight for all sources cannot exceed one hundred percent (100%). The percent of each race and sex group from each relevant source is multiplied by the weight given to the corresponding source resulting in a weighted factor. The weighted factors for each race and sex group are added to determine the availability base for each - 1 - Regulations of Connecticut State Agencies race and sex group in each occupational category, position classification, or job title analyzed.

(g) The plan shall substantiate the manner in which the availability base is calculated.

(h) As part of its review the Commission on Human Rights and Opportunities reserves the right to determine the appropriateness of information and data used in subsection (c) of this section and reserves the right to accept or reject such information or data. An agency, with the consent of the executive director of the Commission on Human Rights and Opportunities, may analyze additional labor market areas when specific requirements of a job profile, such as geographic proximity, so require. (Effective April 17, 2015)

Availability Analysis

Agency: Department of Labor
Occupational Category: Officials / Administrators
Position Classification (25+): Various

Reporting Date: August 30, 2022
Labor Market Area: Statewide

DP = Data Percentage VW = Value Weight AB = Availability Base

	Total Male			Total Female			White						Black						Hispanic						
							Male			Female			Male			Female			Male			Female			
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	
Employment Data in Applicable LMA	64.4	0.35	22.5	36.8	0.35	12.9	53.0	0.35	18.6	29.2	0.35	10.2	2.1	0.35	0.7	1.8	0.35	0.6	3.7	0.35	1.3	3.0	0.35	1.1	A
Unemployment Data in Applicable LMA																									B
Promotable Data	45.0	0.65	29.3	55.0	0.65	35.8	36.3	0.65	23.6	38.8	0.65	25.2	1.3	0.65	0.8	7.5	0.65	4.9	5.0	0.65	3.3	6.3	0.65	4.1	C
Educ/Tech Trng or Degrees/Certs /Licenses																									D
Digest of Educ Stats																									E
Client Population Data																									F
Other Source (Specify)																									G
Other Source (Specify)																									H
Final Availability Base %			**51.8%**			**48.7%**			**42.2%**			**35.4%**			**1.5%**			**5.5%**			**4.6%**			**5.2%**	I

	AAIANHNPI						2 or more RACES						Source of Statistics	Reason(s) for Weighting the Factor
	Male			Female			Male			Female				
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB		
Employment Data in Applicable LMA	4.9	0.35	1.7	2.1	0.35	0.7	0.8	0.35	0.3	0.6	0.35	0.2	2014-2018 EEO Tablulations, US Census, State of CT geographic area.	Highly specialized and appointed positions. Historically, 35% of those hired/appointed come from those employed elsewhere, particularly from other state agencies.
Unemployment Data in Applicable LMA														
Promotable Data	2.5	0.65	1.6	2.5	0.65	1.6	0	0.65	0	0	0.65	0	DOL Personnel Records: May1, 2021-April 30, 2022	A 65% value weight is assigned as historically the opportunities for advancement to this category have come primarily from supervisory titles in the Professional Category.
Educ/Tech Trng or Degrees/Certs /Licenses														
Digest of Educ Stats														
Client Population Data														
Other Source (Specify)														
Other Source (Specify)														
Final Availability Base %			**3.3%**			**2.3%**			**0.3%**			**0.2%**		

DEPARTMENT OF LABOR
ATTACHMENT AVAILABILITY ANALYSIS COMPUTATION FORM 2

OCCUPATIONAL CATEGORY: OFFICIALS / ADMINISTRATORS
JOB CATEGORY: VARIOUS

REPORTING DATE: 8/30/2022
LABOR MARKET AREA: STATEWIDE

2014-2018 EEO OCCUPATION CODE LIST, U.S. CENSUS BUREAU; STATEWIDE

TITLE	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M(2+)	F(2+)
Top executives : 0010	30190	22725	8365	19900	7000	620	255	925	505	930	415	350	190
Financial managers : 0120	20014	11090	8924	9105	6990	335	530	845	890	720	364	85	150
Human resources managers : 0136	5089	1875	3214	1300	2470	75	195	335	315	145	149	20	85
Project Management Specialists: 0705	10120	5690	4430	4725	3585	180	315	280	330	485	165	20	35
Computer and information systems managers : 0110	10430	7480	2950	5145	2135	415	105	400	220	1420	465	100	25
Total	**75843**	**48860**	**27883**	**40175**	**22180**	**1625**	**1400**	**2785**	**2260**	**3700**	**1558**	**575**	**485**
%	**100.0%**	**64.4%**	**36.8%**	**53.0%**	**29.2%**	**2.1%**	**1.8%**	**3.7%**	**3.0%**	**4.9%**	**2.1%**	**0.8%**	**0.6%**

PROMOTABLE DATA: DOL Personnel Records May1, 2021-April 30, 2022

Title	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M(2+)	F(2+)
Program Services Coord.	44	13	31	9	18	1	6	2	5	1	2	0	0
LD Operations Coord.	21	14	7	12	7	0	0	1	0	1	0	0	0
UC Tax Admin Supervisor	7	5	2	5	2	0	0	0	0	0	0	0	0
Occup. Safety Health Manager	2	1	1	1	1	0	0	0	0	0	0	0	0
ES Prin. Appeals Ref.	3	2	1	2	1	0	0	0	0	0	0	0	0
IT Supervisor	1	0	1	0	1	0	0	0	0	0	0	0	0
Fiscal Admin. Super	2	1	1	0	1	0	0	1	0	0	0	0	0
Total	**80**	**36**	**44**	**29**	**31**	**1**	**6**	**4**	**5**	**2**	**2**	**0**	**0**
%	**100.0%**	**45.0%**	**55.0%**	**36.3%**	**38.8%**	**1.3%**	**7.5%**	**5.0%**	**6.3%**	**2.5%**	**2.5%**	**0.0%**	**0.0%**

Availability Analysis

Agency: Department of Labor

Occupational Category: Professional

Position Classification (25+): Various

Reporting Date: August 30, 2022

Labor Market Area: Statewide

DP = Data Percentage **VW = Value Weight** **AB = Availability Base**

	Total Male			Total Female			White						Black						Hispanic						
							Male			Female			Male			Female			Male			Female			
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	
Employment Data in Applicable LMA	49.6	0.35	17.4	50.4	0.35	17.6	37.4	0.35	13.1	36.6	0.35	12.8	3.3	0.35	1.2	5.3	0.35	1.8	3.6	0.35	1.3	5.2	0.35	1.8	A
Unemployment Data in Applicable LMA																									B
Promotable Data	28.9	0.65	18.8	71.1	0.65	46.2	17.5	0.65	11.4	30.9	0.65	20.1	6.2	0.65	4.0	18.6	0.65	12.1	2.6	0.65	1.7	16.0	0.65	10.4	C
Educ/Tech Trng or Degrees/Certs /Licenses																									D
Digest of Educ Stats																									E
Client Population Data																									F
Other Source (Specify)																									G
Other Source (Specify)																									H
Final Availability Base %			**36.2%**			**63.8%**			**24.5%**			**32.9%**			**5.2%**			**13.9%**			**3.0%**			**12.2%**	I

	AAIANHNPI						2 or more RACES						Source of Statistics	Reason(s) for Weighting the Factor	
	Male			Female			Male			Female					
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB			
Employment Data in Applicable LMA	4.7	0.35	1.6	2.6	0.35	0.9	0.6	0.35	0.2	0.9	0.35	0.3	2014-2018 EEO Tablulations, US Census, State of CT geographic area. Top Executives (11000) Pg2; Financial Mgrs. (113031) Pg2; Human Resource	Traditionally, the majority of new hires to certain job titles comes from individuals employed elsewhere who posses specific knowledge and experience. (35%)	A
Unemployment Data in Applicable LMA															B
Promotable Data	1.5	0.65	1.0	3.1	0.65	2.0	0.5	0.65	0.3	1.0	0.65	0.7	DOL Personnel Records: May 1, 2021 - April 30, 2022	Opportunities for advancement to this category come primarily from supervisory titles in other professional categories and/or reclass to targeted positions. (65%)	C
Educ/Tech Trng or Degrees/Certs /Licenses															D
Digest of Educ Stats															E
Client Population Data															F
Other Source (Specify)															G
Other Source (Specify)															H
Final Availability Base %			**2.6%**			**2.9%**			**0.5%**			**1.0%**			I

DEPARTMENT OF LABOR
ATTACHMENT AVAILABILITY ANALYSIS COMPUTATION FORM 2

OCCUPATIONAL CATEGORY: PROFESSIONAL

REPORTING DATE: 8/30/2022

JOB CATEGORY: VARIOUS

LABOR MARKET AREA: STATEWIDE

2014-2018 EEO OCCUPATION CODE LIST, U.S. CENSUS BUREAU; STATEWIDE

TITLE	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M(2+)	F(2+)
Financial managers: 0120	20014	11090	8924	9105	6990	335	530	845	890	720	364	85	150
Administrative services and facilities managers: 0101	2295	1620	675	1460	525	75	0	70	150	15	0	0	0
Accountants and Auditors 0800	28680	13520	15160	10905	11590	955	1175	740	1065	830	1095	90	235
Other Financial Specialists 0810	19450	11285	8165	9600	6565	520	515	610	585	455	340	100	160
Tax examiners and collectors, and revenue agents: 0930	765	240	525	155	485	10	15	45	0	20	10	10	15
Budget analysts: 0820	345	85	260	75	240	0	0	10	10	0	10	0	0
Management Analysts 0710	13760	8175	5585	6815	4605	210	145	425	355	625	445	100	35
Compensation, benefits, and job analysis specialists: 0640	720	240	480	155	445	65	0	0	0	20	20	0	15
Training & Development Specialists: 0650	1440	600	840	490	680	75	100	35	0	0	20	0	40
Compliance Officers: 0565	3115	1395	1720	1205	1435	35	65	100	170	55	30	0	20
Software and web developers, programmers, and testers: 1010	23460	17755	5705	10190	3390	710	305	870	270	5640	1545	345	195
Database and network administrators and architects: 1065	4998	3775	1223	2735	970	145	45	220	4	605	200	70	4
Other Business Operations Specialists: 0750	3435	1670	1765	1235	1235	30	115	90	345	220	55	95	15
Counselors, social workers, and other community and social service specialists: 2001	32064	7899	24165	4275	15525	2155	4515	1215	3350	109	375	145	400
Economists: 1800	295	270	25	175	25	0	0	70	0	25	0	0	0
Lawyers, judges, and related workers: 2100	18245	12240	6005	11435	5415	275	230	250	175	205	140	75	45
Mathematical science occupations: 1200	4380	2495	1885	1920	1365	75	20	75	50	345	405	80	45
Legal Support Workers: 2145	7010	840	6170	680	5265	45	320	85	515	30	40	0	30
Customer Service Rep: 5240	33335	11605	21730	7640	13650	1400	3450	1825	3460	540	645	200	525
Purchasing agents, except wholesale, retail, and farm products: 0530	3589	1875	1714	1460	1400	135	200	185	80	55	4	40	30
Cost estimators: 0600	1440	1280	160	1100	150	15	0	140	10	25	0	0	0
Other media and communication equipment workers: 2905	944	915	29	780	25	20	0	100	4	15	0	0	0
Training and development managers: 0137	520	205	315	205	205	0	75	0	20	0	15	0	0
Occupational health and safety specialists and technicians: 1980	870	510	360	390	255	55	10	65	45	0	40	0	10
Total	**225169**	**111584**	**113585**	**84185**	**82435**	**7340**	**11830**	**8070**	**11553**	**10554**	**5798**	**1435**	**1969**
%	**100.0%**	**49.6%**	**50.4%**	**37.4%**	**36.6%**	**3.3%**	**5.3%**	**3.6%**	**5.2%**	**4.7%**	**2.6%**	**0.6%**	**0.9%**

ATTACHMENT AVAILABILITY ANALYSIS COMPUTATION FORM 2

OCCUPATIONAL CATEGORY: PROFESSIONAL
JOB CATEGORY: VARIOUS

REPORTING DATE: 8/30/2022
LABOR MARKET AREA: STATEWIDE

PROMOTABLE DATA: DOL Personnel Records May1, 2021-April 30, 2022

Title	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M2+	F2+
Associate Accountant	5	0	5	0	3	0	1	0	1	0	0	0	0
Community Services Rep.	66	20	46	13	15	4	12	0	13	1	1	1	2
Fiscal Admin. Assistant	3	0	3	0	1	0	0	0	1	0	1	0	0
Payroll Officer	1	0	1	0	0	0	1	0	0	0	0	0	0
Program Services Coord.	44	13	31	9	18	1	6	2	5	1	2	0	0
Resource Associate	32	12	20	6	11	4	4	1	4	1	1	0	0
Adjudications Spec.	43	11	32	6	12	3	12	2	7	0	1	0	0
Total	**194**	**56**	**138**	**34**	**60**	**12**	**36**	**5**	**31**	**3**	**6**	**1**	**2**
%	**100.0%**	**28.9%**	**71.1%**	**17.5%**	**30.9%**	**6.2%**	**18.6%**	**2.6%**	**16.0%**	**1.5%**	**3.1%**	**0.5%**	**1.0%**

unknowns not counted in TM and TF

Availability Analysis

Agency: Department of Labor
Occupational Category: Professional
Position Classification (25+): Adjudications Specialist

Reporting Date: August 30, 2022
Labor Market Area: Statewide

DP = Data Percentage **VW = Value Weight** **AB = Availability Base**

	Total Male			Total Female			White						Black						Hispanic						
							Male			Female			Male			Female			Male			Female			
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	
Employment Data in Applicable LMA																									A
Unemployment Data in Applicable LMA																									B
Promotable Data	40.5	1.0	40.5	59.5	1.0	59.5	13.5	1.0	13.5	21.6	1.0	21.6	10.8	1.0	10.8	16.2	1.0	16.2	10.8	1.0	10.8	16.2	1.0	16.2	C
Educ/Tech Trng or Degrees/Certs /Licenses																									D
Digest of Educ Stats																									E
Client Population Data																									F
Other Source (Specify)																									G
Other Source (Specify)																									H
Final Availability Base %			40.5%			59.5%			13.5%			21.6%			10.8%			16.2%			10.8%			16.2%	I

	AAIANHNPI						2 or more RACES						Source of Statistics	Reason(s) for Weighting the Factor	
	Male			Female			Male			Female					
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB			
Employment Data in Applicable LMA															A
Unemployment Data in Applicable LMA															B
Promotable Data	0.0	1.0	0.0	0.0	1.0	0.0	2.7	1.0	2.7	2.7	1.0	2.7	DOL Personnel Records: May 1, 2021 - April 30, 2022 .	(100%) All vacancies filled through promotion	C
Educ/Tech Trng or Degrees/Certs /Licenses															D
Digest of Educ Stats															E
Client Population Data															F
Other Source (Specify)															G
Other Source (Specify)															H
Final Availability Base %			0.0%			0.0%			2.7%			0.0%			I

DEPARTMENT OF LABOR

AVAILABILIY COMPUTATION SHEET/**PROMOTABLE DATA**

JOB CATEGORY: PROFESSIONAL

REPORTING DATE: 08/30/2022

JOB TITLES: ADJUDICATIONS SPEC.

LABOR MARKET AREA: STATEWIDE

PROMOTABLE DATA: DOL Personnel Records May1, 2021-April 30, 2022

Title	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M2+	F2+
Assoc. CSR	37	15	22	5	8	4	6	4	6	0	0	1	0
%	**100.0%**	**40.5%**	**59.5%**	**13.5%**	**21.6%**	**10.8%**	**16.2%**	**10.8%**	**16.2%**	**0.0%**	**0.0%**	**2.7%**	**0.0%**

Availability Analysis

Agency: Department of Labor

Occupational Category: Professional

Position Classification (25+): Community Services Representative

Reporting Date: August 30, 2022

Labor Market Area: Statewide

DP = Data Percentage **VW = Value Weight** **AB = Availability Base**

	Total Male			Total Female			White						Black						Hispanic						
							Male			Female			Male			Female			Male			Female			
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	
Employment Data in Applicable LMA	24.6	0.20	4.9	75.4	0.20	15.1	13.3	0.20	2.7	48.4	0.20	9.7	6.7	0.20	1.3	14.1	0.20	2.8	3.8	0.20	0.8	10.4	0.20	2.1	A
Unemployment Data in Applicable LMA																									B
Promotable Data																									C
Educ/Tech Trng or Degrees/Certs /Licenses																									D
Digest of Educ Stats																									E
Client Population Data																									F
ES Intermittent Claim Examiners	18.9	0.80	15.1	79.3	0.80	63.4	11.3	0.80	9.0	32.0	0.80	25.6	4.1	0.80	3.3	19.4	0.80	15.5	0.5	0.80	0.4	5.9	0.80	4.7	G
Other Source (Specify)																									H
Final Availability Base %			**20.0%**			**78.5%**			**11.7%**			**35.3%**			**4.6%**			**18.3%**			**1.2%**			**6.8%**	I

	AAIANHNPI						2 or more RACES						Source of Statistics	Reason(s) for Weighting the Factor	
	Male			Female			Male			Female					
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB			
Employment Data in Applicable LMA	0.3	0.20	0.1	1.2	0.20	0.2	0.5	0.2	0.1	1.2	0.2	0.2	2014-2018 EEO Tablulations, US Census, State of CT geographic area.	(20%) are through external hires either at the CCT or SST level, or from previously laid off employees who've held that title.	A
Unemployment Data in Applicable LMA															B
Promotable Data															C
Educ/Tech Trng or Degrees/Certs /Licenses															D
Digest of Educ Stats															E
Client Population Data															F
ES Intermittent ClaimExaminers	0.5	0.80	0.4	3.6	0.80	2.9	1.4	0.80	1.1	7.2	0.80	5.8	DOL Labor Force Data 5/1/2021 - 4/30/2022.	Majority of new hires has been from eligbile employees in the classificaiton of ES Intermittent Claim Interviewers.	G
Other Source (Specify)															H
Final Availability Base %			**0.5%**			**3.1%**			**1.2%**			**6.0%**			I

DEPARTMENT OF LABOR
ATTACHMENT AVAILABILITY ANALYSIS COMPUTATION FORM 2

OCCUPATIONAL CATEGORY: PROFESSIONAL
JOB CATEGORY: COMMUNITY SERVICES REPRESENTATIVE

REPORTING DATE: 8/30/2022
LABOR MARKET AREA: STATEWIDE

2014-2018 EEO OCCUPATION CODE LIST, U.S. CENSUS BUREAU; STATEWIDE

TITLE	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M(2+)	F(2+)
Counselors, Soc Wkrs & Others 2001	32064	7899	24165	4275	15525	2155	4515	1215	3350	109	375	145	400
Total	**32064**	**7899**	**24165**	**4275**	**15525**	**2155**	**4515**	**1215**	**3350**	**109**	**375**	**145**	**400**
%	**100.0%**	**24.6%**	**75.4%**	**13.3%**	**48.4%**	**6.7%**	**14.1%**	**3.8%**	**10.4%**	**0.3%**	**1.2%**	**0.5%**	**1.2%**

DOL Employee Roster: DOL Personnel Records May1, 2021-April 30, 2022

TITLE	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M(2+)	F(2+)
ES Intermittent Claim Examiners	222	42	176	25	71	9	43	1	13	1	8	3	16
%	**100.0%**	**18.9%**	**79.3%**	**11.3%**	**32.0%**	**4.1%**	**19.4%**	**0.5%**	**5.9%**	**0.5%**	**3.6%**	**1.4%**	**7.2%**

unknowns not counted in TM and TF

Availability Analysis

Agency: Department of Labor

Occupational Category: Professional

Position Classification (25+): Programs & Services Coor.

Reporting Date: August 30, 2022

Labor Market Area: Statewide

DP = Data Percentage **VW = Value Weight** **AB = Availability Base**

	Total Male			Total Female			White						Black						Hispanic						
							Male			Female			Male			Female			Male			Female			
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	
Employment Data in Applicable LMA																									A
Unemployment Data in Applicable LMA																									B
Promotable Data	31.6	1.0	31.6	68.4	1.0	68.4	16.3	1.0	16.3	31.6	1.0	31.6	9.2	1.0	9.2	20.4	1.0	20.4	5.1	1.0	5.1	14.3	1.0	14.3	C
Educ/Tech Trng or Degrees/Certs /Licenses																									D
Digest of Educ Stats																									E
Client Population Data																									F
Other Source (Specify)																									G
Other Source (Specify)																									H
Final Availability Base %			**31.6%**			**68.4%**			**16.3%**			**31.6%**			**9.2%**			**20.4%**			**5.1%**			**14.3%**	I

	AAIANHNPI						2 or more RACES						Source of Statistics	Reason(s) for Weighting the Factor	
	Male			Female			Male			Female					
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB			
Employment Data in Applicable LMA															A
Unemployment Data in Applicable LMA															B
Promotable Data	1.0	1.0	1.0	2.0	1.0	2.0	0.0	1.0	0.0	0.0	1.0	0.0	DOL Personnel Records: May 1, 2021 - April 30, 2022.	(100%) All vacancies filled through promtion of current employees from the classifications indicated.	C
Educ/Tech Trng or Degrees/Certs /Licenses															D
Digest of Educ Stats															E
Client Population Data															F
Other Source (Specify)															G
Other Source (Specify)															H
Final Availability Base %			**1.0%**			**2.0%**			**0.0%**			**0.0%**			I

DEPARTMENT OF LABOR

AVAILABILIY COMPUTATION SHEET/**PROMOTABLE DATA**

JOB CATEGORY: **PROFESSIONAL**

JOB TITLE: **PROGRAMS & SERVICES COOR.**

REPORTING DATE: **08/30/2022**

LABOR MARKET AREA: **STATEWIDE**

PROMOTABLE DATA: DOL Personnel Records May1, 2021-April 30, 2022

Title	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M2+	F2+
Business Svc. Spec.	11	4	7	2	5	2	2	0	0	0	0	0	0
Career Dev. Spec.	12	4	8	2	3	0	2	2	3	0	0	0	0
Resource Assoc.	32	12	20	6	11	4	4	1	4	1	1	0	0
Adjudication Spec.	43	11	32	6	12	3	12	2	7	0	1	0	0
Total	**98**	**31**	**67**	**16**	**31**	**9**	**20**	**5**	**14**	**1**	**2**	**0**	**0**
%	**100.0%**	**31.6%**	**68.4%**	**16.3%**	**31.6%**	**9.2%**	**20.4%**	**5.1%**	**14.3%**	**1.0%**	**2.0%**	**0.0%**	**0.0%**

Availability Analysis

Agency: Department of Labor

Occupational Category: Professional

Position Classification (25+): Resource Associate

Reporting Date: August 30, 2022

Labor Market Area: Statewide

DP = Data Percentage VW = Value Weight AB = Availability Base

	Total Male			Total Female			White						Black						Hispanic						
							Male			Female			Male			Female			Male			Female			
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	
Employment Data in Applicable LMA																									A
Unemployment Data in Applicable LMA																									B
Promotable Data	40.5	1.0	40.5	59.5	1.0	59.5	13.5	1.0	13.5	21.6	1.0	21.6	10.8	1.0	10.8	16.2	1.0	16.2	10.8	1.0	10.8	16.2	1.0	16.2	C
Educ/Tech Trng or Degrees/Certs /Licenses																									D
Digest of Educ Stats																									E
Client Population Data																									F
Other Source (Specify)																									G
Other Source (Specify)																									H
Final Availability Base %			40.5%			59.5%			13.5%			21.6%			10.8%			16.2%			10.8%			16.2%	I

	AAIANHNPI						2 or more RACES						Source of Statistics	Reason(s) for Weighting the Factor	
	Male			Female			Male			Female					
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB			
Employment Data in Applicable LMA															A
Unemployment Data in Applicable LMA															B
Promotable Data	0.0	1.0	0.0	0.0	1.0	0.0	2.7	1.0	2.7	0.0	1.0	0	DOL Personnel Records: May 1, 2021 - April 30, 2022.	(100%) All vacancies filled through promtion of current employees from the classifications indicated.	C
Educ/Tech Trng or Degrees/Certs /Licenses															D
Digest of Educ Stats															E
Client Population Data															F
Other Source (Specify)															G
Other Source (Specify)															H
Final Availability Base %			0.0%			0.0%			2.7%			0.0%			I

DEPARTMENT OF LABOR

AVAILABILIY COMPUTATION SHEET/**PROMOTABLE DATA**

JOB CATEGORY: **PROFESSIONAL**

REPORTING DATE: **08/30/2022**

JOB TITLE: **RESOURCE ASSOC.**

LABOR MARKET AREA: **STATEWIDE**

PROMOTABLE DATA: DOL Personnel Records May1, 2021-April 30, 2022

Title	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M2+	F2+
Assoc. CSR	37	15	22	5	8	4	6	4	6	0	0	1	0
%	100.0%	40.5%	59.5%	13.5%	21.6%	10.8%	16.2%	10.8%	16.2%	0.0%	0.0%	2.7%	0.0%

Availability Analysis

Agency: Department of Labor

Occupational Category: Paraprofessional

Position Classification (25+): Various

Reporting Date: August 30, 2022

Labor Market Area: Statewide

DP = Data Percentage **VW = Value Weight** **AB = Availability Base**

	Total Male			Total Female			White						Black						Hispanic						
							Male			Female			Male			Female			Male			Female			
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	
Employment Data in Applicable LMA	16.7	0.2	3.3	83.3	0.2	16.7	10.5	0.2	2.1	57.2	0.2	11.4	2.6	0.2	0.5	10.4	0.2	2.1	2.4	0.2	0.5	11.0	0.2	2.2	A
Unemployment Data in Applicable LMA																									B
Promotable Data	37.5	0.8	30.0	62.5	0.8	50.0	12.5	0.8	26.3	22.5	0.8	18.0	10	0.8	8.0	15	0.8	12.0	10	0.8	8.0	17.5	0.8	14.0	C
Educ/Tech Trng or Degrees/Certs /Licenses																									D
Digest of Educ Stats																									E
Client Population Data																									F
Other Source (Specify)																									G
Other Source (Specify)																									H
Final Availability Base %			**33.3%**			**66.7%**			**28.4%**			**29.4%**			**8.5%**			**14.1%**			**8.5%**			**16.2%**	I

	AAIANHNPI						2 or more RACES						Source of Statistics	Reason(s) for Weighting the Factor	
	Male			Female			Male			Female					
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB			
Employment Data in Applicable LMA	1.1	0.2	0.2	2.6	0.2	0.5	0.2	0.2	0.0	2.1	0.2	0.4	2014-2018 EEO Tablulations, US Census, State of CT geographic area.	20% of new hires come from individuals employed elsewhere who have experience in the job titles sought.	A
Unemployment Data in Applicable LMA															B
Promotable Data	0.00	0.8	0.0	2.5	0.8	2.0	2.5	0.8	2.0	0.0	0.8	0.0	DOL Personnel Records May 1, 2021 - April 30, 2022.	80% of promotions occur from current employees in lesser job titles promoting to the higher job title.	C
Educ/Tech Trng or Degrees/Certs /Licenses															D
Digest of Educ Stats															E
Client Population Data															F
Other Source (Specify)															G
Other Source (Specify)															H
Final Availability Base %			**0.2%**			**2.5%**			**2.0%**			**0.4%**			I

DEPARTMENT OF LABOR
ATTACHMENT AVAILABILITY ANALYSIS COMPUTATION FORM 2

OCCUPATIONAL CATEGORY: PARAPROFESSIONAL **REPORTING DATE: 8/30/2022**
JOB CATEGORY: VARIOUS **LABOR MARKET AREA: HARTFORD COUNTY**

2014-2018 EEO OCCUPATION CODE LIST, U.S. CENSUS BUREAU; STATEWIDE

TITLE	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M(2+)	F(2+)
Information & Record Clerks 5200	7475	1585	5890	925	3530	265	1000	305	1065	80	155	10	140
Financial Clerk 5100	3770	505	3265	415	2285	20	315	30	380	40	190	0	95
Secretaries & Admin. Assts. 5710	9940	540	9400	350	7150	45	735	75	1095	55	225	15	195
Other Office & Admin. Support Workers 5810	10754	2705	8049	1650	5290	500	1265	355	985	165	274	35	235
Total	**31939**	**5335**	**26604**	**3340**	**18255**	**830**	**3315**	**765**	**3525**	**340**	**844**	**60**	**665**
%	**100.0%**	**16.7%**	**83.3%**	**10.5%**	**57.2%**	**2.6%**	**10.4%**	**2.4%**	**11.0%**	**1.1%**	**2.6%**	**0.2%**	**2.1%**

PROMOTABLE DATA: DOL Personnel Records May1, 2021-April 30, 2022

Title	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M2+	F2+
Fiscal Administrative Assistant	3	0	3	0	1	0	0	0	1	0	1	0	0
Assoc. CSR	37	15	22	5	8	4	6	4	6	0	0	1	0
Total	**40**	**15**	**25**	**5**	**9**	**4**	**6**	**4**	**7**	**0**	**1**	**1**	**0**
%	**100.0%**	**37.5%**	**62.5%**	**12.5%**	**22.5%**	**10.0%**	**15.0%**	**10.0%**	**17.5%**	**0.0%**	**2.5%**	**2.5%**	**0.0%**

unknowns not counted in TM and TF

Availability Analysis

Agency: Department of Labor
Occupational Category: Service / Maintenance
Position Classification (25+): Various

Reporting Date: August 30, 2022
Labor Market Area: Hartford

DP = Data Percentage **VW = Value Weight** **AB = Availability Base**

	Total Male			Total Female			White						Black						Hispanic						
							Male			Female			Male			Female			Male			Female			
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	
Employment Data in Applicable LMA	66.3	1.0	66.3	33.7	1.0	33.7	34.6	1.0	34.6	13.5	1.0	13.5	7.5	1.0	7.5	4.2	1.0	4.2	22.5	1.0	22.5	14.5	1.0	14.5	A
Unemployment Data in Applicable LMA																									B
Promotable Data																									C
Educ/Tech Trng or Degrees/Certs /Licenses																									D
Digest of Educ Stats																									E
Client Population Data																									F
Other Source (Specify)																									G
Other Source (Specify)																									H
Final Availability Base %			**66.3%**			**33.7%**			**34.6%**			**13.5%**			**7.5%**			**4.2%**			**22.5%**			**14.5%**	I

	AAIANHNPI						2 or more RACES						Source of Statistics	Reason(s) for Weighting the Factor	
	Male			Female			Male			Female					
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB			
Employment Data in Applicable LMA	0.6	1.0	0.6	0.6	1.0	0.6	1.2	1.0	1.2	0.8	1.0	0.8	2014-2018 EEO Tablulations, US Census, State of CT geographic area.	100% . These classifications come from the employed who posses similar work experience.	A
Unemployment Data in Applicable LMA															B
Promotable Data															C
Educ/Tech Trng or Degrees/Certs /Licenses															D
Digest of Educ Stats															E
Client Population Data															F
Other Source (Specify)															G
Other Source (Specify)															H
Final Availability Base %			**0.6%**			**0.6%**			**1.2%**			**0.8%**			I

DEPARTMENT OF LABOR
ATTACHMENT AVAILABILITY ANALYSIS COMPUTATION FORM 2

OCCUPATIONAL CATEGORY: SERVICE & MAINTENANCE
JOB CATEGORY: VARIOUS

REPORTING DATE: 8/30/2022
LABOR MARKET AREA: HARTFORD COUNTY

2014-2018 EEO OCCUPATION CODE LIST, U.S. CENSUS BUREAU; STATEWIDE

TITLE	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M(2+)	F(2+)
First Line Supr./Maint of Housekeeping 4200	929	655	274	405	160	30	4	210	110	0	0	10	0
Building Cleaning Workers 4220	11230	6330	4900	3005	1815	1025	600	2090	2255	60	100	150	130
Grounds Maintenance Workers 4251	4105	3805	300	2215	225	160	75	1355	0	40	0	35	0
TOTAL	**16264**	**10790**	**5474**	**5625**	**2200**	**1215**	**679**	**3655**	**2365**	**100**	**100**	**195**	**130**
%	**100.0%**	**66.3%**	**33.7%**	**34.6%**	**13.5%**	**7.5%**	**4.2%**	**22.5%**	**14.5%**	**0.6%**	**0.6%**	**1.2%**	**0.8%**

Availability Analysis

Agency: Department of Labor
Occupational Category: Skilled Crafts
Position Classification (25+): Various

Reporting Date: August 30, 2022
Labor Market Area: Hartford

DP = Data Percentage **VW = Value Weight** **AB = Availability Base**

	Total Male			Total Female			White						Black						Hispanic						
							Male			Female			Male			Female			Male			Female			
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	
Employment Data in Applicable LMA	39.3	1.0	39.3	60.7	1.0	60.7	22.5	1.0	22.5	38.9	1.0	38.9	8.0	1.0	8.0	8.5	1.0	8.5	6.7	1.0	6.7	9.6	1.0	9.6	A
Unemployment Data in Applicable LMA																									B
Promotable Data																									C
Educ/Tech Trng or Degrees/Certs /Licenses																									D
Digest of Educ Stats																									E
Client Population Data																									F
Other Source (Specify)																									G
Other Source (Specify)																									H
Final Availability Base %			**39.3%**			**60.7%**			**22.5%**			**38.9%**			**8.0%**			**8.5%**			**6.7%**			**9.6%**	I

	AAIANHNPI						2 or more Races						Source of Statistics	Reason(s) for Weighting the Factor	
	Male			Female			Male			Female					
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB			
Employment Data in Applicable LMA	1.4	1.0	1.4	2.0	1.0	2.0	0.7	1.0	0.7	1.6	1.0	1.6	2014-2018 EEO Tablulations, US Census, State of CT geographic area.	New employees would be recruited from outside the Agency with little or no special training required (100% VW).	A
Unemployment Data in Applicable LMA															B
Promotable Data															C
Educ/Tech Trng or Degrees/Certs /Licenses															D
Digest of Educ Stats															E
Client Population Data															F
Other Source (Specify)															G
Other Source (Specify)															H
Final Availability Base %			**1.4%**			**2.0%**			**0.7%**			**1.6%**			I

DEPARTMENT OF LABOR
ATTACHMENT AVAILABILITY ANALYSIS COMPUTATION FORM 2

OCCUPATIONAL CATEGORY: SKILLED CRAFT
JOB CATEGORY: VARIOUS

REPORTING DATE: 8/30/2022
LABOR MARKET AREA: HARTFORD

2014-2018 EEO OCCUPATION CODE LIST, U.S. CENSUS BUREAU; STATEWIDE

TITLE	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M(2+)	F(2+)
Other office and administrative support workers 5810	10754	2705	8049	1650	5290	500	1265	355	985	165	274	35	235
Printing Workers 8250	780	665	115	355	45	90	15	190	30	10	25	20	0
Mat. Rec. Sched. Dispatch Dist. Wrkrs. 5500	4655	2995	1660	1640	965	700	100	545	545	45	30	65	20
Total	**16189**	**6365**	**9824**	**3645**	**6300**	**1290**	**1380**	**1090**	**1560**	**220**	**329**	**120**	**255**
%	**100.0%**	**39.3%**	**60.7%**	**22.5%**	**38.9%**	**8.0%**	**8.5%**	**6.7%**	**9.6%**	**1.4%**	**2.0%**	**0.7%**	**1.6%**

Availability Analysis

Agency: Department of Labor

Occupational Category: Technician

Position Classification (25+): IT Technician

Reporting Date: August 30, 2022

Labor Market Area: Statewide

DP = Data Percentage **VW = Value Weight** **AB = Availability Base**

	Total Male			Total Female			White						Black						Hispanic						
							Male			Female			Male			Female			Male			Female			
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	
Employment Data in Applicable LMA	60.1	1.0	60.1	40.0	1.0	40.0	34.1	1.0	34.1	30.2	1.0	30.2	1.9	1.0	1.9	3.9	1.0	3.9	2.9	1.0	2.9	1.0	1.0	1.0	A
Unemployment Data in Applicable LMA																									B
Promotable Data																									C
Educ/Tech Trng or Degrees/Certs /Licenses																									D
Digest of Educ Stats																									E
Client Population Data																									F
Other Source (Specify)																									G
Other Source (Specify)																									H
Final Availability Base %			**60.1%**			**40.0%**			**34.1%**			**30.2%**			**1.9%**			**3.9%**			**2.9%**			**1.0%**	I

	AAIANHNPI						2 or more RACES						Source of Statistics	Reason(s) for Weighting the Factor	
	Male			Female			Male			Female					
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB			
Employment Data in Applicable LMA	20.2	1.0	20.2	4.1	1.0	4.1	1.0	1.0	1.0	0.8	1.0	0.8	2014-2018 EEO Tablulations, US Census, State of CT geographic area.	100%. Technician classifications are mostly entry level. Hires are from people with similar experience or seeking an entry level position.	A
Unemployment Data in Applicable LMA															B
Promotable Data															C
Educ/Tech Trng or Degrees/Certs /Licenses															D
Digest of Educ Stats															E
Client Population Data															F
Other Source (Specify)															G
Other Source (Specify)															H
Final Availability Base %			**20.2%**			**4.1%**			**1.0%**			**0.8%**			I

DEPARTMENT OF LABOR
ATTACHMENT AVAILABILITY ANALYSIS COMPUTATION FORM 2

OCCUPATIONAL CATEGORY: TECHNICIAN
JOB CATEGRORY: IT TECHNICIAN

REPORTING DATE: 8/30/2022
LABOR MARKET AREA: HARTFORD COUNTY

2014-2018 EEO OCCUPATION CODE LIST, U.S. CENSUS BUREAU; STATEWIDE

TITLE	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M(2+)	F(2+)
Computer and information research scientists and analysts: 1005	2580	1550	1030	880	780	50	100	75	25	520	105	25	20
Total	**2580**	**1550**	**1030**	**880**	**780**	**50**	**100**	**75**	**25**	**520**	**105**	**25**	**20**
%	**100.0%**	**60.1%**	**40.0%**	**34.1%**	**30.2%**	**1.9%**	**3.9%**	**2.9%**	**1.0%**	**20.2%**	**4.1%**	**1.0%**	**0.8%**

Availability Analysis

Agency: Department of Labor
Occupational Category: Clerical
Position Classification (25+): Various

Reporting Date: August 30, 2022
Labor Market Area: Hartford

DP = Data Percentage **VW = Value Weight** **AB = Availability Base**

	Total Male			Total Female			White						Black						Hispanic						
							Male			Female			Male			Female			Male			Female			
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	
Employment Data in Applicable LMA	18.4	1.0	18.4	81.6	1.0	81.6	12.4	1.0	12.4	58.3	1.0	58.3	2.2	1.0	2.2	9.2	1.0	9.2	2.4	1.0	2.4	9.6	1.0	9.6	A
Unemployment Data in Applicable LMA																									B
Promotable Data																									C
Educ/Tech Trng or Degrees/Certs /Licenses																									D
Digest of Educ Stats																									E
Client Population Data																									F
Other Source (Specify)																									G
Other Source (Specify)																									H
Final Availability Base %			**18.4%**			**81.6%**			**12.4%**			**58.3%**			**2.2%**			**9.2%**			**1.0%**			**9.6%**	I

	AAIANHNPI						2 or more RACES						Source of Statistics	Reason(s) for Weighting the Factor	
	Male			Female			Male			Female					
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB			
Employment Data in Applicable LMA	1.1	1.0	1.1	2.6	1.0	2.6	0.3	1.0	0.3	1.8	1.0	1.8	2014-2018 EEO Tablulations, US Census, State of CT geographic area.	100% of new hires come from individuals employed elsewhere, usually in another state agency.	A
Unemployment Data in Applicable LMA															B
Promotable Data															C
Educ/Tech Trng or Degrees/Certs /Licenses															D
Digest of Educ Stats															E
Client Population Data															F
Other Source (Specify)															G
Other Source (Specify)															H
Final Availability Base %			**1.1%**			**2.6%**			**0.3%**			**1.8%**			I

DEPARTMENT OF LABOR
ATTACHMENT AVAILABILITY ANALYSIS COMPUTATION FORM 2

OCCUPATIONAL CATEGORY: TECHNICIAN
JOB CATEGRORY: IT TECHNICIAN

REPORTING DATE: 8/30/2022
LABOR MARKET AREA: HARTFORD COUNTY

2014-2018 EEO OCCUPATION CODE LIST, U.S. CENSUS BUREAU; STATEWIDE

TITLE	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M(2+)	F(2+)
Computer and information research scientists and analysts: 1005	2580	1550	1030	880	780	50	100	75	25	520	105	25	20
Total	**2580**	**1550**	**1030**	**880**	**780**	**50**	**100**	**75**	**25**	**520**	**105**	**25**	**20**
%	**100.0%**	**60.1%**	**40.0%**	**34.1%**	**30.2%**	**1.9%**	**3.9%**	**2.9%**	**1.0%**	**20.2%**	**4.1%**	**1.0%**	**0.8%**

Availability Analysis

Agency: Department of Labor
Occupational Category: Clerical
Position Classification (25+): Various

Reporting Date: August 30, 2022
Labor Market Area: Hartford

DP = Data Percentage **VW = Value Weight** **AB = Availability Base**

	Total Male			Total Female			White						Black						Hispanic						
							Male			Female			Male			Female			Male			Female			
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	
Employment Data in Applicable LMA	18.4	1.0	18.4	81.6	1.0	81.6	12.4	1.0	12.4	58.3	1.0	58.3	2.2	1.0	2.2	9.2	1.0	9.2	2.4	1.0	2.4	9.6	1.0	9.6	A
Unemployment Data in Applicable LMA																									B
Promotable Data																									C
Educ/Tech Trng or Degrees/Certs /Licenses																									D
Digest of Educ Stats																									E
Client Population Data																									F
Other Source (Specify)																									G
Other Source (Specify)																									H
Final Availability Base %			**18.4%**			**81.6%**			**12.4%**			**58.3%**			**2.2%**			**9.2%**			**1.0%**			**9.6%**	I

	AAIANHNPI						2 or more RACES						Source of Statistics	Reason(s) for Weighting the Factor	
	Male			Female			Male			Female					
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB			
Employment Data in Applicable LMA	1.1	1.0	1.1	2.6	1.0	2.6	0.3	1.0	0.3	1.8	1.0	1.8	2014-2018 EEO Tablulations, US Census, State of CT geographic area.	100% of new hires come from individuals employed elsewhere, usually in another state agency.	A
Unemployment Data in Applicable LMA															B
Promotable Data															C
Educ/Tech Trng or Degrees/Certs /Licenses															D
Digest of Educ Stats															E
Client Population Data															F
Other Source (Specify)															G
Other Source (Specify)															H
Final Availability Base %			**1.1%**			**2.6%**			**0.3%**			**1.8%**			I

DEPARTMENT OF LABOR
ATTACHMENT AVAILABILITY ANALYSIS COMPUTATION FORM 2

OCCUPATIONAL CATEGORY: OFFICE & CLERICAL
JOB CATEGORY: VARIOUS

REPORTING DATE: 8/30/2022
LABOR MARKET AREA: HARTFORD COUNTY

2014-2018 EEO OCCUPATION CODE LIST, U.S. CENSUS BUREAU; STATEWIDE

TITLE	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M2+	F2+
Financial clerks, except bookkeeping, accounting, and auditing clerks: 5100	3770	505	3265	415	2285	20	315	30	380	40	190	0	95
Other office and administrative support workers: 5810	10754	2705	8049	1650	5290	500	1265	355	985	165	274	35	235
First-line supervisors of office and administrative support workers: 5000	4460	1580	2880	1180	2140	75	340	220	325	60	75	45	0
Secretaries & Admin Assistants 5710	9940	540	9400	350	7150	45	735	75	1095	55	225	15	195
Total	**28924**	**5330**	**23594**	**3595**	**16865**	**640**	**2655**	**680**	**2785**	**320**	**764**	**95**	**525**
%	**100.0%**	**18.4%**	**81.6%**	**12.4%**	**58.3%**	**2.2%**	**9.2%**	**2.4%**	**9.6%**	**1.1%**	**2.6%**	**0.3%**	**1.8%**

Availability Analysis

Agency: Department of Labor
Occupational Category: Clerical
Position Classification (25+): Various

Reporting Date: August 30, 2022
Labor Market Area: Waterbury

DP = Data Percentage **VW = Value Weight** **AB = Availability Base**

	Total Male			Total Female			White						Black						Hispanic						
							Male			Female			Male			Female			Male			Female			
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB	
Employment Data in Applicable LMA	10.5	1.0	10.5	89.5	1.0	89.5	6.7	1.0	6.7	67.6	1.0	67.6	1.2	1.0	1.2	8.3	1.0	8.3	1.9	1.0	1.9	9.7	1.0	9.7	A
Unemployment Data in Applicable LMA																									B
Promotable Data																									C
Educ/Tech Trng or Degrees/Certs /Licenses																									D
Digest of Educ Stats																									E
Client Population Data																									F
Other Source (Specify)																									G
Other Source (Specify)																									H
Final Availability Base %			**10.5%**			**89.5%**			**6.7%**			**67.6%**			**1.2%**			**8.3%**			**1.9%**			**9.7%**	I

	AAIANHNPI						2 or more RACES						Source of Statistics	Reason(s) for Weighting the Factor	
	Male			Female			Male			Female					
	DP	VW	AB	DP	VW	AB	DP	VW	AB	DP	VW	AB			
Employment Data in Applicable LMA	0.3	1.0	0.3	1.9	1.0	1.9	0.4	1.0	0.4	1.9	1.0	1.9	2014-2018 EEO Tablulations, US Census, State of CT geographic area.	100% of new hires come from individuals employed elsewhere, usually in another state agency.	A
Unemployment Data in Applicable LMA															B
Promotable Data															C
Educ/Tech Trng or Degrees/Certs /Licenses															D
Digest of Educ Stats															E
Client Population Data															F
Other Source (Specify)															G
Other Source (Specify)															H
Final Availability Base %			**0.3%**			**1.9%**			**0.4%**			**1.9%**			I

DEPARTMENT OF LABOR
ATTACHMENT AVAILABILITY ANALYSIS COMPUTATION FORM 2

OCCUPATIONAL CATEGORY: OFFICE & CLERICAL **REPORTING DATE: 8/30/2022**
JOB CATEGORY: VARIOUS **LABOR MARKET AREA: NEW HAVEN COUNTY**

2014-2018 EEO OCCUPATION CODE LIST, U.S. CENSUS BUREAU; STATEWIDE

TITLE	GT	TM	TF	WM	WF	BM	BF	HM	HF	AM	AF	M2+	F2+
Other office and administrative support workers: 5810	9450	1620	7830	1105	5485	145	790	235	1095	60	160	75	300
Secretaries & Administrative Assistants: 5710	10895	515	10380	250	8275	100	905	150	880	0	225	15	95
Total	**20345**	**2135**	**18210**	**1355**	**13760**	**245**	**1695**	**385**	**1975**	**60**	**385**	**90**	**395**
%	**100.0%**	**10.5%**	**89.5%**	**6.7%**	**67.6%**	**1.2%**	**8.3%**	**1.9%**	**9.7%**	**0.3%**	**1.9%**	**0.4%**	**1.9%**

ATTACHMENT

2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 0010

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Top executives : 11-10XX / 0010								
Total	31,095	1,430	26,900	880	0	1,350	0	540
Male	22,730	925	19,900	620	0	930	0	350
Female	8,370	505	7,000	255	0	415	0	190
Percent Total	100.0%	4.6%	86.5%	2.8%	0.0%	4.3%	0.0%	1.7%
Percent Male	73.1%	3.0%	64.0%	2.0%	0.0%	3.0%	0.0%	1.1%
Percent Female	26.9%	1.6%	22.5%	0.8%	0.0%	1.3%	0.0%	0.6%

Explanation of Symbols

An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution, or the margin of error associated with a median was larger than the median itself.

An "(X)" means that the estimate is not applicable or not available.

An "**" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.

An "***" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.

An "*****" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.

An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.

An "+" following a median estimate means the median falls in the lowest interval of an open-ended

An "+" following a median estimate means the median falls in the upper interval of an open-ended distribution.

Documentation

2014-2018 EEO Occupation Code List (xlsx) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

Crosswalk of EEO 2006-2010 Occupations to EEO 2014-2018 Occupations (xlsx) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-Occupation-Crosswalk-051221.xlsx]

2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 0120

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Financial managers : 11-3031 / 0120								
Total	20,010	1,730	16,095	860	4	1,080	0	235
Male	11,090	845	9,105	335	0	720	0	85
Female	8,920	890	6,990	530	4	360	0	150
Percent Total	100.0%	8.6%	80.4%	4.3%	0.0%	5.4%	0.0%	1.2%
Percent Male	55.4%	4.2%	45.5%	1.7%	0.0%	3.6%	0.0%	0.4%
Percent Female	44.6%	4.4%	34.9%	2.6%	0.0%	1.8%	0.0%	0.7%

Explanation of Symbols

An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution, or the margin of error associated with a median was larger than the median itself.

An "(X)" means that the estimate is not applicable or not available.

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An "+" following a median estimate means the median falls in the lowest interval of an open-ended

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Documentation

2014-2018 EEO Occupation Code List (xlsx) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 0136

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Human resources managers : 11-3121 / 0136									
Total	5,080	650	3,765	270	4	290	0	105	
Male	1,870	335	1,300	75	0	145	0	20	
Female	3,210	315	2,470	195	4	145	0	85	
Percent Total	100.0%	12.8%	74.1%	5.3%	0.1%	5.7%	0.0%	2.1%	
Percent Male	36.8%	6.6%	25.6%	1.5%	0.0%	2.9%	0.0%	0.4%	
Percent Female	63.2%	6.2%	48.6%	3.8%	0.1%	2.9%	0.0%	1.7%	

Explanation of Symbols

An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution, or the margin of error associated with a median was larger than the median itself.

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Documentation

2014-2018 EEO Occupation Code List (xlsx) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 0705

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Project management specialists : 13-1082 / 0705									
Total	10,130	610	8,315	495	0	650	0	55	
Male	5,695	280	4,725	180	0	485	0	20	
Female	4,430	330	3,585	315	0	165	0	35	
Percent Total	100.0%	6.0%	82.1%	4.9%	0.0%	6.4%	0.0%	0.5%	
Percent Male	56.2%	2.8%	46.6%	1.8%	0.0%	4.8%	0.0%	0.2%	
Percent Female	43.7%	3.3%	35.4%	3.1%	0.0%	1.6%	0.0%	0.3%	

Explanation of Symbols

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Documentation

2014-2018 EEO Occupation Code List (xlsx) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Universe: Civilian labor force 16 years and over

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: computer

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Computer and information systems managers : 11-3021 / 0110								
Total	10,425	615	7,280	520	25	1,860	0	125
Male	7,475	400	5,145	415	25	1,395	0	100
Female	2,950	220	2,135	105	0	465	0	25
Percent Total	100.0%	5.9%	69.8%	5.0%	0.2%	17.8%	0.0%	1.2%
Percent Male	71.7%	3.8%	49.4%	4.0%	0.2%	13.4%	0.0%	1.0%
Percent Female	28.3%	2.1%	20.5%	1.0%	0.0%	4.5%	0.0%	0.2%

Explanation of Symbols

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distribution.

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Documentation

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 0120

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Financial managers : 11-3031 / 0120									
Total	20,010	1,730	16,095	860	4	1,080	0	235	
Male	11,090	845	9,105	335	0	720	0	85	
Female	8,920	890	6,990	530	4	360	0	150	
Percent Total	100.0%	8.6%	80.4%	4.3%	0.0%	5.4%	0.0%	1.2%	
Percent Male	55.4%	4.2%	45.5%	1.7%	0.0%	3.6%	0.0%	0.4%	
Percent Female	44.6%	4.4%	34.9%	2.6%	0.0%	1.8%	0.0%	0.7%	

Explanation of Symbols

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Documentation

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 0101

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Administrative services and facilities managers : 11-3010 / 0101									
Total	2,300	220	1,985	75	0	15	0	0	
Male	1,620	70	1,460	75	0	15	0	0	
Female	675	150	525	0	0	0	0	0	
Percent Total	100.0%	9.6%	86.3%	3.3%	0.0%	0.7%	0.0%	0.0%	
Percent Male	70.4%	3.0%	63.5%	3.3%	0.0%	0.7%	0.0%	0.0%	
Percent Female	29.3%	6.5%	22.8%	0.0%	0.0%	0.0%	0.0%	0.0%	

Explanation of Symbols

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Documentation

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 0800

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Accountants and auditors : 13-2011 / 0800									
Total	28,680	1,800	22,495	2,130	10	1,890	30	325	
Male	13,520	740	10,905	955	0	800	30	90	
Female	15,160	1,065	11,590	1,175	10	1,085	0	235	
Percent Total	100.0%	6.3%	78.4%	7.4%	0.0%	6.6%	0.1%	1.1%	
Percent Male	47.1%	2.6%	38.0%	3.3%	0.0%	2.8%	0.1%	0.3%	
Percent Female	52.9%	3.7%	40.4%	4.1%	0.0%	3.8%	0.0%	0.8%	

Explanation of Symbols

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Documentation

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 0810

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Other financial specialists : 13-20XX / 0810									
Total	19,455	1,200	16,170	1,035	45	750	0	255	
Male	11,285	610	9,600	520	25	430	0	100	
Female	8,170	585	6,565	515	20	320	0	160	
Percent Total	100.0%	6.2%	83.1%	5.3%	0.2%	3.9%	0.0%	1.3%	
Percent Male	58.0%	3.1%	49.3%	2.7%	0.1%	2.2%	0.0%	0.5%	
Percent Female	42.0%	3.0%	33.7%	2.6%	0.1%	1.6%	0.0%	0.8%	

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 0930

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Tax examiners and collectors, and revenue agents : 13-2081 / 0930									
Total	760	45	640	25	0	30	0	25	
Male	240	45	155	10	0	20	0	10	
Female	520	0	485	15	0	10	0	15	
Percent Total	100.0%	5.9%	84.2%	3.3%	0.0%	3.9%	0.0%	3.3%	
Percent Male	31.6%	5.9%	20.4%	1.3%	0.0%	2.6%	0.0%	1.3%	
Percent Female	68.4%	0.0%	63.8%	2.0%	0.0%	1.3%	0.0%	2.0%	

Explanation of Symbols

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Documentation

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

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Quick Search: 0820

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	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Budget analysts : 13-2031 / 0820									
Total	340	20	315	0	0	10	0	0	
Male	85	10	75	0	0	0	0	0	
Female	255	10	240	0	0	10	0	0	
Percent Total	100.0%	5.9%	92.6%	0.0%	0.0%	2.9%	0.0%	0.0%	
Percent Male	25.0%	2.9%	22.1%	0.0%	0.0%	0.0%	0.0%	0.0%	
Percent Female	75.0%	2.9%	70.6%	0.0%	0.0%	2.9%	0.0%	0.0%	

Explanation of Symbols

An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution, or the margin of error associated with a median was larger than the median itself.

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Documentation

2014-2018 EEO Occupation Code List (xlsx) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

Crosswalk of EEO 2006-2010 Occupations to EEO 2014-2018 Occupations (xlsx) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-Occupation-Crosswalk-051221.xlsx]

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

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Quick Search: 0710 SEARCH: DETAILED OCCUPATIONS DOWNLOAD SHOW MOE HIDE MOE

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	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Management analysts : 13-1111 / 0710									
Total	13,765	780	11,420	355	15	1,060	0	135	
Male	8,175	425	6,815	210	0	625	0	100	
Female	5,585	355	4,605	145	15	430	0	35	
Percent Total	100.0%	5.7%	83.0%	2.6%	0.1%	7.7%	0.0%	1.0%	
Percent Male	59.4%	3.1%	49.5%	1.5%	0.0%	4.5%	0.0%	0.7%	
Percent Female	40.6%	2.6%	33.5%	1.1%	0.1%	3.1%	0.0%	0.3%	

Explanation of Symbols

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

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*** Open Quick Guide to Using Table Tools ***

Quick Search: 0640

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Compensation, benefits, and job analysis specialists : 13-1141 / 0640									
Total	715	0	605	65	0	35	0	15	
Male	240	0	155	65	0	20	0	0	
Female	475	0	445	0	0	20	0	15	
Percent Total	100.0%	0.0%	84.6%	9.1%	0.0%	4.9%	0.0%	2.1%	
Percent Male	33.6%	0.0%	21.7%	9.1%	0.0%	2.8%	0.0%	0.0%	
Percent Female	66.4%	0.0%	62.2%	0.0%	0.0%	2.8%	0.0%	2.1%	

Explanation of Symbols

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2014–2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

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Quick Search: 0650

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	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race						
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	Balance of not Hispanic or Latino	
Training and development specialists : 13-1151 / 0650									
Total	1,435	35	1,165	175	0	20	0	40	
Male	595	35	490	75	0	0	0	0	
Female	835	0	680	100	0	20	0	40	
Percent Total	100.0%	2.4%	81.2%	12.2%	0.0%	1.4%	0.0%	2.8%	
Percent Male	41.5%	2.4%	34.1%	5.2%	0.0%	0.0%	0.0%	0.0%	
Percent Female	58.2%	0.0%	47.4%	7.0%	0.0%	1.4%	0.0%	2.8%	

Explanation of Symbols

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2014—2018 EEO Tables

(ACS 5-Year Data)

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Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

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Quick Search: 0565

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	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Compliance officers : 13-1041 / 0565									
Total	3,115	270	2,640	100	0	85	0	20	
Male	1,400	100	1,205	35	0	55	0	0	
Female	1,715	170	1,435	65	0	30	0	20	
Percent Total	100.0%	8.7%	84.8%	3.2%	0.0%	2.7%	0.0%	0.6%	
Percent Male	44.9%	3.2%	38.7%	1.1%	0.0%	1.8%	0.0%	0.0%	
Percent Female	55.1%	5.5%	46.1%	2.1%	0.0%	1.0%	0.0%	0.6%	

Explanation of Symbols

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

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Quick Search: 1010

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Software and web developers, programmers, and testers : 15-1250 / 1010								
Total	23,465	1,145	13,580	1,015	0	7,160	25	545
Male	17,755	870	10,190	710	0	5,615	25	345
Female	5,710	270	3,390	305	0	1,545	0	195
Percent Total	100.0%	4.9%	57.9%	4.3%	0.0%	30.5%	0.1%	2.3%
Percent Male	75.7%	3.7%	43.4%	3.0%	0.0%	23.9%	0.1%	1.5%
Percent Female	24.3%	1.2%	14.4%	1.3%	0.0%	6.6%	0.0%	0.8%

Explanation of Symbols

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Quick Search: 1065 SEARCH: DETAILED OCCUPATIONS DOWNLOAD SHOW MOE HIDE MOE

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	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Database and network administrators and architects : 15-1240 / 1065								
Total	4,990	225	3,700	190	40	765	0	75
Male	3,770	220	2,735	145	0	605	0	70
Female	1,220	4	970	45	40	160	0	4
Percent Total	100.0%	4.5%	74.1%	3.8%	0.8%	15.3%	0.0%	1.5%
Percent Male	75.6%	4.4%	54.8%	2.9%	0.0%	12.1%	0.0%	1.4%
Percent Female	24.4%	0.1%	19.4%	0.9%	0.8%	3.2%	0.0%	0.1%

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2014—2018 EEO Tables

(ACS 5-Year Data)

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Quick Search: 0750

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Business operations specialists, all other : 13-1199 / 0750								
Total	3,435	435	2,465	145	15	260	0	110
Male	1,665	90	1,235	30	0	220	0	95
Female	1,765	345	1,235	115	15	40	0	15
Percent Total	100.0%	12.7%	71.8%	4.2%	0.4%	7.6%	0.0%	3.2%
Percent Male	48.5%	2.6%	36.0%	0.9%	0.0%	6.4%	0.0%	2.8%
Percent Female	51.4%	10.0%	36.0%	3.3%	0.4%	1.2%	0.0%	0.4%

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*** Open Quick Guide to Using Table Tools ***

Quick Search: 2001

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	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Counselors, social workers, and other community and social service specialists : 21-10XX / 2001								
Total	32,060	4,565	19,800	6,665	100	385	0	545
Male	7,895	1,215	4,275	2,155	4	105	0	145
Female	24,165	3,350	15,525	4,515	95	280	0	400
Percent Total	100.0%	14.2%	61.8%	20.8%	0.3%	1.2%	0.0%	1.7%
Percent Male	24.6%	3.8%	13.3%	6.7%	0.0%	0.3%	0.0%	0.5%
Percent Female	75.4%	10.4%	48.4%	14.1%	0.3%	0.9%	0.0%	1.2%

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2014—2018 EEO Tables

(ACS 5-Year Data)

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Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

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Quick Search: 1800

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	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Economists : 19-3011 / 1800									
Total	295	70	200	0	0	25	0	0	
Male	265	70	175	0	0	25	0	0	
Female	25	0	25	0	0	0	0	0	
Percent Total	100.0%	23.7%	67.8%	0.0%	0.0%	8.5%	0.0%	0.0%	
Percent Male	89.8%	23.7%	59.3%	0.0%	0.0%	8.5%	0.0%	0.0%	
Percent Female	8.5%	0.0%	8.5%	0.0%	0.0%	0.0%	0.0%	0.0%	

Explanation of Symbols

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Documentation

2014-2018 EEO Occupation Code List (xlsx) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 2100

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Lawyers, judges, and related workers : 23-1000 / 2100								
Total	18,235	425	16,845	505	0	340	0	120
Male	12,235	250	11,435	275	0	205	0	75
Female	6,000	175	5,415	230	0	140	0	45
Percent Total	100.0%	2.3%	92.4%	2.8%	0.0%	1.9%	0.0%	0.7%
Percent Male	67.1%	1.4%	62.7%	1.5%	0.0%	1.1%	0.0%	0.4%
Percent Female	32.9%	1.0%	29.7%	1.3%	0.0%	0.8%	0.0%	0.2%

Explanation of Symbols

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Documentation

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 1200

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race						
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	Balance of not Hispanic or Latino	
Mathematical science occupations : 15-2000 / 1200									
Total	4,385	125	3,285	100	0	750	0	125	
Male	2,500	75	1,920	75	0	345	0	80	
Female	1,885	50	1,365	20	0	405	0	45	
Percent Total	100.0%	2.9%	74.9%	2.3%	0.0%	17.1%	0.0%	2.9%	
Percent Male	57.0%	1.7%	43.8%	1.7%	0.0%	7.9%	0.0%	1.8%	
Percent Female	43.0%	1.1%	31.1%	0.5%	0.0%	9.2%	0.0%	1.0%	

Explanation of Symbols

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Documentation

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 2145

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	Balance of not Hispanic or Latino
Legal support workers : 23-2000 / 2145								
Total	7,015	600	5,945	370	0	75	0	30
Male	845	85	680	45	0	30	0	0
Female	6,175	515	5,265	320	0	40	0	30
Percent Total	100.0%	8.6%	84.7%	5.3%	0.0%	1.1%	0.0%	0.4%
Percent Male	12.0%	1.2%	9.7%	0.6%	0.0%	0.4%	0.0%	0.0%
Percent Female	88.0%	7.3%	75.1%	4.6%	0.0%	0.6%	0.0%	0.4%

Explanation of Symbols

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Documentation

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 5240

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	Balance of not Hispanic or Latino
Customer service representatives : 43-4051 / 5240								
Total	33,340	5,285	21,290	4,850	65	1,120	0	725
Male	11,610	1,825	7,640	1,400	45	495	0	200
Female	21,725	3,460	13,650	3,450	20	625	0	525
Percent Total	100.0%	15.9%	63.9%	14.5%	0.2%	3.4%	0.0%	2.2%
Percent Male	34.8%	5.5%	22.9%	4.2%	0.1%	1.5%	0.0%	0.6%
Percent Female	65.2%	10.4%	40.9%	10.3%	0.1%	1.9%	0.0%	1.6%

Explanation of Symbols

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 0530

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Purchasing agents, except wholesale, retail, and farm products : 13-1023 / 0530								
Total	3,590	265	2,860	335	0	50	10	70
Male	1,870	185	1,460	135	0	45	10	40
Female	1,720	80	1,400	200	0	4	0	30
Percent Total	100.0%	7.4%	79.7%	9.3%	0.0%	1.4%	0.3%	1.9%
Percent Male	52.1%	5.2%	40.7%	3.8%	0.0%	1.3%	0.3%	1.1%
Percent Female	47.9%	2.2%	39.0%	5.6%	0.0%	0.1%	0.0%	0.8%

Explanation of Symbols

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Documentation

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 0600

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	Balance of not Hispanic or Latino
Cost estimators : 13-1051 / 0600								
Total	1,445	150	1,250	15	0	25	0	0
Male	1,285	140	1,100	15	0	25	0	0
Female	160	10	150	0	0	0	0	0
Percent Total	100.0%	10.4%	86.5%	1.0%	0.0%	1.7%	0.0%	0.0%
Percent Male	88.9%	9.7%	76.1%	1.0%	0.0%	1.7%	0.0%	0.0%
Percent Female	11.1%	0.7%	10.4%	0.0%	0.0%	0.0%	0.0%	0.0%

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

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*** Open Quick Guide to Using Table Tools ***

Quick Search: 2905

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Other media and communication equipment workers : 27-40XX / 2905								
Total	940	100	805	20	0	15	0	0
Male	910	100	780	20	0	15	0	0
Female	30	4	25	0	0	0	0	0
Percent Total	100.0%	10.6%	85.6%	2.1%	0.0%	1.6%	0.0%	0.0%
Percent Male	96.8%	10.6%	83.0%	2.1%	0.0%	1.6%	0.0%	0.0%
Percent Female	3.2%	0.4%	2.7%	0.0%	0.0%	0.0%	0.0%	0.0%

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Documentation

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 0137

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	Balance of not Hispanic or Latino
Training and development managers : 11-3131 / 0137								
Total	520	20	410	75	0	15	0	0
Male	205	0	205	0	0	0	0	0
Female	315	20	205	75	0	15	0	0
Percent Total	100.0%	3.8%	78.8%	14.4%	0.0%	2.9%	0.0%	0.0%
Percent Male	39.4%	0.0%	39.4%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent Female	60.6%	3.8%	39.4%	14.4%	0.0%	2.9%	0.0%	0.0%

Explanation of Symbols

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2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 1980

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Occupational health and safety specialists and technicians : 19-5010 / 1980								
Total	870	110	645	65	0	40	0	10
Male	510	65	390	55	0	0	0	0
Female	360	45	255	10	0	40	0	10
Percent Total	100.0%	12.6%	74.1%	7.5%	0.0%	4.6%	0.0%	1.1%
Percent Male	58.6%	7.5%	44.8%	6.3%	0.0%	0.0%	0.0%	0.0%
Percent Female	41.4%	5.2%	29.3%	1.1%	0.0%	4.6%	0.0%	1.1%

Explanation of Symbols

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Documentation

2014-2018 EEO Occupation Code List (xlsx) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

Crosswalk of EEO 2006-2010 Occupations to EEO 2014-2018 Occupations (xlsx) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-Occupation-Crosswalk-051221.xlsx]

2014—2018 EEO Tables

(ACS 5-Year Data)

Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Connecticut

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

*** Open Quick Guide to Using Table Tools ***

Quick Search: 2001

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Counselors, social workers, and other community and social service specialists : 21-10XX / 2001								
Total	32,060	4,565	19,800	6,665	100	385	0	545
Male	7,895	1,215	4,275	2,155	4	105	0	145
Female	24,165	3,350	15,525	4,515	95	280	0	400
Percent Total	100.0%	14.2%	61.8%	20.8%	0.3%	1.2%	0.0%	1.7%
Percent Male	24.6%	3.8%	13.3%	6.7%	0.0%	0.3%	0.0%	0.5%
Percent Female	75.4%	10.4%	48.4%	14.1%	0.3%	0.9%	0.0%	1.2%

Explanation of Symbols

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Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Universe: Civilian labor force 16 years and over

Geography: Hartford

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

Quick Search: 5200 SEARCH: DETAILED OCCUPATIONS DOWNLOAD SHOW MOE *HIDE MOE*

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Information and record clerks, except customer service representatives : 43-4XXX / 5200								
Total	7,470	1,370	4,455	1,265	0	230	0	150
Male	1,590	305	925	265	0	80	0	10
Female	5,885	1,065	3,530	1,000	0	155	0	140
Percent Total	100.0%	18.3%	59.6%	16.9%	0.0%	3.1%	0.0%	2.0%
Percent Male	21.3%	4.1%	12.4%	3.5%	0.0%	1.1%	0.0%	0.1%
Percent Female	78.8%	14.3%	47.3%	13.4%	0.0%	2.1%	0.0%	1.9%

Explanation of Symbols

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Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Universe: Civilian labor force 16 years and over

Geography: Hartford

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

Quick Search: 5100 SEARCH: DETAILED OCCUPATIONS DOWNLOAD SHOW MOE HIDE MOE

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Financial clerks, except bookkeeping, accounting, and auditing clerks : 43-30XX / 5100									
Total	3,770	405	2,700	335	0	230	0	95	
Male	505	30	415	20	0	40	0	0	
Female	3,265	380	2,285	315	0	190	0	95	
Percent Total	100.0%	10.7%	71.6%	8.9%	0.0%	6.1%	0.0%	2.5%	
Percent Male	13.4%	0.8%	11.0%	0.5%	0.0%	1.1%	0.0%	0.0%	
Percent Female	86.6%	10.1%	60.6%	8.4%	0.0%	5.0%	0.0%	2.5%	

Explanation of Symbols

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Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Geography: Hartford

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

Quick Search: 5710 SEARCH: DETAILED OCCUPATIONS DOWNLOAD SHOW MOE HIDE MOE

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Secretaries and administrative assistants : 43-6010 / 5710									
Total	9,940	1,170	7,500	780	15	265	0	210	
Male	540	75	350	45	15	40	0	15	
Female	9,400	1,095	7,150	735	0	225	0	195	
Percent Total	100.0%	11.8%	75.5%	7.8%	0.2%	2.7%	0.0%	2.1%	
Percent Male	5.4%	0.8%	3.5%	0.5%	0.2%	0.4%	0.0%	0.2%	
Percent Female	94.6%	11.0%	71.9%	7.4%	0.0%	2.3%	0.0%	2.0%	

Explanation of Symbols

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Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Universe: Civilian labor force 16 years and over

Geography: Hartford

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

Quick Search: 5810 SEARCH: DETAILED OCCUPATIONS DOWNLOAD SHOW MOE HIDE MOE

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Other office and administrative support workers : 43-9000 / 5810								
Total	10,760	1,340	6,940	1,765	4	435	0	275
Male	2,705	355	1,650	500	0	165	0	35
Female	8,055	985	5,290	1,265	4	270	0	235
Percent Total	100.0%	12.5%	64.5%	16.4%	0.0%	4.0%	0.0%	2.6%
Percent Male	25.1%	3.3%	15.3%	4.6%	0.0%	1.5%	0.0%	0.3%
Percent Female	74.9%	9.2%	49.2%	11.8%	0.0%	2.5%	0.0%	2.2%

Explanation of Symbols

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Geography: Hartford

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

Quick Search: 1005 SEARCH: DETAILED OCCUPATIONS DOWNLOAD SHOW MOE HIDE MOE

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Computer and information research scientists and analysts : 15-12XX / 1005									
Total	2,575	100	1,660	150	0	620	0	45	
Male	1,550	75	880	50	0	520	0	25	
Female	1,030	25	780	100	0	105	0	20	
Percent Total	100.0%	3.9%	64.5%	5.8%	0.0%	24.1%	0.0%	1.7%	
Percent Male	60.2%	2.9%	34.2%	1.9%	0.0%	20.2%	0.0%	1.0%	
Percent Female	40.0%	1.0%	30.3%	3.9%	0.0%	4.1%	0.0%	0.8%	

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Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Universe: Civilian labor force 16 years and over

Geography: Hartford

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

Quick Search: first line supervisors of h SEARCH: DETAILED OCCUPATIONS DOWNLOAD SHOW MOE HIDE MOE

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
First-line supervisors of housekeeping and janitorial workers : 37-1011 / 4200								
Total	935	320	565	40	0	0	0	10
Male	660	210	405	30	0	0	0	10
Female	275	110	160	4	0	0	0	0
Percent Total	100.0%	34.2%	60.4%	4.3%	0.0%	0.0%	0.0%	1.1%
Percent Male	70.6%	22.5%	43.3%	3.2%	0.0%	0.0%	0.0%	1.1%
Percent Female	29.4%	11.8%	17.1%	0.4%	0.0%	0.0%	0.0%	0.0%

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Universe: Civilian labor force 16 years and over

Geography: Hartford

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

Quick Search: building | SEARCH: DETAILED OCCUPATIONS | DOWNLOAD | SHOW MOE | HIDE MOE

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Building cleaning workers : 37-2010 / 4220								
Total	11,225	4,345	4,815	1,625	10	150	0	275
Male	6,325	2,090	3,005	1,025	10	50	0	150
Female	4,900	2,255	1,815	600	0	100	0	130
Percent Total	100.0%	38.7%	42.9%	14.5%	0.1%	1.3%	0.0%	2.4%
Percent Male	56.3%	18.6%	26.8%	9.1%	0.1%	0.4%	0.0%	1.3%
Percent Female	43.7%	20.1%	16.2%	5.3%	0.0%	0.9%	0.0%	1.2%

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Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Universe: Civilian labor force 16 years and over

Geography: Hartford

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

Quick Search: grounds main SEARCH: DETAILED OCCUPATIONS DOWNLOAD SHOW MOE HIDE MOE

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Grounds maintenance workers : 37-3010 / 4251									
Total	4,110	1,355	2,440	240	30	10	0	35	
Male	3,810	1,355	2,215	160	30	10	0	35	
Female	300	0	225	75	0	0	0	0	
Percent Total	100.0%	33.0%	59.4%	5.8%	0.7%	0.2%	0.0%	0.9%	
Percent Male	92.7%	33.0%	53.9%	3.9%	0.7%	0.2%	0.0%	0.9%	
Percent Female	7.3%	0.0%	5.5%	1.8%	0.0%	0.0%	0.0%	0.0%	

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Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Universe: Civilian labor force 16 years and over

Geography: Hartford

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

Quick Search: other office and administ | SEARCH: DETAILED OCCUPATIONS | DOWNLOAD | SHOW MOE | *HIDE MOE*

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Other office and administrative support workers : 43-9000 / 5810									
Total	10,760	1,340	6,940	1,765	4	435	0	275	
Male	2,705	355	1,650	500	0	165	0	35	
Female	8,055	985	5,290	1,265	4	270	0	235	
Percent Total	100.0%	12.5%	64.5%	16.4%	0.0%	4.0%	0.0%	2.6%	
Percent Male	25.1%	3.3%	15.3%	4.6%	0.0%	1.5%	0.0%	0.3%	
Percent Female	74.9%	9.2%	49.2%	11.8%	0.0%	2.5%	0.0%	2.2%	

Explanation of Symbols

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Quick Search: 8250 SEARCH: DETAILED OCCUPATIONS DOWNLOAD SHOW MOE HIDE MOE

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Printing workers : 51-5100 / 8250									
Total	785	220	400	105	0	35	0	20	
Male	665	190	355	90	0	10	0	20	
Female	115	30	45	15	0	25	0	0	
Percent Total	100.0%	28.0%	51.0%	13.4%	0.0%	4.5%	0.0%	2.5%	
Percent Male	84.7%	24.2%	45.2%	11.5%	0.0%	1.3%	0.0%	2.5%	
Percent Female	14.6%	3.8%	5.7%	1.9%	0.0%	3.2%	0.0%	0.0%	

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Quick Search: 5500 SEARCH: DETAILED OCCUPATIONS DOWNLOAD SHOW MOE HIDE MOE

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Material recording, scheduling, dispatching, and distributing workers : 43-5XXX / 5500								
Total	4,655	1,090	2,605	800	0	70	0	85
Male	2,995	545	1,640	700	0	45	0	65
Female	1,660	545	965	100	0	30	0	20
Percent Total	100.0%	23.4%	56.0%	17.2%	0.0%	1.5%	0.0%	1.8%
Percent Male	64.3%	11.7%	35.2%	15.0%	0.0%	1.0%	0.0%	1.4%
Percent Female	35.7%	11.7%	20.7%	2.1%	0.0%	0.6%	0.0%	0.4%

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Universe: Civilian labor force 16 years and over

Geography: Hartford

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Quick Search: 5100 SEARCH: DETAILED OCCUPATIONS DOWNLOAD SHOW MOE HIDE MOE

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	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Financial clerks, except bookkeeping, accounting, and auditing clerks : 43-30XX / 5100									
Total	3,770	405	2,700	335	0	230	0	95	
Male	505	30	415	20	0	40	0	0	
Female	3,265	380	2,285	315	0	190	0	95	
Percent Total	100.0%	10.7%	71.6%	8.9%	0.0%	6.1%	0.0%	2.5%	
Percent Male	13.4%	0.8%	11.0%	0.5%	0.0%	1.1%	0.0%	0.0%	
Percent Female	86.6%	10.1%	60.6%	8.4%	0.0%	5.0%	0.0%	2.5%	

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Universe: Civilian labor force 16 years and over

Geography: Hartford

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Quick Search: 5810 SEARCH: DETAILED OCCUPATIONS DOWNLOAD SHOW MOE HIDE MOE

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Other office and administrative support workers : 43-9000 / 5810									
Total	10,760	1,340	6,940	1,765	4	435	0	275	
Male	2,705	355	1,650	500	0	165	0	35	
Female	8,055	985	5,290	1,265	4	270	0	235	
Percent Total	100.0%	12.5%	64.5%	16.4%	0.0%	4.0%	0.0%	2.6%	
Percent Male	25.1%	3.3%	15.3%	4.6%	0.0%	1.5%	0.0%	0.3%	
Percent Female	74.9%	9.2%	49.2%	11.8%	0.0%	2.5%	0.0%	2.2%	

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Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Universe: Civilian labor force 16 years and over

Geography: Hartford

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

Quick Search: 5000 SEARCH: DETAILED OCCUPATIONS DOWNLOAD SHOW MOE HIDE MOE

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
First-line supervisors of office and administrative support workers : 43-1011 / 5000									
Total	4,465	545	3,320	415	0	135	0	45	
Male	1,585	220	1,180	75	0	60	0	45	
Female	2,880	325	2,140	340	0	75	0	0	
Percent Total	100.0%	12.2%	74.4%	9.3%	0.0%	3.0%	0.0%	1.0%	
Percent Male	35.5%	4.9%	26.4%	1.7%	0.0%	1.3%	0.0%	1.0%	
Percent Female	64.5%	7.3%	47.9%	7.6%	0.0%	1.7%	0.0%	0.0%	

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Universe: Civilian labor force 16 years and over

Geography: Hartford

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

Quick Search: 5710 SEARCH: DETAILED OCCUPATIONS DOWNLOAD SHOW MOE *HIDE MOE*

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Secretaries and administrative assistants : 43-6010 / 5710								
Total	9,940	1,170	7,500	780	15	265	0	210
Male	540	75	350	45	15	40	0	15
Female	9,400	1,095	7,150	735	0	225	0	195
Percent Total	100.0%	11.8%	75.5%	7.8%	0.2%	2.7%	0.0%	2.1%
Percent Male	5.4%	0.8%	3.5%	0.5%	0.2%	0.4%	0.0%	0.2%
Percent Female	94.6%	11.0%	71.9%	7.4%	0.0%	2.3%	0.0%	2.0%

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Table: EEO-ALL01R - Occupation by Sex and Race/Ethnicity for Residence Geography

Universe: Civilian labor force 16 years and over

Geography: New Haven

Occupations: 237 (2014-2018 EEO Occupation Code List) [https://www2.census.gov/programs-surveys/demo/guidance/eeo/EEO-2014-2018-Occupation-Crosswalk-to-Other-Occupations-Groups-2.22.2021.xlsx]

Quick Search: other office and administ | SEARCH: DETAILED OCCUPATIONS | DOWNLOAD | SHOW MOE | HIDE MOE

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	
Other office and administrative support workers : 43-9000 / 5810								
Total	9,445	1,330	6,590	935	0	220	0	370
Male	1,615	235	1,105	145	0	60	0	75
Female	7,830	1,095	5,485	790	0	160	0	300
Percent Total	100.0%	14.1%	69.8%	9.9%	0.0%	2.3%	0.0%	3.9%
Percent Male	17.1%	2.5%	11.7%	1.5%	0.0%	0.6%	0.0%	0.8%
Percent Female	82.9%	11.6%	58.1%	8.4%	0.0%	1.7%	0.0%	3.2%

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Quick Search: 5710 SEARCH: DETAILED OCCUPATIONS DOWNLOAD SHOW MOE HIDE MOE

Display 6 Rows

	Total All Groups	Hispanic or Latino	Not Hispanic or Latino, One Race					Balance of not Hispanic or Latino	
			White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone		
Secretaries and administrative assistants : 43-6010 / 5710									
Total	10,895	1,030	8,525	1,005	0	225	0	110	
Male	510	150	250	100	0	0	0	15	
Female	10,380	880	8,275	905	0	225	0	95	
Percent Total	100.0%	9.5%	78.2%	9.2%	0.0%	2.1%	0.0%	1.0%	
Percent Male	4.7%	1.4%	2.3%	0.9%	0.0%	0.0%	0.0%	0.1%	
Percent Female	95.3%	8.1%	76.0%	8.3%	0.0%	2.1%	0.0%	0.9%	

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UTILIZATION ANALYSIS and HIRING AND PROMOTION GOALS

Pursuant to Connecticut Agency Regulations
Section 46a-68-85

(a) To determine whether protected classes are fully and fairly utilized, the representation of protected group persons in the workforce shall be compared, in form or format prescribed by the Commission on Human Rights and Opportunities staff, to the availability of such persons for employment. Comparisons between the agency workforce and the availability base calculated in section 46a-68-84 of the Regulations of Connecticut State Agencies shall be made by occupational category, position classifications employing a significant number of persons and job titles for which a separate base was calculated.

(b) For each instance of underutilization identified in the utilization analysis, employment goals shall be set by an agency to increase the representation of protected class members in the agency workforce. Employment goals shall be set by an agency for job titles filled through original appointment or promotional appointment. The objective of such goals shall be to attain parity with the availability base for such protected class members.

(c) Where the underutilization of race and sex groups, considered individually, does not rise to the level to require a hiring or promotion goal, but where the underutilization of race and sex groups, considered collectively is fifty percent (50%) or greater, a goal shall be set by an agency, based on the race and sex group most underutilized in the occupational category, position classification or job title under consideration or for the race and sex group with the highest availability base, as the agency elects.
(Effective April 17, 2015)

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD / CAREER MOBILITY

AGENCY: Department of Labor

OCCUPATIONAL CATEGORY: Officials / Admin.

POSITION CLASSIFICATION (25+): Various

REPORTING DATE: August 30, 2022

LABOR MARKET AREA: Statewide

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce %		60.0%	40.0%	43.3%	26.7%	3.3%	6.7%	10.0%	3.3%	3.3%	0.0%	0.0%	0.0%	0.0%	3.3%	0.0%	A
Final Availability Base %	100.0%	51.8%	48.7%	42.2%	35.4%	1.5%	5.5%	4.6%	5.2%	3.3%	2.3%	0.3%	0.2%	0.0%	0.0%	0.0%	B
Workforce Numbers	30	18	12	13	8	1	2	3	1	1	0	0	0	0	1	0	C
Workforce Parity Numbers		15.5	14.6	12.7	10.6	0.5	1.7	1.4	1.7	1.0	0.7	0.1	0.1				D
Net Utilization (+,-)		2.5	-2.6	0.3	-2.6	0.5	0.3	1.6	-0.7	0.0	-0.7	-0.1	-0.1				E
Previous Utilization***		0.5	-0.5	-0.1	-1.2	-0.2	0	1.6	1.0	-0.8	-0.4	0.0	0.0				F

***Enter line E from previous filing

Hiring Goals	Previous Plan Goals	1	0	1	0	0	0	0	0	0	0	1	0	0				G
	Current Plan Hires	0	0	0	0	0	0	0	0	0	0	0	0	0				H
	Current Plan Goals	1	0	1	0	1	0	0	0	0	0	0	0	0				I
Promotional Goals	Previous Plan Goals	2	1	1	0	1	0	0	0	0	1	0	0	0				J
	Current Plan Promos	2	2	0	0	0	1	0	0	0	1	0	0	0				K
	Current Plan Goals	4	0	4	0	2	0	0	0	1	0	1	0	0				L
Upward / Career Mobility Goals	Previous Plan Goals																	M
	Current Plan Promos																	N
	Current Plan Goals																	O

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD / CAREER MOBILITY

AGENCY: Department of Labor

OCCUPATIONAL CATEGORY: Professional

POSITION CLASSIFICATION (25+): Various

REPORTING DATE: August 30, 2022

LABOR MARKET AREA: Statewide

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce %		45.5%	54.1%	27.4%	28.0%	6.7%	12.1%	5.7%	6.4%	2.2%	3.5%	0.6%	0.6%				A
Final Availability Base %	100.0%	36.2%	63.8%	24.5%	32.9%	5.2%	13.9%	3.0%	12.2%	2.6%	2.9%	0.5%	1.0%				B
Workforce Numbers	314	143	170	86	88	21	38	18	20	7	11	2	2	9	11	1	C
Workforce Parity Numbers		113.7	200.3	76.9	103.3	16.3	43.6	9.4	38.3	8.2	9.1	1.6	3.1				D
Net Utilization (+,-)		29.3	-30.3	9.1	-14.3	4.7	-4.6	8.6	-18.3	-1.2	1.9	0.4	-1.1				E
Previous Utilization***		28.1	-27.1	14.9	-6.9	0.5	3.2	6.7	-27.6	3.9	3.1	0.0	0.0				F

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Hiring Goals	Previous Plan Goals	12	0	12	0	2	0	0	0	10	0	0	0	0				G
	Current Plan Hires	31	9	22	5	11	2	5	0	3*	0	2	2	2				H
	Current Plan Goals	11	0	11	0	2	0	2	0	6	0	0	0	1				I
Promotional Goals	Previous Plan Goals	23	0	23	0	5	0	0	0	18	0	0	0	0				
	Current Plan Promos	37	17	20	9	10	4	3	4	7	0	0	0	0				
	Current Plan Goals	21	1	20	0	5	0	3	0	12	1	0	0	0				L
Upward / Career Mobility Goals	Previous Plan Goals																	M
	Current Plan Promos																	N
	Current Plan Goals																	O

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UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD / CAREER MOBILITY

AGENCY: Department of Labor

OCCUPATIONAL CATEGORY: Professional

POSITION CLASSIFICATION: Adjudications Specialist

REPORTING DATE: August 30, 2022

LABOR MARKET AREA: Statewide

		Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
					Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce %			25.6%	74.4%	41.0%	27.9%	7.0%	27.9%	4.7%	16.3%	0.0%	2.3%	0.0%	0.0%	0.0%	0.0%	0.0%	A
Final Availability Base %		100.0%	40.5%	59.5%	13.5%	21.6%	10.8%	16.2%	10.8%	16.2%	0.0%	0.0%	2.7%	0.0%	0.0%	0.0%	0.0%	B
Workforce Numbers		43	11	32	6	12	3	12	2	7	0	1	0	0	0	0	0	C
Workforce Parity Numbers			17.2	25.6	5.8	9.3	4.6	7.0	4.6	7.0	0.0	0.0	1.2	0.0				D
Net Utilization (+,-)			-6.2	6.4	0.2	2.7	-1.6	5.0	-2.6	0.0	0.0	1.0	-1.2	0.0				E
Previous Utilization***			-3.3	3.3	2.3	8.3	0.2	-11.2	-5.7	5.2	0.0	1.0	0	0				F
***Enter line E from previous filing																		
Hiring Goals	Previous Plan Goals	0	0	0	0	0	0	0	0	0	0	0	0	0				G
	Current Plan Hires	1	0	1	0	0	0	1*	0	0	0	0	0	0				H
	Current Plan Goals	0	0	0	0	0	0	0	0	0	0	0	0	0				I
Promotional Goals	Previous Plan Goals	17	6	11	0	0	0	11	6	0	0	0	0	0				J
	Current Plan Promos	1	1	0	0	0	0	0	1	0	0	0	0	0				K
	Current Plan Goals	6	5	1	0	0	2	0	3	0	0	0	1	0				L
Upward / Career Mobility Goals	Previous Plan Goals																	M
	Current Plan Promos																	N
	Current Plan Goals																	O

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UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD / CAREER MOBILITY

AGENCY: Department of Labor

OCCUPATIONAL CATEGORY: Professional

REPORTING DATE: August 30, 2022

POSITION CLASSIFICATION (25+): Community Services Representative (CSR / CCT/ SST)

LABOR MARKET AREA: Statewide

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce %		30.3%	69.7%	19.7%	22.7%	6.1%	18.2%	0.0%	19.7%	1.5%	1.5%	1.5%	3.0%	1.5%	4.5%	0.0%	A
Final Availability Base %	100.0%	20.0%	78.5%	11.7%	35.3%	4.6%	18.3%	1.2%	6.8%	0.5%	3.1%	1.2%	6.0%	0.0%	0.0%	0.0%	B
Workforce Numbers	66	20	46	13	15	4	12	0	13	1	1	1	2	1	3	0	C
Workforce Parity Numbers		13.2	51.8	7.7	23.3	3.0	12.1	0.8	4.5	0.3	2.0	0.8	4.0				D
Net Utilization (+,-)		6.8	-5.8	5.3	-8.3	1.0	-0.1	-0.8	8.5	0.7	-1.0	0.2	-2.0				E
Previous Utilization***		2.6	-2.6	-0.8	-5.4	2.6	-7.7	-1	9.4	-0.2	-1.1	0.0	0.0				F

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Hiring Goals	Previous Plan Goals	3	0	3	0	1	0	2	0	0	0	0	0	0					G
	Current Plan Hires	32	14	18	9	5	1	5	2	6	1	0	1	2					H
	Current Plan Goals	3	1	2	0	2	0	0	1	0	0	0	0	0					I
Promotional Goals	Previous Plan Goals	13	2	11	1	4	0	6	1	0	0	1	0	0					J
	Current Plan Promos	1	0	1	0	0	0	0	0	1	0	0	0	0					K
	Current Plan Goals	9	0	9	0	6	0	0	0	0	0	1	0	2					L
Upward / Career Mobility Goals	Previous Plan Goals																		M
	Current Plan Promos																		N
	Current Plan Goals																		O

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD / CAREER MOBILITY

AGENCY: Department of Labor

OCCUPATIONAL CATEGORY: Professional

REPORTING DATE: August 30, 2022

POSITION CLASSIFICATION (25+): Programs & Services Coordinator

LABOR MARKET AREA: Statewide

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce %		29.5%	70.5%	20.5%	40.9%	2.3%	13.6%	4.5%	11.4%	2.3%	4.5%	0.0%	0.0%	0.0%	0.0%	0.0%	A
Final Availability Base %	100.0%	31.6%	68.4%	16.3%	31.6%	9.2%	20.4%	5.1%	14.3%	1.0%	2.0%	0.0%	0.0%	0.0%	0.0%	0.0%	B
Workforce Numbers	44	13	31	9	18	1	6	2	5	1	2	0	0	0	0	0	C
Workforce Parity Numbers		13.9	30.1	7.2	13.9	4.0	9.0	2.2	6.2	0.4	0.9	0.0	0.0				D
Net Utilization (+,-)		-0.9	0.9	1.8	4.1	-3.0	-3.0	-0.2	-1.2	0.6	1.1	0.0	0.0				E
Previous Utilization***		2.4	-2.4	4.0	1.5	-3.8	-0.7	1.4	-2.7	0.7	-0.6	0.0	0.0				F

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Hiring Goals	Previous Plan Goals																	G
	Current Plan Hires																	H
	Current Plan Goals																	I

*collective

Promotional Goals	Previous Plan Goals	9	4	5	0	0	4	1	0	3	0	1	0	0				J
	Current Plan Promos	13	4	9	2	5	1	1	1	2	0	1	0	0				K
	Current Plan Goals	7	3	4	0	0	3	3	0	1	0	0	0	0				L

Upward / Career Mobility Goals	Previous Plan Goals																	M
	Current Plan Promos																	N
	Current Plan Goals																	O

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD / CAREER MOBILITY

AGENCY: Department of Labor

OCCUPATIONAL CATEGORY: Professional

POSITION CLASSIFICATION (25+): Resource Associate

REPORTING DATE: August 30, 2022

LABOR MARKET AREA: Statewide

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce %		37.5%	62.5%	18.8%	34.4%	12.5%	12.5%	3.1%	12.5%	3.1%	3.1%	0.0%	0.0%	0.0%	0.0%	0.0%	A
Final Availability Base %	100.0%	40.5%	59.5%	13.5%	21.6%	10.8%	16.2%	10.8%	16.2%	0.0%	0.0%	2.7%	0.0%	0.0%	0.0%	0.0%	B
Workforce Numbers	32	12	20	6	11	4	4	1	4	1	1	0	0	0	0	0	C
Workforce Parity Numbers		12.9	19.0	4.3	6.9	3.5	5.2	3.5	5.2	0.0	0.0	0.9	0.0				D
Net Utilization (+,-)		-0.9	1.0	1.7	4.1	0.5	-1.2	-2.5	-1.2	1.0	1.0	-0.9	0.0				E
Previous Utilization***		-0.9	0.9	-0.1	6.9	2.4	-12.4	-4.1	3.4	1.0	3.0	0	0				F

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Hiring Goals	Previous Plan Goals																	G
	Current Plan Hires	2	1	1	1*	1*	0	0	0	0	0	0	0	0				H
	Current Plan Goals																	I
Promotional Goals	Previous Plan Goals	16	4	12	0	0	0	12	4	0	0	0	0	0				J
	Current Plan Promos	6	2	4	2	2	0	1	0	1	0	0	0	0				K
	Current Plan Goals	5	2	3	0	0	0	1	3	1	0	0	1	0				L
Upward / Career Mobility Goals	Previous Plan Goals																	M
	Current Plan Promos																	N
	Current Plan Goals																	O

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UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD / CAREER MOBILITY

AGENCY: Department of Labor

OCCUPATIONAL CATEGORY: Paraprofessional

POSITION CLASSIFICATION (25+): Various

REPORTING DATE: August 30, 2022

LABOR MARKET AREA: Statewide

		Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
					Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce %			0.0%	100.0%	0.0%	25.0%	0.0%	25.0%	0.0%	25.0%	0.0%	25.0%	0.0%	0.0%	0.0%	0.0%	0.0%	A
Final Availability Base %		100.0%	33.3%	66.7%	28.4%	29.4%	8.5%	14.1%	8.5%	16.2%	0.2%	2.5%	2.0%	0.4%	0.0%	0.0%	0.0%	B
Workforce Numbers		4	0	4	0	1	0	1	0	1	0	1	0	0	0	0	0	C
Workforce Parity Numbers			1.3	2.7	1.1	1.2	0.3	0.6	0.3	0.6	0.0	0.1	0.1	0.0				D
Net Utilization (+,-)			-1.3	1.3	-1.1	-0.2	-0.3	0.4	-0.3	0.4	0	0.9	-0.1	0				E
Previous Utilization***			0.7	-0.7	-0.2	-1.2	0.9	-0.2	0	1	0	-0.1	0.0	0.0				F
Hiring Goals	Previous Plan Goals	2	0	2	0	1	0	1	0	0	0	0	0	0				G
Hiring Goals	Current Plan Hires	2	0	2	0	0	0	1	0	0	0	1	0	0				H
Hiring Goals	Current Plan Goals	2	1	1	1	1	0	0	0	0	0	0	0	0				I
Promotional Goals	Previous Plan Goals																	J
Promotional Goals	Current Plan Promos	2	0	2	0	1	0	0	0	1	0	0	0	0				K
Promotional Goals	Current Plan Goals																	L
Upward / Career Mobility Goals	Previous Plan Goals																	M
Upward / Career Mobility Goals	Current Plan Promos																	N
Upward / Career Mobility Goals	Current Plan Goals																	O

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UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD / CAREER MOBILITY

AGENCY: Department of Labor

OCCUPATIONAL CATEGORY: Service / Maintenance

POSITION CLASSIFICATION (25+): Various

REPORTING DATE: August 30, 2022

LABOR MARKET AREA: Hartford

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce %		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	A
Final Availability Base %	100.0%	66.3%	33.7%	34.6%	13.5%	7.5%	4.2%	22.5%	14.5%	0.6%	0.6%	1.2%	0.8%	0.0%	0.0%	0.0%	B
Workforce Numbers	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	C
Workforce Parity Numbers		1.3	0.7	0.7	0.3	0.2	0.2	0.5	0.3	0.0	0.0	0.0	0.0				D
Net Utilization (+,-)		0.7	-0.7	1.3	-0.3	-0.2	-0.2	-0.5	-0.3	0	0	0	0				E
Previous Utilization***		0.4	-0.4	0.1	-0.2	-0.2	-0.1	-0.5	-0.2	1	0	0	0				F

***Enter line E from previous filing

Hiring Goals	Previous Plan Goals	2	2	0	0	0	1	0	1	0	0	0	0	0				G
	Current Plan Hires	0	0	0	0	0	0	0	0	0	0	0	0	0				H
	Current Plan Goals	2	1	1	0	0	0	0	1	1	0	0	0	0				I
Promotional Goals	Previous Plan Goals																	J
	Current Plan Promos																	K
	Current Plan Goals																	L
Upward / Career Mobility Goals	Previous Plan Goals																	M
	Current Plan Promos																	N
	Current Plan Goals																	O

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD / CAREER MOBILITY

AGENCY: Department of Labor

OCCUPATIONAL CATEGORY: Skilled Crafts

POSITION CLASSIFICATION (25+): Various

REPORTING DATE: August 30, 2022

LABOR MARKET AREA: Hartford

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce %		100.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	A
Final Availability Base %	100.0%	39.3%	60.7%	22.5%	38.9%	8.0%	8.5%	6.7%	9.6%	1.4%	2.0%	0.7%	1.6%	0.0%	0.0%	0.0%	B
Workforce Numbers	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	C
Workforce Parity Numbers		0.4	0.6	2.2	3.9	0.1	0.1	0.1	0.1	0.0	0.0	0.0	0.0				D
Net Utilization (+,-)		0.6	-0.6	-1.2	-3.9	-0.1	-0.1	-0.1	-0.1	0	0	0	0				E
Previous Utilization***		0.4	-0.4	0.8	-0.1	-0.2	-0.1	-0.2	-0.1	0	0	0	0				F

***Enter line E from previous filing

Hiring Goals	Previous Plan Goals	1	1	0	0	0	1	0	0	0	0	0	0	0				G
	Current Plan Hires	0	0	0	0	0	0	0	0	0	0	0	0	0				H
	Current Plan Goals	6	1	5	1	4	0	0	0	1	0	0	0	0				I
Promotional Goals	Previous Plan Goals																	J
	Current Plan Promos																	K
	Current Plan Goals																	L
Upward / Career Mobility Goals	Previous Plan Goals																	M
	Current Plan Promos																	N
	Current Plan Goals																	O

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD / CAREER MOBILITY

AGENCY: Department of Labor

OCCUPATIONAL CATEGORY: Technician

POSITION CLASSIFICATION (25+): IT Technician

REPORTING DATE: August 30, 2022

LABOR MARKET AREA: Hartford

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce %		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	A
Final Availability Base %	100.0%	60.1%	40.0%	34.1%	30.2%	1.9%	3.9%	2.9%	1.0%	20.2%	4.1%	1.0%	0.8%	0.0%	0.0%	0.0%	B
Workforce Numbers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	C
Workforce Parity Numbers		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				D
Net Utilization (+,-)		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				E
Previous Utilization***		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				F

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Hiring Goals	Previous Plan Goals	0	0	0	0	0	0	0	0	0	0	0	0	0				G
	Current Plan Hires	0	0	0	0	0	0	0	0	0	0	0	0	0				H
	Current Plan Goals	0	0	0	0	0	0	0	0	0	0	0	0	0				I
Promotional Goals	Previous Plan Goals																	J
	Current Plan Promos																	K
	Current Plan Goals																	L
Upward / Career Mobility Goals	Previous Plan Goals																	M
	Current Plan Promos																	N
	Current Plan Goals																	O

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD / CAREER MOBILITY

AGENCY: Department of Labor

OCCUPATIONAL CATEGORY: Clerical

POSITION CLASSIFICATION (25+): Various

REPORTING DATE: August 30, 2022

LABOR MARKET AREA: Hartford

		Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
					Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce %			7.7%	92.3%	2.6%	33.3%	2.6%	30.8%	2.6%	15.4%	0.0%	5.1%	0.0%	0.0%				A
Final Availability Base %		100.0%	18.4%	81.6%	12.4%	58.3%	2.2%	9.2%	1.0%	9.6%	1.1%	2.6%	0.3%	1.8%				B
Workforce Numbers		39	3	36	1	13	1	12	1	6	0	2	0	0	0	3	0	C
Workforce Parity Numbers			7.2	31.8	4.8	22.7	0.9	3.6	0.4	3.7	0.4	1.0	0.1	0.7				D
Net Utilization (+,-)			-4.2	4.2	-3.8	-9.7	0.1	8.4	0.6	2.3	-0.4	1.0	-0.1	-0.7				E
Previous Utilization***			-1.9	2.0	-1.8	-8.6	-0.1	8.4	0.3	1.9	-0.4	0.2	0.0	0.0				F
Hiring Goals	Previous Plan Goals	12	3	9	2	9	0	0	0	0	1	0	0	0				G
	Current Plan Hires	6	2	4	0	2	1	1	1	0	0	1	0	0				H
	Current Plan Goals	16	5	11	4	10	0	0	0	0	1	0	0	1				I
Promotional Goals	Previous Plan Goals																	J
	Current Plan Promos																	K
	Current Plan Goals																	L
Upward / Career Mobility Goals	Previous Plan Goals																	M
	Current Plan Promos																	N
	Current Plan Goals																	O

***Enter line E from previous filing

UTILIZATION ANALYSIS - HIRING, PROMOTIONAL AND UPWARD / CAREER MOBILITY

AGENCY: Department of Labor

OCCUPATIONAL CATEGORY: Clerical

POSITION CLASSIFICATION (25+): Various

REPORTING DATE: August 30, 2022

LABOR MARKET AREA: Waterbury

		Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
					Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce %			0.0%	100.0%	0.0%	25.0%	0.0%	25.0%	0.0%	50.0%	0.0%	0.0%	0.0%	0.0%				A
Final Availability Base %		100.0%	10.5%	89.5%	6.7%	67.6%	1.2%	8.3%	1.9%	9.7%	0.3%	1.9%	0.4%	1.9%				B
Workforce Numbers		4	0	4	0	1	0	1	0	2	0	0	0	0	0	0	0	C
Workforce Parity Numbers			0.4	3.6	0.3	2.7	0.0	0.3	0.1	0.4	0.0	0.1	0.0	0.1				D
Net Utilization (+,-)			-0.4	0.4	-0.3	-1.7	0.0	0.7	-0.1	1.6	0.0	-0.1	0.0	-0.1				E
Previous Utilization***			-0.2	0.1	-0.1	-0.5	0.0	-0.1	0.0	0.8	0.0	0.0	0.0	0.0				F
Hiring Goals	Previous Plan Goals	1	0	1	0	1	0	0	0	0	0	0	0	0				G
	Current Plan Hires	3	0	3	0	0	0	1	0	2	0	0	0	0				H
	Current Plan Goals	3	1	2	1	2	0	0	0	0	0	0	0	0				I
Promotional Goals	Previous Plan Goals																	J
	Current Plan Promos																	K
	Current Plan Goals																	L
Upward / Career Mobility Goals	Previous Plan Goals																	M
	Current Plan Promos																	N
	Current Plan Goals																	O

***Enter line E from previous filing

EMPLOYMENT ANALYSIS
Pursuant to Connecticut Agency Regulations
Section 46a-68-86

Sec. 46a-68-86. Employment analyses Each agency shall undertake a comprehensive review of the employment activity during the reporting period to identify policies and practices that perpetuate or build in barriers to equal employment. Each agency shall perform the following analyses:

(1) The agency shall conduct a separate analysis for any occupational category or position classification for which a separate availability base has been calculated and employment activity has occurred during the reporting period through hire, termination or other personnel activity.

(2) Appointments to job titles shall be further analyzed. The applicant flow analysis shall track applicants through the hiring or promotional process to identify the step at which they were no longer candidates for employment. Information shall be provided as required for reductions in workforce.

(3) Each agency shall further provide information by occupational category on all matters involving personnel evaluations, discipline or other reductions in workforce. (Effective April 17, 2015)

EMPLOYMENT ANALYSIS

Employment Analyses

Agency: Department of Labor
Occupational Category: Officials
Position Classification (25+): Various

Reporting Date: August 30, 2022
Labor Market Area: Statewide

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce Number Current Filing	30	18	12	13	8	1	2	3	1	1	0	0	0	0	1	0	A
Workforce Number Prior Filing	32	18	14	15	10	0	2	3	2	0	0	0	0	0	0	0	B
Net Change (+ or -)	-2	0	-2	-2	-2	1	0	0	-1	1	0	0	0	0	1	0	C
Hires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	D
Part-Time to Full-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	E
Durational to Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	F
Promotions Into Category	2	2	0	0	0	1	0	0	0	1	0	0	0	0	0	0	G
Demotions Into Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H
Transfers From Another LMA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	I
Data Correction	2	1	1	1	0	0	0	0	0	0	0	0	0	0	1	0	J
Total Increases	**4**	**3**	**1**	**1**	**0**	**1**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**1**	**0**	K
Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	L
Lateral Transfer Out	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	M
Transfer to Other LM (vocation chg)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	O
Full-Time To Part-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	P
Promos Out of Title/Occup Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Q
Demotions Out of Title/Occup Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	R
Resignations	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	S
Deaths	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	T
Retirements	5	3	2	3	2	0	0	0	0	0	0	0	0	0	0	0	V
Total Decreases	**6**	**3**	**3**	**3**	**2**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	W
Promos Within Category (No Chg +/-)	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	X

data correction: 1WM reported as Deputy Commissioner which is a durational appointment through 1/2024; he will resume position as Executive Director of Employment Services thereafter.

Employment Analyses

Agency: Department of Labor

Occupational Category: Professional Various

Position Classification (25+): Various

Reporting Date: August 30, 2022

Labor Market Area: Statewide

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce Number Current Filing	314	143	170	86	88	21	38	18	20	7	11	2	2	9	11	1	A
Prior Workforce	281	134	146	88	85	19	38	16	12	9	11	0	0	2	0	1	B
Net Change (+ or -)	33	9	24	-2	3	2	0	2	8	-2	0	2	2	7	11	0	C
Hires	47	14	33	5	11	2	5	0	2	0	2	2	2	5	11	0	D
Part-Time to Full-Time	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	E
Durational to Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	F
Promotions Into Category	38	18	20	9	10	4	3	4	7	0	0	0	0	1	0	0	G
Demotions Into Category	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	H
Transfers From Another LM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	I
Appoint/Rehire from SEBAC List	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	J
Data Correction	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	K
Total Increases	**87**	**33**	**54**	**14**	**21**	**6**	**8**	**4**	**10**	**0**	**2**	**2**	**2**	**7**	**11**	**0**	L
Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	M
Lateral Transfer Out	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
Transfer to Other LM (vocation chgs)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	O
Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	P
Full-Time To Part-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Q
Promotions Out of Title/Occup Category	12	6	6	2	4	2	0	1	1	1	1	0	0	0	0	0	R
Demotions Out of Title/Occup Category	2	0	2	0	1	0	1	0	0	0	0	0	0	0	0	0	S
Resignations	15	6	9	4	3	1	5	1	1	0	0	0	0	0	0	0	T
Transfer to DAS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	U
Retirements	25	12	13	10	10	1	2	0	0	1	1	0	0	0	0	0	V
Data Correction	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Decreases	**54**	**24**	**30**	**16**	**18**	**4**	**8**	**2**	**2**	**2**	**2**	**0**	**0**	**0**	**0**	**0**	X
Promos Within Category (No Change +/-)	36	14	21	9	8	3	8	1	3	1	2	0	0	0	0	1	Y

Employment Analyses

Agency: Department of Labor

Occupational Category: Professional

Position Classification (25+): Programs & Services Coordinator

Reporting Date: August 30, 2022

Labor Market Area: Statewide

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce Number Current Filing	44	13	31	9	18	1	6	2	5	1	2	0	0	0	0	0	A
Workforce Number Prior Filing	38	14	24	10	15	0	5	3	3	1	1	0	0	0	0	0	B
Net Change (+ or -)	6	-1	7	-1	3	1	1	-1	2	0	1	0	0	0	0	0	C
Hires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	D
Part-Time to Full-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	E
Durational to Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	F
Promotions Into Category	13	4	9	2	5	1	1	1	2	0	1	0	0	0	0	0	G
Demotions Into Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H
Transfers From Another Labor Market	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	I
Total Increases	**13**	**4**	**9**	**2**	**5**	**1**	**1**	**1**	**2**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	L
Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	M
Transfer To Another LM (vocation chgs)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	O
Full-Time To Part-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	P
Promotions Out of Title/Occup Category	3	3	0	2	0	0	0	1	0	0	0	0	0	0	0	0	Q
Demotions Out of Title/Occup Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	R
Resignations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	S
Deaths	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	T
Retirements	4	2	2	1	2	0	0	1	0	0	0	0	0	0	0	0	U
Total Decreases	**7**	**5**	**2**	**3**	**2**	**0**	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	V
Proms Within Category (No Change +/-)																	W

Employment Analyses

Agency: Department of Labor

Occupational Category: Professional

Position Classification (25+): Adjudication Specialist

Reporting Date: August 30, 2022

Labor Market Area: Statewide

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce Number Current Filing	43	11	32	6	12	3	12	2	7	0	1	0	0	0	0	0	A
Workforce Number Prior Filing	54	16	38	10	16	4	12	2	9	0	1	0	0	0	0	0	B
Net Change (+ or -)	-11	-5	-6	-4	-4	-1	0	0	-2	0	0	0	0	0	0	0	C
Hires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	D
Part-Time to Full-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	E
Durational to Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	F
Promotions Into Category	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	G
Demotions Into Category	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	H
Transfers From Another LM\	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	I
Total Increases	**2**	**1**	**1**	**0**	**0**	**0**	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	L
Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	M
Lateral Transfer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	O
Full-Time To Part-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	P
Promotions Out of Title/Occup Category	6	2	4	1	2	0	1	1	1	0	0	0	0	0	0	0	Q
Demotions Out of Title/Occup Category	2	1	1	1	0	0	0	0	1	0	0	0	0	0	0	0	R
Resignations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	S
Deaths	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	T
Retirements	5	3	2	2	2	1	0	0	0	0	0	0	0	0	0	0	U
Total Decreases	**13**	**6**	**7**	**4**	**4**	**1**	**1**	**1**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	V
Promos Within Category (No Chg +/-)																	W

Employment Analyses

Agency: Department of Labor

Occupational Category: Professional

Position Classification (25+): Community Services Rep (CSR / CCT/ SST)

Reporting Date: August 30, 2022

Labor Market Area: Statewide

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce Number Current Filing	66	20	46	13	15	4	12	0	13	1	1	1	2	1	3	0	A
Workforce Number Prior Filing	79	21	58	13	25	5	11	1	19	0	1	1	1	1	1	0	B
Net Change (+ or -)	-13	-1	-12	0	-10	-1	1	-1	-6	1	0	0	1	0	2	0	C
Hires	34	14	19	9	5	1	5	2	6	1	0	1	2	0	1	1	D
Part-Time to Full-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	E
Durational to Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	F
Promotions Into Category	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	G
Demotions Into Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H
Transfers From Another Labor Market	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	I
Appointed/Rehired from SEBAC List	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	J
Data Correction	6	2	4	1	0	0	2	0	0	0	0	0	0	1	2	0	L
Total Increases	**41**	**16**	**24**	**10**	**5**	**1**	**7**	**2**	**7**	**1**	**0**	**1**	**2**	**1**	**3**	**1**	M
Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
Transfers To Another LM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	O
Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	P
Full-Time To Part-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Q
Promotions Out of Title/Occup Category	29	12	17	6	7	2	3	3	7	0	0	0	0	1	0	0	R
Demotions Out of Title/Occup Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	S
Resignations	13	4	9	4	4	0	2	0	2	0	0	0	0	0	1	0	T
Deaths	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	U
Data Correction	6	1	4	0	2	0	0	0	1	0	0	1	1	0	0	1	V
Retirements	6	0	6	0	2	0	1	0	3	0	0	0	0	0	0	0	W
Total Decreases	**54**	**17**	**36**	**10**	**15**	**2**	**6**	**3**	**13**	**0**	**0**	**1**	**1**	**1**	**1**	**1**	X
Promos Within Category (No Chg +/-)																	Y

Unknowns not counted in TM and TF

Employment Analyses

Agency: Department of Labor

Occupational Category: Technician

Position Classification: IT Technician

Reporting Date: August 30, 2022

Labor Market Area: Hartford

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce Number Current Filing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	A
Workforce Number Prior Filing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	B
Net Change (+ or -)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	C
Hires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	D
Part-Time to Full-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	E
Durational to Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	F
Promotions Into Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	G
Demotions Into Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H
Transfers From Another Labor Market	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	I
Total Increases	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	L
Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	M
Transfers To Another LM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	O
Full-Time To Part-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	P
Promotions Out of Title/Occup Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Q
Demotions Out of Title/Occup Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	R
Resignations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	S
Deaths	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	T
Retirements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	U
Total Decreases	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	V
Promos Within Category (No Chg +/-)																	W

Employment Analyses

Agency: Department of Labor
Occupational Category: Paraprofessional
Position Classification: Various

Reporting Date: August 30, 2022
Labor Market Area: Hartford

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce Number Current Filing	4	0	4	0	1	0	1	0	1	0	1	0	0	0	0	0	A
Workforce Number Prior Filing	2	1	1	0	0	1	0	0	1	0	0	0	0	0	0	0	B
Net Change (+ or -)	2	-1	3	0	1	-1	1	0	0	0	1	0	0	0	0	0	C
Hires	2	0	2	0	0	0	1	0	0	0	1	0	0	0	0	0	D
Part-Time to Full-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	E
Durational to Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	F
Promotions Into Category	2	0	2	0	1	0	0	0	1	0	0	0	0	0	0	0	G
Demotions Into Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H
Transfers From Another Labor Market	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	I
Total Increases	**4**	**0**	**4**	**0**	**1**	**0**	**1**	**0**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**L**
Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	M
Transfers To Another LM (vocation chgs)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	O
Full-Time To Part-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	P
Promotions Out of Titl/Occup Category	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	Q
Demotions Out of Title/Occup Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	R
Resignations	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	S
Deaths	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	T
Retirements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	U
Total Decreases	**2**	**1**	**1**	**0**	**0**	**1**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**V**
Promos Within Category (No Chg +/-)																	W

Employment Analyses

Agency: Department of Labor

Occupational Category: Skilled Crafts

Position Classification: Various

Reporting Date: August 30, 2022

Labor Market Area: Hartford

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce Number Current Filing	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	A
Workforce Number Prior Filing	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	B
Net Change (+ or -)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	C
Hires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	D
Part-Time to Full-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	E
Durational to Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	F
Promotions Into Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	G
Demotions Into Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H
Transfers From Another Labor Market	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	I
Total Increases	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	0	0	0	0	0	L
Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	M
Transfers To Another LM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	O
Full-Time To Part-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	P
Promotions Out of Title/Occup Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Q
Demotions Out of Title/Occup Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	R
Resignations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	S
Deaths	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	T
Retirements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	U
Total Decreases	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	0	0	0	0	0	V
Promos Within Category (No Chg +/-)																	W

Employment Analyses

Agency: Department of Labor

Occupational Category: Service / Maintenance

Position Classification: Various

Reporting Date: August 30, 2022

Labor Market Area: Hartford

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce Number Current Filing	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	A
Workforce Number Prior Filing	2	2	0	1	0	0	0	0	0	1	0	0	0	0	0	0	B
Net Change (+ or -)	0	0	0	1	0	0	0	0	0	-1	0	0	0	0	0	0	C
Hires	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	D
Part-Time to Full-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	E
Durational to Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	F
Promotions Into Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	G
Demotions Into Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H
Transfers From Another Labor Market	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Data Correction	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	I
Total Increases	**1**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	L
Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	M
Transfers To Another LM (vocation chgs)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	O
Full-Time To Part-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	P
Promotions Out of Title/Occup Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Q
Demotions Out of Title/Occup Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	R
Resignations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	S
Deaths	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	T
Retirements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Data Correction	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	U
Total Decreases	**1**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	V
Promos Within Category (No Chg +/-)																	W

Employment Analyses

Agency: Department of Labor

Occupational Category: Clerical

Position Classification: Various

Reporting Date: August 30, 2022

Labor Market Area: Hartford

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce Number Current Filing	39	3	36	1	13	1	12	1	6	0	2	0	0	0	3	0	A
Workforce Number Prior Filing	41	4	37	2	17	1	13	1	6	0	1	0	0	0	0	0	B
Net Change (+ or -)	-2	-1	-1	-1	-4	0	-1	0	0	0	1	0	0	0	3	0	C
Hires	9	2	7	0	2	1	1	1	0	0	1	0	0	0	3	0	D
Part-Time to Full-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	E
Durational to Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	F
Promotions Into Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	G
Demotions Into Category	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	H
Transfers From Another Labor Market**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Data Correction	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	I
Total Increases	**11**	**2**	**9**	**0**	**2**	**1**	**1**	**1**	**2**	**0**	**1**	**0**	**0**	**0**	**3**	**0**	L
Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	M
Transfers To Another LM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	O
Full-Time To Part-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	P
Promotions Out of Title/Occup Category	5	1	4	0	2	1	0	0	2	0	0	0	0	0	0	0	Q
Demotions Out of Title/Occup Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	R
Resignations	4	1	3	0	1	0	2	1	0	0	0	0	0	0	0	0	S
Deaths	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	T
Retirements	4	1	3	1	3	0	0	0	0	0	0	0	0	0	0	0	U
																	V
Total Decreases	**13**	**3**	**10**	**1**	**6**	**1**	**2**	**1**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	W
Promos Within Category (No Chg +/-)	3	1	2	1	0	0	0	0	2	0	0	0	0	0	0	0	X

Employment Analyses

Agency: Department of Labor
Occupational Category: Clerical
Position Classification: Waterbury

Reporting Date: August 30, 2022
Labor Market Area: Waterbury

	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Workforce Number Current Filing	4	0	4	0	1	0	1	0	2	0	0	0	0	0	0	0	A
Workforce Number Prior Filing	2	0	2	0	1	0	0	0	1	0	0	0	0	0	0	0	B
Net Change (+ or -)	2	0	2	0	0	0	1	0	1	0	0	0	0	0	0	0	C
Hires	3	0	3	0	0	0	1	0	2	0	0	0	0	0	0	0	D
Part-Time to Full-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	E
Durational to Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	F
Promotions Into Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	G
Demotions Into Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H
Transfers From Another Labor Market	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	I
Total Increases	**3**	**0**	**3**	**0**	**0**	**0**	**1**	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	L
Terminations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	M
Transfers To Another LMA**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N
Layoffs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	O
Full-Time To Part-Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	P
Promotions Out of Title/Occup Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Q
Demotions Out of Title/Occup Category	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	R
Resignations	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	S
Deaths	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	T
Retirements	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	U
Total Decreases	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	V
Promos Within Category (No Chg +/-)	4	1	3	0	0	0	0	0	2	0	0	0	0	1	1	0	W

APPLICANT FLOW ANALYSIS

HIRES

APPLICANT FLOW ANALYSIS
HIRES (NO EXAM)

Agency: Department of Labor

Occupational Category: Officials

Position Classification (25+): Various

FORM 86B2

Reporting Date: August 30, 2022

Labor Market Area: Statewide

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency																	A
Outside Agency																	B
Layoff/Reemployment List/SEBAC																	C
Exam / Employment List																	D
Total Applicants For Position																	E
TOTAL INTERVIEWED																	F
Not Offered Position																	G
Offered Position																	H
Refused Position																	I
TOTAL ACCESSIONS																	J
NO CHANGE (+/-) WITHIN CATEGORY																	K

There was no hiring activity in this category

APPLICANT FLOW ANALYSIS
HIRES (NO EXAM)

Agency: Department of Labor

Occupational Category: Professional

Position Classification (25+): Various

FORM 86B2

Reporting Date: August 30, 2022

Labor Market Area: Statewide

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	
Outside Agency	2017	900	1078	486	413	197	334	99	179	49	67	24	38	45	47	39	B
Layoff / Reemployment List / SEBAC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	C
Exam / Employment List	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	D
TOTAL APPLICANTS FOR POSITION	2018	901	1078	486	413	197	334	99	179	49	67	24	38	46	47	39	E
TOTAL INTERVIEWED	260	122	136	58	55	37	40	8	15	7	9	2	5	10	12	2	F
Not Offered Position	201	102	97	52	39	34	34	7	13	6	7	0	3	3	1	2	G
Offered Position	59	20	39	6	16	3	6	1	2	1	2	2	2	7	11	0	H
Refused Position	11	5	6	1	5	1	1	1	0	1	0	0	0	1	0	0	I
TOTAL ACCESSIONS	48	15	33	5	11	2	5	0	2	0	2	2	2	6	11	0	J
NO CHANGE (+/-) WITHIN CATEGORY																	K

APPLICANT FLOW ANALYSIS
HIRES (NO EXAM)

FORM 86B2

Agency: Department of Labor
Occupational Category: Professional
Position Classification (25+): Programs & Services Coordinator

Reporting Date: August 30, 2022
Labor Market Area: Statewide

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency																	A
Outside Agency																	B
Layoff/Reemployment List/SEBAC																	C
Exam / Employment List																	D
Total Applicants For Position																	E
TOTAL INTERVIEWED																	F
Not Offered Position																	G
Offered Position																	H
Refused Position																	I
TOTAL ACCESSIONS																	J

NO CHANGE (+/-) WITHIN CATEGORY																	K

There was no hiring activity in this category.

APPLICANT FLOW ANALYSIS
HIRES (NO EXAM)

Agency: Department of Labor
Occupational Category: Professional
Position Classification (25+): Adjudication Specialist

FORM 86B2
Reporting Date: August 30, 2022
Labor Market Area: Statewide

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	A
Outside Agency	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	B
Layoff/Reemployment List/SEBAC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	C
Exam / Employment List	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	D
Total Applicants For Position	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	E
TOTAL INTERVIEWED	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	F
Not Offered Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	G
Offered Position	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	H
Refused Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	I
TOTAL ACCESSIONS	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	J

NO CHANGE (+/-) WITHIN CATEGORY																K

APPLICANT FLOW ANALYSIS
HIRES (NO EXAM)

Agency: Department of Labor
Occupational Category: Professional
Position Classification (25+): Resource Associate

FORM 86B2
Reporting Date: August 30, 2022
Labor Market Area: Statewide

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency																	A
Outside Agency																	B
Layoff/Reemployment List/SEBAC																	C
Exam / Employment List																	D
Total Applicants For Position																	E
TOTAL INTERVIEWED																	F
Not Offered Position																	G
Offered Position																	H
Refused Position																	I
TOTAL ACCESSIONS																	J
NO CHANGE (+/-) WITHIN CATEGORY																	K

There was no hiring activity in this category.

APPLICANT FLOW ANALYSIS
HIRES (NO EXAM)

Agency: Department of Labor
Occupational Category: Professional
Position Classification (25+): Community Services Representative

FORM 86B2
Reporting Date: August 30, 2022
Labor Market Area: Statewide

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency	4	1	3	0	1	0	0	0	1	0	0	0	0	1	1	0	A
Outside Agency	3132	949	2124	414	643	272	901	151	336	52	61	33	108	27	75	59	B
Layoff / Reemployment List / SEBAC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	C
Exam / Employment List	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	D
TOTAL APPLICANTS FOR POSITION	3136	950	2127	414	644	272	901	151	337	52	61	33	108	28	76	59	E
TOTAL INTERVIEWED	172	71	98	36	23	14	39	10	21	4	6	5	3	2	6	3	F
Not Offered Position	133	53	78	25	18	13	34	8	15	3	6	3	1	1	4	2	G
Offered Position	39	18	20	11	5	1	5	2	6	1	0	2	2	1	2	1	H
Refused Position	5	4	1	3	1	0	0	0	0	0	0	1	0	0	0	0	I
TOTAL ACCESSIONS	34	14	19	8	4	1	5	2	6	1	0	1	2	1	2	1	J
No Change (+/-) Within Category																	K

HIRES (NO EXAM)

Agency: Department of Labor

Occupational Category: Technician

Position Classification (25+): IT Technician

FORM 86B2

Reporting Date: August 30, 2022

Labor Market Area: Statewide

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency																	A
Outside Agency																	B
Layoff/Reemployment List/SEBAC																	C
Exam / Employment List																	D
Total Applicants For Position																	E
TOTAL INTERVIEWED																	F
Not Offered Position																	G
Offered Position																	H
Refused Position																	I
TOTAL ACCESSIONS																	J

APPLICANT FLOW ANALYSIS
HIRES (NO EXAM)

FORM 86B2

Agency: Department of Labor

Occupational Category: Paraprofessional

Reporting Date: August 30, 2022

Labor Market Area: Statewide

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency	8	2	6	0	2	0	1	2	1	0	1	0	0	0	1	0	A
Outside Agency	315	59	251	28	122	16	53	6	39	6	11	1	10	2	16	5	B
Layoff/Reemployment List/SEBAC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	C
Exam / Employment List	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	D
Total Applicants for Position	323	61	257	28	124	16	54	8	40	6	12	1	10	2	17	5	E
QUALIFIED APPLICANTS	14	3	11	1	4	0	3	2	1	0	2	0	0	0	1	0	F
TOTAL INTERVIEWED	9	0	9	0	3	0	3	0	1	0	1	0	0	0	1	0	G
Not Offered Position	6	0	6	0	3	0	2	0	0	0	0	0	0	0	1	0	H
Offered Position	3	0	3	0	0	0	1	0	1	0	1	0	0	0	0	0	I
Refused Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	J
TOTAL ACCESSIONS	3	0	3	0	0	0	1	0	1	0	1	0	0	0	0	0	K
No Change (+/-) Within Category																	L

APPLICANT FLOW ANALYSIS
HIRES (NO EXAM)

Agency: Department of Labor

Occupational Category: Service / Maintenance

Position Classification (25+): Various

FORM 86B2

Reporting Date: August 30, 2022

Labor Market Area: Hartford

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency																	A
Outside Agency																	B
Layoff/Reemployment List/SEBAC																	C
Exam / Employment List																	D
Total Applicants For Position																	E
TOTAL INTERVIEWED																	F
Not Offered Position																	G
Offered Position																	H
Refused Position																	I
TOTAL ACCESSIONS																	J

NO CHANGE (+/-) WITHIN CATEGORY																	K

APPLICANT FLOW ANALYSIS
HIRES (NO EXAM)

Agency: Department of Labor
Occupational Category: Skilled Crafts
Position Classification (25+): Various

FORM 86B2
Reporting Date: August 30, 2022
Labor Market Area: Hartford

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency																	A
Outside Agency																	B
Layoff/Reemployment List/SEBAC																	C
Exam / Employment List																	D
Total Applicants For Position																	E
TOTAL INTERVIEWED																	F
Not Offered Position																	G
Offered Position																	H
Refused Position																	I
TOTAL ACCESSIONS																	J
NO CHANGE (+/-) WITHIN CATEGORY																	K

There was no hiring activity in this category

APPLICANT FLOW ANALYSIS
HIRES (EXAM)

Agency: **Department of Labor**
Occupational Category: **Administrative / Clerical**
Position Classification (25+): **Various**

FORM 86B2
Reporting Date: **August 30, 2022**
Labor Market Area: **Hartford**

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	A
Outside Agency	1069	193	857	80	395	44	208	37	167	8	23	8	26	16	38	19	B
Layoff / Reemployment List / SEBAC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	C
Exam / Employment List	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	D
TOTAL APPLICANTS	1069	193	857	80	395	44	208	37	167	8	23	8	26	16	38	19	E
TOTAL INTERVIEWED	63	14	49	6	17	3	10	2	11	0	3	0	1	3	7	0	F
Not Offered Position	50	10	40	6	13	2	9	1	11	0	2	0	1	1	4	0	G
Offered Position	13	4	9	0	4	1	1	1	0	0	1	0	0	2	3	0	H
Refused Position	4	2	2	0	2	0	0	0	0	0	0	0	0	2	0	0	I
TOTAL ACCESSIONS	9	2	7	0	2	1	1	1	0	0	1	0	0	0	3	0	J

No Change (+/-) Within Category																	K

APPLICANT FLOW ANALYSIS
HIRES (EXAM)

Agency: Department of Labor

Occupational Category: Administrative / Clerical

Position Classification (25+): Various

FORM 86B2

Reporting Date: August 30, 2022

Labor Market Area: Waterbury

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	A
Outside Agency	477	46	431	21	196	9	85	9	116	1	8	2	20	2	6	2	B
Layoff / Reemployment List / SEBAC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	C
Exam / Employment List	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	D
TOTAL APPLICANTS	478	46	432	0	0	0	0	0	0	0	0	0	0	0	0	0	E
TOTAL INTERVIEWED	22	0	22	0	0	0	1	0	16	0	4	0	0	0	1	0	F
Not Offered Position	19	0	19	0	0	0	0	0	14	0	4	0	0	0	1	0	G
Offered Position	3	0	3	0	0	0	1	0	2	0	0	0	0	0	0	0	H
Refused Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	I
TOTAL ACCESSIONS	3	0	3	0	0	0	1	0	2	0	0	0	0	0	0	0	J

No Change (+/-) Within Category																	K

PROMOTIONS

PROMOTIONS (NO EXAM)

Agency: Department of Labor

Occupational Category: Officials

Position Classification (25+): Various

FORM 86B3

Reporting Date: August 30, 2022

Labor Market Area: Statewide

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency	5	3	2	0	1	2	0	0	1	1	0	0	0	0	0	0	A
Outside Agency	17	9	8	8	3	1	3	0	2	0	0	0	0	0	0	0	
TOTAL APPLICANTS	22	12	10	8	4	3	3	0	3	1	0	0	0	0	0	0	B
TOTAL REJECTED APPLICANTS	13	6	7	4	1	2	3	0	3	0	0	0	0	0	0	0	C
TOTAL QUALIFIED APPLICANTS	9	6	3	4	3	1	0	0	0	1	0	0	0	0	0	0	D
TOTAL INTERVIEWED	7	5	2	3	2	1	0	0	0	1	0	0	0	0	0	0	E
Not Offered Position	5	3	2	3	2	0	0	0	0	0	0	0	0	0	0	0	F
Offered Position	2	2	0	0	0	1	0	0	0	1	0	0	0	0	0	0	G
Refused Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H
TOTAL ACCESSIONS	2	2	0	0	0	1	0	0	0	1	0	0	0	0	0	0	I
NO CHG (+/-) WITHIN CATEGORY	2	2	0	1	0	0	0	1	0	0	0	0	0	0	0	0	J

PROMOTIONS (NO EXAM)

Agency: Department of Labor

FORM 86B3

Occupational Category: Professional

Reporting Date: August 30, 2022

Position Classification (25+): Various

Labor Market Area: Statewide

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency	251	103	145	47	53	33	32	13	38	3	13	3	3	4	6	3	A
TOTAL APPLICANTS	251	103	145	47	53	33	32	13	38	3	13	3	3	4	6	3	B
TOTAL REJECTED APPLICANTS	162	70	90	33	30	22	21	7	22	3	9	2	3	3	5	2	C
TOTAL QUALIFIED APPLICANTS	89	33	55	14	23	11	11	6	16	0	4	1	0	1	1	1	D
TOTAL INTERVIEWED	89	33	55	14	23	11	11	6	16	0	4	1	0	1	1	1	E
Not Offered Position	50	15	34	5	12	7	8	2	9	0	4	1	0	0	1	1	F
Offered Position	39	18	21	9	11	4	3	4	7	0	0	0	0	1	0	0	G
Refused Position	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	H
TOTAL ACCESSIONS	**38**	**18**	**20**	**9**	**10**	**4**	**3**	**4**	**7**	**0**	**0**	**0**	**0**	**1**	**0**	**0**	I
NO CHANGE (+/-) WITHIN CATEGORY																	J

APPLICANT FLOW
PROMOTIONS (NO EXAM)

Agency: Department of Labor
Occupational Category: Professional
Position Classification (25+): Program Services Coordinator

FORM 86B3
Reporting Date: August 30, 2022
Labor Market Area: Statewide

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency	51	19	32	9	19	6	7	4	5	0	1	0	0	0	0	0	A
TOTAL APPLICANTS	51	19	32	9	19	6	7	4	5	0	1	0	0	0	0	0	B
TOTAL REJECTED APPLICANTS	6	3	3	1	2	0	1	2	0	0	0	0	0	0	0	0	C
TOTAL QUALIFIED APPLICANTS	45	16	29	8	17	6	6	2	5	0	1	0	0	0	0	0	D
TOTAL INTERVIEWED	31	10	21	5	11	3	5	2	4	0	1	0	0	0	0	0	E
Not Offered Position	18	6	12	3	6	2	4	1	2	0	0	0	0	0	0	0	F
Offered Position	13	4	9	2	5	1	1	1	2	0	1	0	0	0	0	0	G
Refused Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H
TOTAL ACCESSIONS	**13**	**4**	**9**	**2**	**5**	**1**	**1**	**1**	**2**	**0**	**1**	**0**	**0**	**0**	**0**	**0**	I

No Change (+/-) Within Category																	J

PROMOTIONS (NO EXAM)

Agency: Department of Labor

Occupational Category: Professional

Position Classification (25+): Adjudications Specialist

FORM 86B3

Reporting Date: August 30, 2022

Labor Market Area: Statewide

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency	5	2	3	1	1	0	1	1	1	0	0	0	0	0	0	0	A
TOTAL APPLICANTS	5	2	3	1	1	0	1	1	1	0	0	0	0	0	0	0	B
TOTAL REJECTED APPLICANTS	3	1	2	1	1	0	0	0	1	0	0	0	0	0	0	0	C
TOTAL QUALIFIED APPLICANTS	2	1	1	0	0	0	1	1	0	0	0	0	0	0	0	0	D
TOTAL INTERVIEWED	2	1	1	0	0	0	1	1	0	0	0	0	0	0	0	0	E
Not Offered Position	1	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	F
Offered Position	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	G
Refused Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H
TOTAL ACCESSIONS	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	I

NO CHG (+/-) WITHIN CATEGORY																	J

APPLICANT FLOW
PROMOTIONS (NO EXAM)

Agency: Department of Labor

Occupational Category: Professional

Position Classification (25+): Resource Associate

FORM 86B3

Reporting Date: August 30, 2022

Labor Market Area: Statewide

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency	18	8	10	4	3	0	3	2	2	0	0	0	1	2	1	0	A
TOTAL APPLICANTS	18	8	10	4	3	0	3	2	2	0	0	0	1	2	1	0	B
TOTAL REJECTED APPLICANTS	7	5	2	1	0	0	0	2	0	0	0	0	1	2	1	0	C
TOTAL QUALIFIED APPLICANTS	5	0	5	0	2	0	2	0	1	0	0	0	0	0	0	0	D
TOTAL INTERVIEWED	10	3	7	3	3	0	3	0	1	0	0	0	0	0	0	0	E
Not Offered Position	2	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	F
Offered Position	8	3	5	3	3	0	1	0	1	0	0	0	0	0	0	0	G
Refused Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H
TOTAL ACCESSIONS	8	3	5	3	3	0	1	0	1	0	0	0	0	0	0	0	I
No Change (+/-) Within Category																	J

PROMOTIONS (NO EXAM)

Agency: Department of Labor

Occupational Category: Professional

Position Classification (25+): Community Services Representative (SST / CCT / CSR)

FORM 86B3

Reporting Date: August 30, 2022

Labor Market Area: Statewide

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	A
TOTAL APPLICANTS	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	B
TOTAL REJECTED APPLICANTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	C
TOTAL QUALIFIED APPLICANTS	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	D
TOTAL INTERVIEWED	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	E
Not Offered Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	F
Offered Position	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	G
Refused Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H
TOTAL ACCESSIONS	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	I

NO CHG (+/-) WITHIN CATEGORY																J

PROMOTIONS (NO EXAM)

Agency: Department of Labor
Occupational Category: Technicians
Position Classification (25+): IT Technician

FORM 86B3
Reporting Date: August 30, 2022
Labor Market Area: Statewide

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency																	
TOTAL APPLICANTS																	A
TOTAL REJECTED APPLICANTS																	B
TOTAL QUALIFIED APPLICANTS																	C
TOTAL INTERVIEWED																	D
Not Offered Position																	E
Offered Position																	F
Refused Position																	G
TOTAL ACCESSIONS																	H
																	I

NO CHG (+/-) WITHIN CATEGORY																		J

There was no promotional activity in this category

PROMOTIONS (NO EXAM)

Agency: Department of Labor
Occupational Category: Paraprofessionals
Position Classification (25+): Various

FORM 86B3
Reporting Date: August 30, 2022
Labor Market Area: Statewide

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	A
TOTAL APPLICANTS	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	B
TOTAL REJECTED APPLICANTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	C
TOTAL QUALIFIED APPLICANTS	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	D
TOTAL INTERVIEWED	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	E
Not Offered Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	F
Offered Position	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	G
Refused Position	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H
TOTAL ACCESSIONS	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	I

NO CHG (+/-) WITHIN CATEGORY																	J

PROMOTIONS (NO EXAM)

Agency: Department of Labor
Occupational Category: Service / Maintenance
Position Classification (25+): Various

FORM 86B3
Reporting Date: August 30, 2022
Labor Market Area: Hartford

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency																	
TOTAL APPLICANTS																	A
TOTAL REJECTED APPLICANTS																	B
TOTAL QUALIFIED APPLICANTS																	C
TOTAL INTERVIEWED																	D
Not Offered Position																	E
Offered Position																	F
Refused Position																	G
TOTAL ACCESSIONS																	H
																	I
NO CHG (+/-) WITHIN CATEGORY																	J

There was no promotional activity in this category

PROMOTIONS (NO EXAM)

Agency: Department of Labor
Occupational Category: Skilled Craft
Position Classification (25+): Various

FORM 86B3
Reporting Date: August 30, 2022
Labor Market Area: Hartford

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency																	A
TOTAL APPLICANTS																	B
TOTAL REJECTED APPLICANTS																	C
TOTAL QUALIFIED APPLICANTS																	D
TOTAL INTERVIEWED																	E
Not Offered Position																	F
Offered Position																	G
Refused Position																	H
TOTAL ACCESSIONS																	I
NO CHG (+/-) WITHIN CATEGORY																	J

There was no promotional activity in this category

PROMOTIONS (NO EXAM)

Agency: Department of Labor
Occupational Category: Clerical
Position Classification (25+): Various

FORM 86B3
Reporting Date: August 30, 2022
Labor Market Area: Hartford

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency																	A
TOTAL APPLICANTS																	B
TOTAL REJECTED APPLICANTS																	C
TOTAL QUALIFIED APPLICANTS																	D
TOTAL INTERVIEWED																	E
Not Offered Position																	F
Offered Position																	G
Refused Position																	H
TOTAL ACCESSIONS																	I
NO CHG (+/-) WITHIN CATEGORY																	J

There was no promotional activity in this category

PROMOTIONS (NO EXAM)

Agency: Department of Labor

Occupational Category: Clerical / Administrative Support

Position Classification (25+): Various

FORM 86B3

Reporting Date: August 30, 2022

Labor Market Area: Waterbury

APPLICANT FLOW ANALYSIS	Grand Total	Total Male	Total Female	White		Black		Hispanic		AAIANHNPI		2 or More Races		Unknown			
				Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Unknown	
Intra-Agency																	
TOTAL APPLICANTS																	A
TOTAL REJECTED APPLICANTS																	B
TOTAL QUALIFIED APPLICANTS																	C
TOTAL INTERVIEWED																	D
Not Offered Position																	E
Offered Position																	F
Refused Position																	G
TOTAL ACCESSIONS																	H
																	I
NO CHG (+/-) WITHIN CATEGORY																	J

There was no promotional activity in this category

PERSONNEL EVALUATIONS

OCCUPATIONAL CATEGORY OFFICIALS

POSITION OR POSITION CLASSIFICATION

FORM 42A-3

DATE 04/30/22

PERSONNEL EVALUATION ANALYSIS	GT	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
SERVICE RATINGS											
EXCELLENT											
GOOD											
FAIR											
POOR											
REPRIMANDS											
SUSPENSIONS											
DEMOTIONS											
WITHIN OCC. CATEGORY											
LOWER OCC CATEGORY											
TRANSFERS											
INTRA-AGENCY											
OUTSIDE AGENCY											

None during this period.

OCCUPATIONAL CATEGORY PROFESSIONAL

POSITION OR POSITION CLASSIFICATION

FORM 42A-3

DATE 4/30/2022

PERSONNEL EVALUATION ANALYSIS	GT	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
SERVICE RATINGS											
EXCELLENT	254	103	151	72	87	11	26	15	25	5	13
GOOD	197	80	117	45	50	19	36	7	25	9	6
FAIR											
POOR	1	1		1							
REPRIMANDS											
SUSPENSIONS											
DEMOTIONS											
WITHIN OCC. CATEGORY											
LOWER OCC CATEGORY											
TRANSFERS											
INTRA-AGENCY											
OUTSIDE AGENCY											

OCCUPATIONAL CATEGORY TECHNICIAN

POSITION OR POSITION CLASSIFICATION

FORM 42A-3

DATE 4 /30/22

PERSONNEL EVALUATION ANALYSIS	GT	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
SERVICE RATINGS											
EXCELLENT											
GOOD											
FAIR											
POOR											
REPRIMANDS											
SUSPENSIONS											
DEMOTIONS											
WITHIN OCC. CATEGORY											
LOWER OCC CATEGORY											
TRANSFERS											
INTRA-AGENCY											
OUTSIDE AGENCY											

OCCUPATIONAL CATEGORY PARAPROFESSIONAL

POSITION OR POSITION CLASSIFICATION

FORM 42A-3

DATE 4/30/22

PERSONNEL EVALUATION ANALYSIS	GT	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
SERVICE RATINGS											
EXCELLENT	1		1						1		
GOOD	1	1				1					
FAIR											
POOR											
REPRIMANDS											
SUSPENSIONS											
DEMOTIONS											
WITHIN OCC. CATEGORY											
LOWER OCC CATEGORY											
TRANSFERS											
INTRA-AGENCY											
OUTSIDE AGENCY											

OCCUPATIONAL CATEGORY OFFICE CLERICAL

POSITION OR POSITION CLASSIFICATION

FORM 42A-3

DATE 4 /30/22

PERSONNEL EVALUATION ANALYSIS	GT	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
SERVICE RATINGS											
EXCELLENT	16		16		11		3		2		
GOOD	22	3	19	3	5		11		2		1
FAIR											
POOR											
REPRIMANDS											
SUSPENSIONS											
DEMOTIONS											
WITHIN OCC. CATEGORY											
LOWER OCC CATEGORY											
TRANSFERS											
INTRA-AGENCY											
OUTSIDE AGENCY											

OCCUPATIONAL CATEGORY SERVICE MAINTENANCE

POSITION OR POSITION CLASSIFICATION

FORM 42A-3

DATE 4/30/22

PERSONNEL EVALUATION ANALYSIS	GT	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
SERVICE RATINGS											
EXCELLENT											
GOOD	2	2		2							
FAIR											
POOR											
REPRIMANDS											
SUSPENSIONS											
DEMOTIONS											
WITHIN OCC. CATEGORY											
LOWER OCC CATEGORY											
TRANSFERS											
INTRA-AGENCY											
OUTSIDE AGENCY											

OCCUPATIONAL CATEGORY SKILLED CRAFT

POSITION OR POSITION CLASSIFICATION

FORM 42A-3

DATE 4/30/22

PERSONNEL EVALUATION ANALYSIS	GT	TM	TF	WM	WF	BM	BF	HM	HF	OM	OF
SERVICE RATINGS											
EXCELLENT											
GOOD	1	1		1							
FAIR											
POOR											
REPRIMANDS											
SUSPENSIONS											
DEMOTIONS											
WITHIN OCC. CATEGORY											
LOWER OCC CATEGORY											
TRANSFERS											
INTRA-AGENCY											
OUTSIDE AGENCY											

IDENTIFICATION OF PROBLEM AREAS

Pursuant to Connecticut Agency Regulations
Section 46a-68-87

(a) Where an occupational category, position classification within an occupational category employing a significant number of persons or position classification for which a separate availability base is calculated has experienced an increase or reduction in workforce the agency shall examine its personnel policies and practices to identify those nonquantifiable aspects of the employment process which may impede or prevent the full and fair participation of protected race and sex group members in the employment process. Where applicable, the agency shall address the following aspects of employment:

(1) employment applications;
(2) job qualifications;
(3) recruitment practices;
(4) personnel policies;
(5) orientation;
(6) training;
(7) counseling;
(8) discrimination complaint process;
(9) evaluation;
(10) layoffs; and
(11) termination.

(b) For each occupational category or job title examined in subsection (a) of this section, the plan shall list all non-quantifiable elements of the employment process that have been identified as a problem area.

(c) Each agency shall examine all aspects of the employment process itemized in subsection (a) of this section to identify whether any employment policy or practice may impede or prevent the full and fair participation of individuals with disabilities and older persons in the workforce. (Effective April 17, 2015)

IDENTIFICATION OF PROBLEM AREAS

Pursuant to Connecticut Agency Regulations
Section 46a-68-87

During the plan period, the agency, in accordance with the requirements of the regulations reviewed and examined the employment processes to identify any policy or practice which may have impeded or prevented the full and fair participation of protected group members or individuals with disabilities and older persons in the workforce.

Employment Applications

The *JobAps* online form is the primary application utilized for hiring and promotional opportunities. The form is comprehensive and provides instructions on completing the application, including education, employment history and voluntary disclosure of race, sex, and disability information. In addition to the application, other pertinent documents such as resumes, performance evaluations and attendance records, may also be utilized during the interview process.

No member of any protected group has communicated that this method of application has impeded them, and no aspect of the employment process was found to impede or prevent the full and fair participation of employees or applicants who have a disability and/or older persons.

Job Qualifications

The Department of Administrative Services (DAS) personnel have developed a process to identify essential functions of the job. The Department of Labor (DOL), in accordance with the Americans with Disabilities Act and its amendments and the Connecticut General Statues, will continue to make every effort to provide reasonable accommodations to qualified employees and applicants who have a disability. DOL continuously reviews job qualifications to ensure that the experience and training requirements do not adversely impact members of protected groups. The qualifications and specifications are standard for all applicants and are recognized to be fair to all race and sex groups, as well as those who have a physical disability, and older persons. DOL utilizes the “Duties Questionnaire” to provide information to DAS regarding accurate duties and the knowledge, skills, and abilities required for the current job classifications.

During the Plan period such a review was undertaken to revise and expand the experience and training requirements for Labor Department Community Services Representative (LD CSR) and Labor Department Associate Community Services representative (LD ACSR).

Our objective in revising the qualifications for these positions were to provide the agency with greater flexibility in qualifying applicants from a wider range of occupations with a wider variety of qualifying professional experience. These modifications to the job specifications resulted in a more diversified recruitment pool with a greater number of candidates that ultimately, provided the agency with more opportunities to recruit, hire and promote. Opportunities that did not exist before.

We also proposed the re-establishment of the Labor Department Community Service Trainee (LD CST) classification. This classification would be utilized for individuals who currently do not meet the work experience requirement for Social Services Trainee (SST), but otherwise have work experience that demonstrates a potential aptitude for successful performance. The re-establishment of the LD CST classification with these proposed changes enables our agency to consider a whole new population of the workforce.

As a result of the adoption of the proposed changes in December 2021, we envision the agency hiring individuals directly into the LD CSR and LD Associate CSR classifications while having the flexibility to consider individuals as a CCT, SST or CST.

No aspect of job qualifications was found to impede or prevent the full and fair participation of employees and applicants who have a disability and/or older persons.

Recruitment Practices

DOL continues to enhance the extent and quality of its recruitment efforts. Notices are posted on *JobAps, CTHires,* emailed to staff and posted on the agency's intranet. In addition, the *Talent Solutions Team* at DAS, utilizes DOL's recruitment resources directory to send notification of open positions to sources with the ability to share it with a wide range of potential applicants.

No aspect of the recruitment process was found to impede or prevent the full and fair participation of employees and applicants who have a disability and/or older persons.

Personnel Policies

DOL complies with all State personnel statutes and regulations. DOL Human Resources reviews its policies for conformance with the state merit system, collective bargaining agreements and affirmative action statutes and regulations. DOL Human Resources ensures these policies are implemented on an equitable basis. Employees who have questions about policies are encouraged to contact their designated Human Resources representative. It is the responsibility of the Human Resources Department to ensure that all interview panels reflect the diversity of the agency. The EEO Specialists reviews all hiring and promotional transactions for conformity with affirmative action statutes and regulations and attainment of Plan goals.

No aspect of personnel policies was found to impede or prevent the full and fair participation of employees and applicants who have a disability and/or older persons.

Job Structuring

The job structure at DOL has been reviewed and does not appear to be problematic regarding equal employment or affirmative action. The occupational breakdown is based on standard EEO categories.

No aspect of job structuring was found to impede or prevent the full and fair participation of employees and applicants who have a disability and/or older persons.

Orientation

Employees new to DOL receive an orientation to agency policies and procedures by a Human Resources Specialist at the beginning of employment. A checklist of job requirements along with state and union contract benefits are discussed with new employees. Information on benefits and services, copies of all affirmative action policies and procedures, a copy of the EEO/Affirmative Action Policy Statement and an employee handbook are provided.

No aspect of the new employee orientation process was found to impede or prevent the full and fair participation of new employees who have a disability and/or older persons.

Training

Employees are encouraged to take advantage of training opportunities and programs which will assist them in their job duties, as well as with their professional growth. Training is provided to all staff on an equitable basis; however, some classifications require on-the-job training with a working test period to advance to the next higher level through reclassification. See *Internal Communication* Section for a report on training activities and discussion in *Section 46a-68-91 Career Mobility* regarding the availability of training funds.

No aspect of the training process was found to impede or prevent the full and fair participation of employees who have a disability and/or who are an older person.

Counseling

The Equal Employment Opportunity Specialist, the Human Resources Administrator, and the Human Resources Generalist are available to provide career counseling services to all employees within DOL. Counseling is provided on a one-to-one basis regarding career mobility opportunities, training, and specific skill development. Counseling is also provided on all affirmative action/equal employment matters. DOL has an Employee Assistance Program (EAP) available to all employees through Wheeler EAP services.

No aspect of the career counseling process was found to impede or prevent the full and fair participation of employees who have a disability and/or who are an older person.

Discrimination Complaint Process

The agency's complaint resolution procedure is available on an equal opportunity basis for all employees. A summary of the complaints filed during the reporting period can be found in the *Discrimination Complaint Process* section of the Plan.

No aspect of the discrimination complaint process was found to impede or prevent the full and fair participation of employees who have a disability and/or who are an older person.

Evaluation

Employee performance evaluations conform with collective bargaining agreements for unionized employees or the Performance Assessment and Recognition Systems (PARS) for managers. All performance evaluations are based on the employee's ability to perform the required job duties.

No aspect of the annual performance evaluation process was found to impede or prevent the full and fair participation of employees who have a disability and/or who are an older person.

Layoffs

The layoff procedure is dictated, when necessary, by strict adherence to collective bargaining agreements and state statutes.

No aspect of the layoff and reemployment process was found to impede or prevent the full and fair participation of employees who have a disability and/or who are older persons.

Termination

Terminations are governed by state statues and the collective bargaining process for all employees. The EEO Specialist is informed by the Human Resources Liaison when there is the potential for a protected class member to be subject to disciplinary action. In some instances, the EEO Specialist will participate in pre-disciplinary hearings.

No aspect of the employment termination process was found to impede or prevent the full and fair participation of employees who have a disability and/or who are an older person.

Program Goals
Pursuant to Connecticut Agency Regulations
Section 46a-68-88

(a) Where an agency has identified, under section 46a-68-87 of the Regulations of Connecticut State Agencies, any employment policy or practice having an adverse impact upon protected race and sex group members, individuals with disabilities or older persons, it shall develop and implement program goals.

(b) Program goals shall be meaningful, measurable and reasonably attainable and shall be consistent with section 46a-68-92 of the Regulations of Connecticut State Agencies to ensure:

(1) the promotion of equal opportunity and to achieve a workplace free of discrimination;

(2) opportunities for all qualified applicants including underutilized groups;

(3) the utilization of a fair and nondiscriminatory recruitment and selection process; and

(4) that career development opportunities are available to all interested and qualified employees, including minorities and women.

(c) Where the cooperation of another agency is essential to the implementation of a program goal, the agency shall keep a record of each instance of contact with the agency whose cooperation is requested and the outcome of the request.

(d) An agency may elect to set program goals or the Commission on Human Rights and Opportunities may require that program goals be set for any employment policy or practice having an adverse impact upon a race and sex group or for any protected group not covered by this section whether or not that policy or practice was identified as having an adverse impact pursuant to section 46a-68-87 of the Regulations of Connecticut State Agencies. (Effective April 17, 2015)

Program Goals
Pursuant to Connecticut Agency Regulations
Section 46a-68-88

Pursuant to the requirements of Section 46a-68-87, Identification of Problem Areas no problems or issues were identified; however, the agency elects to establish a program goal to address the lack of an Equal Employment Opportunity Officer due to the retirement of the incumbent employee.

The program goal for the next reporting period is:

The recruitment and training of an Equal Employment Opportunity Specialist who will be responsible for managing the Equal Employment Opportunity / Affirmative Action Programs for both CTDOL and CHRO, conducting complex discrimination complaint investigations under Title VII and serving as the agency's ADA coordinator.

Target Date for Completion: April 30, 2023.

DISCRIMINATION COMPLAINT PROCESS

Pursuant to Connecticut Agency Regulations
Section 46a-68-89

Sec. 46a-68-89. Discrimination complaint process (a) The plan shall include a report on the system to process and resolve employee allegations of discrimination consistent with chapter 67 and 68 of the Connecticut General Statutes. Such system shall provide for the expeditious resolution of grievances to assure that legal options for filing complaints with enforcement agencies are not foreclosed. The discrimination complaint process shall include:

(1) periodic training in counseling and grievance investigations for agency counselors;

(2) confidential counseling and procedures for informal resolution at the agency level by the equal employment opportunity officer;

(3) notice to employees that an agency discrimination complaint process is available;

(4) a guarantee of non-retaliation for the exercise of rights granted pursuant to this section;

(5) advisement of legal options to file complaints with the Commission on Human Rights and Opportunities; United States Equal Employment Opportunity Commission; United States Department of Labor, Wage and Hour Division; and any other agencies, state, federal or local, that enforce laws concerning discrimination in employment; and

(6) time frames not exceeding ninety (90) days for filing, processing and resolution of such matters.

(b) All records of grievances and dispositions thereof shall be maintained and reviewed on a regular basis by the equal employment opportunity officer to detect any patterns in the nature of the grievances. Records so retained shall be confidential except where disclosure is required by law.

(c) The plan shall contain a summary of the matters alleged, the results thereof and the length of time required to resolve the grievance. The plan shall provide information on the number of such complaints, investigating agency, whether such matter is currently pending or the outcome thereof. All records relevant to employee grievances filed under this section shall be maintained by the agency for examination by the Commission on Human Rights and Opportunities staff. (Effective April 17, 2015)

Discrimination Complaint Process
Pursuant to Connecticut Agency Regulations
Section 46a-68-89

Purpose:

The Department of Labor (DOL) has established a Complaint Resolution Procedure (CRP) whereby employees and applicants for employment alleging discrimination or harassment on the basis of race, color, sex, national origin, age, ancestry, religious creed, marital status, sex (including sexual harassment and pregnancy), sexual orientation, genetic information, mental disability (past or present), physical disability including but not limited to blindness, intellectual impairment, learning disability, gender identity and expression, workplace hazards to reproductive systems, criminal record and/or veteran status may seek redress through DOL's alternative CRP. The Office of Diversity and Equity Programs (ODEP) shall, as a matter of regular practice, attempt to effectuate informal resolution to any problem raised by an employee or applicant for employment before initiating the formal CRP outlined below. The Equal Employment Opportunity (EEO) Specialist participates in state and national trainings relative to counseling and grievance investigations and resolution. To ensure that each employee and applicant for employment is informed of his/her right to utilize CRP, copies are posted and available to all employees via DOL's intranet site (see *Internal Communications*). The information that is provided includes notification of the confidentiality of this procedure. CRP is posted at all agency locations, is part of Human Resource's new employee orientation packet, is referenced in the employee handbook and posted on ODEP's web page.

Process:

1. All complaints shall be filed within thirty (30) days of the alleged act of discrimination or harassment. The filing, investigation, and resolution of any complaint shall not exceed ninety (90) days to ensure ample time to file with state and federal regulatory agencies.

2. All complaints must be in writing on form CRP-1. The filing date of the complaint is the day it is received by the ODEP. All complaints, informal and formal are confidential to the extent of the law.

3. Each complaint shall contain:

   a. The full name and work address of the complainant.
   b. The full name and work address of the respondent.
   c. A concise description of the alleged discriminatory or harassing act(s).
   d. The date(s) of the alleged discriminatory or harassing act(s).

4. The EEO Specialist will issue each complainant an acknowledgement letter which shall include:

   a. A list of enforcement agencies outside DOL.
   b. An advisement that the complainant may exercise any contractual rights he/she has pursuant to any applicable collective bargaining agreement.

5. Any complainant whose complaint is dismissed retains the right to file his/her complaint with federal, state, or local enforcement agencies, as well as to pursue any contractual remedies.

6. Within five (5) business days of the filing of the complaint, the EEO Specialist will meet with the complainant to review the complaint. The EEO Specialist may dismiss the complaint if, in her opinion, the allegations made do not constitute a violation of federal and state anti-discrimination law.

7. If the EEO Specialist determines that the allegations, if proven true, may constitute a violation of federal or state anti-discrimination laws, an investigation will be conducted within thirty (30) days of the filing of the complaint. A copy of the complaint will be sent to the Commissioner and the Human Resources Liaison.

8. The EEO Specialist will notify the manager(s), witness(es) and the person(s) alleged to have committed the discriminatory or harassing act(s) of the filing of the complaint prior to conducting interviews with such persons. Any person scheduled for an interview is entitled to union representation (if applicable).

9. The EEO Specialist shall have the authority to access documents, files or records that may be relevant to the investigation.

10. If, after the investigation of the complaint, the EEO Specialist concludes that the complaint is not valid and that no discriminatory or harassing act occurred, she shall dismiss the complaint. She will notify all parties of the dismissal within five (5) days of the conclusion of the investigation. The complainant retains the right to pursue the complaint through federal, state, or local enforcement agencies, as well as through any contractual remedies.

11. If, after the investigation of the complaint, the EEO Specialist finds reason to believe that a discriminatory or harassing act may have occurred, she shall submit the findings to the Commissioner within five (5) days of the conclusion of the investigation.

12. The EEO Specialist in consultation with other appropriate administrative staff, shall review the findings and submit a recommendation for resolution to the Commissioner within fifteen (15) days of the conclusion of the investigation.

13. A copy of the recommendation shall be provided to the complainant and respondent, who shall both have ten (10) days in which to file a statement with the Commissioner regarding the recommendation.

14. The Commissioner shall issue her resolution within fifteen days of receiving the recommendation. The Commissioner's decision on the resolution shall be final under this complaint resolution procedure. All parties to the complaint will receive notification of the resolution in writing.

15. All records obtained during the investigation under this complaint resolution procedure shall be maintained by the EEO Specialist. The EEO Specialist will exercise every precaution to ensure that all records are treated as confidential, and shall resist requests for disclosure, except where disclosure is required by law.

16. No person who exercises rights under this procedure or who appears as a witness shall be subject to retaliation by any employee of this agency. Any act of retaliation will subject the perpetrator to disciplinary action up to and including termination by the Department of Labor in addition to any sanctions imposed by federal or state non-discrimination laws. The agency will review complaints on a regular basis to determine if a pattern exists.

External Enforcement Agencies:

Every complainant shall be advised of their right to simultaneously file his/her complaint with the following enforcement agencies:

CT Commission on Human Rights & Opportunities (CHRO)*
450 Columbus Blvd., Suite 2
Hartford, CT 06103-1835
Tel. (860) 541-3400
CT Toll Free: 1-800-477-5737
TDD: (860) 541-3459

**Complaints must be filed within 300 days of the date of the discriminatory act(s).*

CHRO Regional Offices:

Capitol Region Office 450 Columbus Blvd., Suite 2 Hartford, CT 06103-1835 Tel: (860) 566-7710 Fax: (860) 566-1997 TDD: (860) 566-7710	West Central Region Office Rowland State Government Center 55 West Main St., Suite 210 Waterbury, CT 06702-2004 Tel: (203) 805-6530 Fax: (203) 805-6559 TDD: (203) 805-6579
Eastern Region Office 100 Broadway Norwich, CT 06360 Tel: (860) 886-5703 Fax: (860) 886-2550 TDD: (860) 886-5707	Southwest Region Office 350 Fairfield Ave., 6th Floor Bridgeport, CT 06604 Tel: (203) 579-6246 Fax: (203) 579-6950 TDD: (203) 579-6246

Equal Employment Opportunity Commission (EEOC)**
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Tel: 800-669-4000
Fax: 617-565-3196
TTY: 800-669-6820
ASL Video Phone: 844-234-5122

***Complaints must be filed within 300 days of the date of the discriminatory act(s).*

August 30, 2022

Danté Bartolomeo
Labor Commissioner

(FORM-CRP-1)

DEPARTMENT OF LABOR
COMPLAINT OF DISCRIMINATION/HARASSMENT

INFORMAL/DATE: _____ FORMAL/DATE: _____

Name:_____ Title:_____ (Log#_____)

Department: _____ Tel #_____

*Location:_____

Complaint based on:

___RACE ___COLOR ___SEX ___AGE ___PHYSICAL DISABILITY ___ANCESTRY ___ MENTAL DISABILITY

____RELIGION ___NATIONAL ORIGIN ___GENDER IDENTITY OR EXPRESSION ___SEXUAL HARASSMENT

___SEXUAL ORIENTATION ____CRIMINAL RECORD ___GENETIC INFORMATION ___VETERAN STATUS

___INTELLECTUAL DISABILITY ___LEARNING DISABILITY ___MARITAL STATUS ___OTHER ___RETALIATION

___WORKPLACE HAZARDS TO REPRODUCTIVE SYSTEMS

PERSON(S) COMPLAINED OF (RESPONDENT):

Name: _____ Work Location: _____ Title: _____

Name: _____ Work Location: _____ Title: _____

Date of the most recent or continuing discrimination/harassment took place:

Month: _____ Day: _____ 20____

Please describe the alleged discriminatory/harassing treatment that you were subjected to. Identify all persons by name and specifically indicate what happened. Include dates and locations.

_____

_____

_____

_____

_____

_____

I affirm that the above statements are true to the best of my knowledge, information, and belief.

_____	_____	_____	_____
Complainant Signature	Date	Muriel Carpentier – ODEP	Date

Please attach any additional information on a separate sheet.

*APPLICANTS FOR EMPLOYMENT PROVIDE HOME ADDRESS

(FORM-CRP-2)

DEPARTMENT OF LABOR
NOTICE OF CHARGE OF DISCRIMINATION/HARASSMENT

TO: _____ LOG# _____

You are hereby notified that a charge of discrimination/harassment has been filed against you alleging a violation of Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972 and other applicable Federal and State laws prohibiting discrimination/harassment.

Summary of Charge:

An/a interview/fact finding has been scheduled on _____

at _____ in Room _____.

Any request to change the date and/or time of the meeting must be received by the OAAP two business days prior to the interview/fact finding. Such request will only be considered once.

Please be prepared to provide any information, documentation, and names of other persons who may be able to provide testimony on your behalf.

_____ _____

Date

Muriel Carpentier, EEO Specialist II
Office of Diversity & Equity Programs

cc: Commissioner of Labor

(FORM-CRP-3)

Department of Labor
Investigation Narrative

Complainant: _____ Log #_____ Date: _____

Interviewee: _____ Title/Location: _____

ATTACHMENT

Discrimination Complaint Log

Form 89A

Agency: Department of Labor 30-Aug-22

Number	Complainant Race/Sex	Date Filed	Type*	Accused**	Basis Claimed	Finding	Resolution	Length of Time to Resolve (days)
1	HM	5/13/2021	Internal	Supervisor, coworker	race, sex, national origin	unsubstantiated	closed	14
2	BF	6/1/2021	Internal	Manager	race, retaliation	unsubstantiated	closed	42
3	BF	7/14/2021	Internal	Manager	race, retaliation	unsubstantiated	closed	34
4	WF	2/28/2022	Internal	coworker	retaliation	unsubstantiated	closed	1
5								
6								
7								
8								
9								

*Internal (within Agency) or External (CHRO, DOL, EEOC, etc.)

**Co-worker, Supervisor, Manager, etc.

GOALS ANALYSIS

Pursuant to Connecticut Agency Regulations
Section 46a-68-90

(a) Each agency shall prepare a report on all activity undertaken to achieve the hiring, promotion, and program goals contained in the previous affirmative action plan and a probing self-analysis of the progress made toward those ends. If the analysis reveals additional problem areas or finds any current course of action ineffective, the agency shall undertake corrective action as set forth in section 46a-68-88 of the Regulations of Connecticut State Agencies.

(b) For each job search, the agency shall provide the race and gender of:
(1) the total applicant pool;
(2) the qualified applicant pool; and
(3) the applicants interviewed.

(c) When a goal is met, the agency shall identify the applicant as a goal candidate. No other information is required.

(d) Each unmet goal shall be accompanied by a narrative outlining the agency's good faith efforts to achieve that goal by explaining why each goal candidate was eliminated. Each unmet goal, by job search, shall be separately addressed by narrative and the discussion of each goal applicant shall be detailed and complete. (Effective April 17, 2015)

GOALS ANALYSIS

Pursuant to Connecticut Agency Regulations
Section 46a-68-90

Program Goals

For the reporting period of May 1, 2021, through April 30, 2022, the following program goal was set and achieved:

Program Goal: The Equal Employment Opportunity Specialist shall collaborate with the *Employee and Organization Development* Unit to develop diversity and inclusion curriculum in a format that is compatible for conversion to the *SABA* programming requirements. *Target Date for Completion: April 30, 2022.*

Status: Goal Achieved. The EEO specialist held discussions with the Unit Director, Training Program Coordinator, and Labor Department Programs & Services Coordinator of the Employee & Organization Development Unit regarding curriculum and the *SABA* website.

The EEO specialist developed and delivered the curriculum in PowerPoint format to the EOD Unit in December 2021. The EOD unit is deconstructing the material and readying it for conversion to *SABA* programming.

Hires

All state agencies must follow a mandated series of steps to hire new employees. Prior to hiring a candidate from outside state service, an agency must first consider previous state employees on the reemployment list. This list, ranked by seniority, contains names of laid off state employees who retain rights to recall. If there are no candidates on the reemployment list or if they have waived their rights, then candidates on the SEBAC list must next be considered. If any listed individual expresses a desire for the open position, they are hired into the opening. Following consideration of the reemployment and SEBAC lists, the agency's internal and statewide transfer lists must be examined followed by agency wide promotion lists. Those on the transfer list may execute their rights to take open positions. If none of the lists produce viable candidates, the agency can proceed with posting the position externally through the Department of Administrative Services (DAS) Online Employment Center, *JobAps* employment platform.

During the plan year the following hiring activity occurred in these occupational categories:

Category 1: Officials / Administrators

Hiring Goals	**1AF**
Actual Hires	0

There was no hiring activity in this category.

Category 2: Professional - (Various)

Hire Goals	**2WF, 10HF**
Actual Hires	5WM, 11WF, 2BM, 5BF, 2HF, 2M(2+), 2F(2+), 2UM, 11UF

1UM, IT Analyst 3, Part-time employee became Full-time.
1HF Adjudication Specialist accepted a voluntary demotion to LD Associate Community Services Representative.

1BF Employment Security Appeals Referee accepted a voluntary demotion to Adjudication Specialist
1WF Fiscal/ Administrative Officer accepted a voluntary demotion to Resource Associate

Accounting Career Trainee – target class Revenue Examiner 1, Hartford, and Waterbury Field Audit Units

Recruitment # 210326-0034AR-001 (4/14/2021)

These positions were open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

DOL has multiple Accounting Careers Trainee opportunities with a target class of Revenue Examiner 1 in both its Hartford Field Audit Unit based in Wethersfield (covering Hartford, Wethersfield, Middletown, and Montville) and its Waterbury Field Audit Unit based in Waterbury (covering Waterbury, Danbury, and Bridgeport). These positions are in our Wethersfield, Waterbury, and Danbury locations.

This is a one-to-two-year training program, consisting of on-the-job training and close supervision to develop the skills and knowledge to qualify, after successful completion, for advancement to the target class of Revenue Examiner 1 without further competitive examination.

The ideal candidate will have knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of information technology; some knowledge of effective report writing, ability to read and understand written materials; ability to utilize computer software.

The Minimum Qualifications include the possession of a bachelor's or master's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

Preference will be given to candidates with the following experience:

- *Experience providing verbal and written communication to a diverse population.*
- *Experience prioritizing multiple assignments with competing deadlines.*
- *Experience with accounting or bookkeeping, such as through course work, work experience or internships.*
- *Experience speaking and interacting with business owners, members of the public, and various other stakeholders.*

133 total applicants: 28WM, **20WF**, 16BM, 27BF, 5HM, **15HF**, 6AM, 8AF, 1M(2+), 2F(2+), 2UM, 3UF.

16 applicants did not meet the minimum qualifications and were eliminated: 2WM, **5WF**, 2BM, 1BF, 2HM, **4HF.**

28 applicants did not respond to referral questions and were eliminated: 9WM, **2WF**, 5BM, 4BF, 1HM, **2HF**, 1AM, 1AF, 1M(2+), 1F(2+), 1UF.

33 applicants were eliminated after review of applications and responses to referral questions for not meeting the preferred qualifications: 4WM, **5WF**, 3BM, 9BF, **4HF**, 3AM, 4AF, 1UF.

56 qualified candidates were offered interviews: 13WM, **8WF**, 6BM, 13BF, 2HM, **5HF**, 2AM, 3AF, 1F(2+), 2UM, 1UF.

10 declined the opportunity: 4WM, **2WF**, 3BF, 1AF.

6 did not respond to the invitation: 1WM, 1BM, 1HM, **3HF.**

2 cancelled the interview appointment: **1WF**, 1BM.

4 did not show for the interview: **1WF**, 1BM, 1BF, **1HF.**

34 qualified candidates were interviewed: 8WM, **4WF**, 3BM, 9BF, 1HM, **1HF**, 2AM, 2AF, 1F(2+), 2UM, 1UF.

Hired: 1WM, **1WF**, 1BM, 3BF, 1UM, 1UF, 1F(2+).

1WF goal candidate **hired.**

2WF goal candidates declined offers of employment.

1WM non-goal candidate **hired** demonstrated exceptional communication skills throughout his interview by responding to all the panel's questions with clear answers. He has a bachelor's degree in accounting and is currently employed at the Office of the State Treasurer with five years of experience as an Assistant Accountant. He has four years' experience at the Connecticut Department of Labor working in the Delinquent Accounts and Merit Rating Units. Panel members unanimously agreed he has the skill set that would allow him to be a successful Accounting Careers Trainee.

1BM non-goal candidate **hired** demonstrated exceptional communication skills throughout his interview by responding to all the panel's questions with clear answers. He has a bachelor's degree in accounting with over 9 years of accounting experience in the private sector including experience in a large CPA firm doing all aspects of accounting work. Panel members unanimously agreed he has the skill set that would allow him to be a successful Accounting Careers Trainee.

1BF non-goal candidate **hired** demonstrated good communication skills throughout her interview by responding to all the panel's questions with clear answers. She holds a bachelor's degree in Finance and Accounting with six years and three months of experience working in the banking industry in Nigeria. Since 2016 she has volunteered at her church as a part-time Bookkeeper. Panel members unanimously agreed she has the skill set that would allow her to be a successful Accounting Careers Trainee.

1BF non-goal candidate **hired** demonstrated good communication skills throughout her interview by responding to all the panel's questions with clear answers. She holds a bachelor's degree in Finance / Information Technologies and is pursuing a master's degree in accounting. Since February 2016 she has been employed as a part-time accounting tutor. She has six months of accounting experience working as a College Aid part-time in the Budget Department. Panel members unanimously agreed she has the skill set that would allow her to be a successful Accounting Careers Trainee.

1BF non-goal candidate **hired** demonstrated good communication skills throughout her interview by responding to all the panel's questions with clear answers. She has a bachelor's degree in accounting with one year and nine months of accounting experience at H & R Block as a Tax Preparer and one year and one month experience in the banking industry. The Panel members unanimously agreed she has the skill set that would allow her to be a successful Accounting Careers Trainee.

1F(2+) non-goal candidate **hired** demonstrated enthusiasm and exceptional communication skills throughout her interview by responding to all the panel's questions with clear answers. She has a bachelor's degree in Business and an associate degree in accounting. Since October 2020 she has been employed by the Department of Development Services as a Secretary Two with previous employment, August 2019 to October 2020, with the Department of Children and Families. She is bi-lingual in Spanish. Her experience demonstrates an ability to deal with the public, as well as experience in payroll, invoicing, and the ability to analyze data. Panel

members unanimously agreed she has the skill set that would allow her to be a successful Accounting Careers Trainee in the Wethersfield office.

1UM non-goal candidate **hired** demonstrated good communication skills throughout his interview by responding to all the panel's questions with clear answers. He has a bachelor's degree in Business Management and a Certificate in Accounting. Since January 2007 he has been the controller of LJ Electric Company Inc. His experience includes auditing, payroll, banking statements, accounts payable and accounts receivable. Panel members unanimously agreed he has the skill set that would allow him to be a successful Accounting Careers Trainee.

1UF non-goal candidate **hired** demonstrated good communication skills throughout her interview by responding to all the panel's questions with clear answers. She has a bachelor's degree in accounting and is currently employed at the Department of Social Services with two years' experience as an Eligibility Service Worker with prior employment with the New York Department of Social Service for one year and nine months as an Eligibility Specialist III. This experience demonstrates her ability to deal with the public. Panel members unanimously agreed she has the skill set that would allow her to be a successful Accounting Careers Trainee.

1WF goal candidate not selected had no experience in accounting except in loan applications. In her responses to the interviewer questions, she did not provide any examples that would have demonstrated possession of transferable skills.

1HF goal candidate not selected did not answer question number seven regarding what experience she had that would make her a good candidate for the position, and she did not provide specific examples to question number eight regarding her computer skills and what applications she had familiarity with.

Accounting Career Trainee – target class Revenue Examiner 1 (Wethersfield)

Recruitment # 210330-0034AR-002 (4/14/2021)

These positions were open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

DOL has multiple Accounting Careers Trainee opportunities with a target class of Revenue Examiner 1 based in Wethersfield. You will be assigned to one of these four, exciting Units:

Delinquent Accounts: Responsible for the collection of delinquent Unemployment insurance taxes and the resolution of unresolved delinquent tax returns.

Employer Status: Identifies employer's liability for unemployment insurance coverage and assists them in their efforts to comply with state unemployment insurance laws and regulations.

Employer Tax Accounting: Responsible for the receipt of employer funds including ensuring the timely deposit and accurate posting of money and wage information through the processing of employer tax returns and the maintenance of taxable and reimbursable employer account ledgers.

Fund Accounting: Responsible to account for and maintain general financial control for all funds received and disbursed in the Connecticut Unemployment Compensation Program.

These positions are full-time 40 hours per week.

This is a one-to-two-year training program, consisting of on-the-job training and close supervision to develop the skills and knowledge to qualify, after successful completion, for advancement to the target class of Revenue Examiner 1 without further competitive examination.

The ideal candidate will have knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of information technology;

some knowledge of effective report writing, ability to read and understand written materials; ability to utilize computer software.

The Minimum Qualifications include the possession of a bachelor's or master's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

Preference will be given to candidates with the following experience:

- *Experience in accounting or bookkeeping either through volunteer, intern, or paid work experience*
- *Experience preparing detailed and accurate financial reports*
- *Experience using Excel to create reports and charts*
- *Experience using accounting software to perform reconciliations and other related financial analyses*
- *Experience providing verbal and written communication to a diverse population*

110 total applicants: 28WM, **16WF**, 16BM, 21BF, 1HM, **13HF**, 5AM, 7AF, 1M(2+), 1F(2+), 1UM.

9 applicants did not meet the minimum qualifications and were eliminated: 2WM, **1WF**, 1BF, **4HF**, 1M(2+).

13 applicants did not respond to the referral questions and were eliminated: 2WM, 2BM, 5BF, **2HF**, 1AM, 1AF.

37 applicants were eliminated after review of applications and responses to referral questions for not meeting the preferred qualifications: 7WM, **8WF**, 5BM, 8BF, **2HF**, 4AM, 3AF.

51 qualified applicants were selected for interview: 17WM, **7WF**, 9BM, 7BF, 1HM, **5HF**, 3AF, 1F(2+), 1UM.

1BM cancelled his interview.

10 declined the opportunity: 6WM, **2WF**, 2BF.

6 did not respond to invitation: 1WM, 1BM, 1HM, **2HF**, 1AF.

2 did not report to scheduled interview: 1WM, **1WF.**

32 qualified candidates were interviewed: 9WM, **4WF**, 7BM, 5BF, **3HF**, 2AF, 1F(2+), 1UM.

1WF goal candidate **hired**.

1BM declined an offer of employment.

1WM non-goal candidate **hired** demonstrated excellent communication skills during the interview giving complete and thoughtful responses to all interview questions. He has a bachelor's degree in Social Sciences and a Certificate of Accounting from Post University. He has seven plus years of accounting experience at a small CPA firm and is proficient in QuickBooks and Excel. The panel unanimously agreed that he has the skill set that would allow him to be a successful Accounting Careers Trainee.

1AF non-goal candidate **hired** demonstrated excellent communication skills answering all the panel's interview questions completely and concisely. She has a bachelor's degree in BCOM Computers. She has twelve years of accounting experience and extensive experience in Microsoft Excel. Panel members unanimously agreed she has the skill set that would allow her to be a successful Accounting Careers Trainee.

1AF non-goal candidate **hired** was positive and energetic and demonstrated excellent communication skills during the interview giving complete and thoughtful responses to all interview questions. She has a bachelor's and master's degree in accounting. She has one year, and eleven months of accounting experience and very good computer skills based on her response to question number six. Panel

members agreed that she has the skill set that would allow her to be a successful Accounting Careers Trainee.

1HF goal candidate not selected does not possess a four-year degree, therefore, does not qualify for this recruitment.

1HF goal candidate not selected demonstrated poor communication skills during her interview. The interview panel was unable to determine her qualifications based upon the interview during which she rambled, was difficult to follow and in which she failed to demonstrate her qualifications for the position.

1HF goal candidate not selected did not answer question number seven regarding what experience she had that would make her a good candidate for the position, and she did not provide specific examples to question number eight regarding her computer skills and what applications she had familiarity with.

With this hire the WF goals were achieved.

Assistant Labor Relations Agent – Board of Labor Relations

Recruitment # 210712-0929MP-001 (7/14/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

We have an opening for an Assistant Labor Relations Agent in the Board of Labor Relations located in Wethersfield, CT. This is a full time, Monday through Friday, first shift position.

The State Board of Labor Relations is a quasi-judicial agency that investigates all petitions and complaints, holds informal conferences with the parties and attempts to mediate settlements. By this process, most disputed questions or entire cases are settled. Determinations are then made as to which cases should be presented to the Labor Board.

The Board conducts hearings and issues decisions. It also defines and protects the statutory rights of public sector and some private sector employees to form, join or assist labor organizations. It also encourages and protects the right of employees and employers to bargain collectively.

The Board administers the major portion of four collective bargaining statutes covering state and municipal employees, public school teachers and certain administrators and some private sector employees.

The ideal candidate will have considerable knowledge of National Labor Relations Act, state acts governing labor relations and administrative and judicial case law; considerable knowledge of relevant agency policies and procedures; considerable knowledge of contract and grievance mediation, conciliation and arbitration methods and procedures; considerable knowledge of mandatory, permissive and illegal subjects of bargaining; knowledge of concepts and terms used in labor relations; knowledge of functions of other state and federal labor related agencies; considerable interpersonal skills; considerable oral and written communication skills; negotiating skills; investigative ability; ability to apply law to facts.

Minimum Qualifications - General Experience includes eight (8) years of experience in professional labor relations or human resource management involving responsibility for employee relations or collective bargaining issues. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. A Master's degree in industrial or labor relations may be substituted for one (1) additional year of the General Experience. A law degree with courses in arbitration, alternative dispute resolution, labor law or administrative law may be substituted for two (2) additional years of the General Experience.

Preference will be given to candidates with the following experience:

- *Performing formal investigations and preparing reports of findings*
- *Conducting fact finding conferences with multiple parties present*
- *Understanding and use of the mediation process and techniques in negotiations*
- *Managing caseloads and completing tasks within statutory time frame due dates*
- *Analyzing and interpreting collective bargaining agreements; laws; regulations, policies, and procedures*

103 total applicants: 27WM, 24WF, 12BM, 15BF, 3HM, **9HF,** 1AM, 2AF, 2M(2+), 1F(2+), 1UM, 3UF, 3UU.

3 applicants did not meet the minimum qualifications and were disqualified: 2WF, 1UU.

18 applicants did not respond to the referral questions and were eliminated: 7WM, 5WF, 2BM, 3BF, 1UF.

82 applicants were eliminated after review of applications and responses to referral questions for not meeting the preferred qualifications: 20WM, 17WF, 10BM, 12BF, 3HM, **9HF**, 1AM, 2AF, 2M(2+), 1F(2+), 1UM, 2UF, 2UU.

18 qualified candidates were selected for interviews: 7WM, 5WF, 2BM, 3BF, 1UF.

1WM, 1WF, 1BF withdrew from consideration.

15 qualified applicants were interviewed: 6WM, 4WF, 2BM, 2BF, 1UF.

1WF non-goal candidate **hired** has extensive mediation experience, drafting findings of facts and all evidence into a decision from her current position with CHRO which is particularly relevant since the Assistant Agent's primary function is to mediate and settle disputes. Absent settlement, the Assistant Agent must prepare findings of fact and issue a recommendation. During her interview, she answered the panel's questions thoroughly and deliberately, describing her experience and demonstrating considerable interpersonal skills. She was recently promoted to manager at CHRO which reflects that that agency recognizes her abilities. Although she lacks specific experience with collective bargaining laws, we believe her legal background (she is an attorney) and her experience at CHRO in interpreting state statutes will assist her to make the transition to administering Connecticut collective bargaining laws.

Associate Community Services Representative target class Business Services Specialist- Waterbury AJC

Recruitment # 210628-5243SH-001 (8/2/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

The American Job Center (AJC) system is a partnership of organizations that provide workforce assistance to job seekers and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industry find talent. We offer a full complement of employment services, including career centers, recruitments, workshops, and employment services for veterans. We can also assist with unemployment insurance questions.

The Waterbury American Job Center is seeking a Labor Department Associate Community Services Representative. The individual appointed at Labor Department Associate Community Services Representative level must serve at least one year in that class performing work in the target area before qualifying for promotion to Labor Department Business Services Specialist.

Examples of Duties:

- *Outreach (virtually & in person) with employers in the Northwest (NW) region to market employment services.*

- *Collaborate and partner with other organizations in outreach, service delivery, and follow up in serving employers*
- *Participate and facilitate monthly NW Region Business Services meetings*
- *Integrate BSU with service delivery for other AJC programs such as Trade Adjustment Act (TAA), Dislocated Worker Certifications (DW), Unemployment Insurance Reemployment Services and Eligibility Assessment (RESEA), Workforce Innovations and Opportunities (WIOA), and Jobs for Veterans State Grant (JVSG) program(s)*
- *Utilize CTHires business system to track and report out on performance of all BSU services provided.*
- *Promote, schedule, and coordinate on site and virtual employer recruitments. Network recruitments via LinkedIn and DOL Media templates. Create recruitment flyers and distribute / post via E-mail distribution lists contacts, recruitment boards / table, Career Centers, and LinkedIn. Track attendees for recruitment events and employer contacts on CT Hires. Cold call employers to host on site recruitments. Maintain contact with Northwest Region employers to set up recruitment events on a regular basis. Monitor and triage events at employer's choice of venue, at the company site and at the local American Job Centers. Enter job referrals. Result recruitment events.*
- *Compile and complete DECD MIF Incumbent Worker Training contracts and Trade Act OJT contracts. Within this contracting process - develop training plans, set standards for companies training, reviewing budgetary line items for accuracy and ensure adherence to training practices including federal and state guidelines. Process all contractual budgeting and invoicing forms. Review General Conditions and ensure Certificate of Insurance forms are compliant with contract services dates. Monitor training timelines. Compile modification contracts as needed. Compile log sheet and assessment forms for employer to complete. Obtain a completed vendor verification form.*
- *Assist employers post job openings on CTHires. Post accurate and up to date information in the job order(s). Provide direct assistance in posting jobs and finding job matches. Educate employers on how to access LMI and O*NET information when posting new jobs and researching average wage rates.*
- *Represent DOL and NW region BSU team presenting at various employers and employer group events. Present and market business services at these venues - educating employers on the services provided. These include Career Fairs (virtual and in person), Chamber of Commerce business events, business networking events and roundtable events. Represent DOL and partner business services on various committees including but not limited to Kaynor Technical Trade Committee, CT APSE and the Manufacturing Coalition.*
- *Performs other duties as required.*

The ideal candidate will have considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client population and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

Minimum Qualifications – General Experience include six (6) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. For State employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

Minimum Qualifications – Special Experience:

- *Experience assisting Employers in basic screening and placing job applicants.*

- *Experience using virtual platforms (such as Microsoft Teams, Zoom, etc.) to participate in meetings, provide trainings and virtual services.*
- *Experience in a government regulated environment interpreting regulations and following State and Federal guidelines.*
- *Experience utilizing social media platforms such as LinkedIn to promote employer recruitments.*

Special Requirements:

- *Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38.*
- *Incumbents in this class may be required to speak a foreign language.*
- *Incumbents in this class may be required to travel.*

194 total applicants: 26WM, 41WF, 12BM, 57BF, 8HM, **29HF,** 1AM, 1AF, 3M(2+), 6F(2+), 5UM, 3UF, 2UU.

28 applicants did not meet the minimum qualifications and were eliminated: 4WM, 8WF, 3BM, 9BF, **4HF.**

53 applicants did not respond to referral questions and were eliminated: 4WM, 10WF, 2BM, 19BF, 2HM, **9HF**, 1AM, 1M(2+), 2F(2+),1UM, 1UF, 1UU.

103 were eliminated after review of the applications and referral question responses because they did not meet the preferred qualifications: 15WM, 22WF, 4BM, 29BF, 5HM, **15HF**, 1AF, 1M(2+), 4F(2+), 4UM, 2UF, 1UU.

10 applicants met the preferred qualifications and were sent to the hiring manager for review: 3WM, 1WF, 3BM, 1HM, **1HF**, 1M(2+).

1HM had prior unemployment fraud and was eliminated.

9 qualified applicants were invited to interview: 2WM, 1WF, 3BM, 1HM, **1HF,** 1M(2+).

1WM, 1BM, 1HM declined the opportunity.

6 qualified candidates were interviewed: 1WM, 1WF, 2BM, **1HF**, 1M(2+).

1M(2+) non-goal candidate **hired** was unanimously determined by the interview panel to possess the baseline skills, knowledge, experience, and abilities to perform the duties of an ACSR-BSS. His interview answers were clear and concise, and he was successful in identifying specific skill sets from his work history demonstrating to this interview panel that he could transfer those skills to performing the duties of an ACSR – BSU Specialist. He offers strong interpersonal skills and stated he has a way of building rapport with employers through genuineness and providing them with skilled applicants who are a good fit for that employer. According to him, key factors in developing employer relationships is maintaining integrity, ethics, and building trust. He adapts to various changes within the employment climate and regularly analyzes statistical data, as it relates to employment. He is well versed in learning software programs, building his own computers, and is well versed with various PC Applications. He learns quickly. He has been told he runs meetings very well and has coached 250 employees on various topics related to employment readiness. He also has experience in writing Résumés and Cover Letters. In reference to experience with assisting employers, he worked for 7.5 years as a supervisor in student counseling. He worked with employers within the CNA, Manufacturing, and Insurance/Banking industries to develop additional, in demand job certification programs. In his role at Job Corps, he has held increasingly responsible roles. He has also worked with various Business partners promoting his students for employment and internships. He continues to communicate with former students about job openings and provides them with references / letters of recommendation. He emphasized the importance of timely communication and has ongoing collaboration with businesses and partners to show respect and to ensure they know how important those partnerships are to him. He stated, "Never leave without

responding to an email at the end of the day." He follows through and if he doesn't have an answer, he will communicate that he is looking into it. When looking to match candidates with companies, he asks employers where they have posted openings, recommends employee referrals, utilizes his network of contacts (Job Corps and others) and reaches out to the employer community to make quality job placements. He believes in "exhausting all resources" to best meet the needs of employers. If an employer reached out to him to fill an opening, he mentioned he would also utilize in house partners for referrals. He has experience with running reports and submitting documentation in his current and past employment. He also maintains connections with the Chamber of Commerce. He described his work ethic / punctuality as getting to the office early, prepping for the day, arranging, and reviewing schedules and always monitoring emails / messages. "Being on time is invaluable and a direct correlation to performance". He is well versed with presenting to large groups. He has led classes of 30+ students. He ran student assembly events where he presented to 200 students and 75 staff members on a weekly basis. He ran men's and women's conferences and staff training (College Internship Program) internally and virtually at five different sites across the country. He acted mainly as a lead presenter / trainer at these events. His work experience shows that he has been a promotable and award-winning employee. In his current position as a Career Coordinator, he received the Staff of the Year Award for "Outstanding Initiation, Drive and Commitment". In his current role, he has increased the number of employer / community partnerships by 60%. In his prior employment at Hartford Job Corps, he was promoted from a Career Counselor to a Counseling Manager and then to Social Development Director. He has also obtained a Staff of the Year Award in 2019 and a Performance Award for five consecutive years. He possesses a BA degree in Political Science. He presented extremely well at the interview and has the skills and abilities to excel as an ACSR-BSS.

1HF goal candidate not selected spoke on her experience in understanding the needs of employers based on her experience in retail / corporate work environments. Although her responses to the interviewers' questions did somewhat address the specific needs of employers her answers lacked specific reference as to how she would meet those needs nor did they indicate a clear understanding of how she would accomplish such as an ACSR-BSU Specialist. Her interview and application demonstrated that she did not have the work history or experience in working with employers where her primary job duty was assisting employers or employer organizations rather her experience focused on managing a retail store and the duties associated with that. Besides not clearly defining her transferable skills, her responses did not include specific details and elaboration of current skill sets that would indicate or otherwise lead you to believe that she fully understood the role of a BSU Specialist in the AJC system.

Staff Attorney 2 – Legal

Recruitment # 210730-0088AR-001 (8/3/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

Our Wethersfield office is recruiting for two (2) Staff Attorney 2 positions. These are full time, with a Monday through Friday schedule on first shift. The hours are 8:00 a.m. to 4:30 p.m.

Our ideal candidate will have:

- *Solid listening, critical thinking, and sound judgement skills*
- *Commitment to abiding by the set laws and behaving ethically*
- *Comfortable with public speaking*
- *Ability to handle a high caseload*
- *Adaptability and attention to detail*
- *Experience analyzing and interpreting laws, regulations, policies, and procedures*
- *Quick and effective legal research skills*

Examples of duties:

Performs advanced and complex legal work of an agency; researches, interprets, analyzes and applies complex and conflicting laws and regulations, case law and legal principles; acts as hearing officer or represents agency in formal administrative and public proceedings on a full range of cases involving complex legal and technical issues; negotiates and drafts settlement agreements; drafts advisory opinions, rulings, decisions, recommendations, findings, legislation, statutes, regulations, publications and other related legal documents; assists in the preparation and presentation of trials and appeals; consults with the Office of the Attorney General on legal issues; researches complex legal issues; conducts investigations and enforcement proceedings; prepares comprehensive reports for use in administrative and court proceedings; prepares pleadings and other court papers; interprets and applies complex or conflicting laws and regulations, case law and legal principles; participates in the conduct of various educational activities; provides legal guidance when duly authorized; provides input into policy formation; may testify at or monitor legislative proceedings; may represent agency in court when authorized; reviews court decisions, new and proposed laws and regulations to determine impact on agency operations; prepares and maintains precedent manuals; reviews legal and other related documents for legal sufficiency; performs related duties as required.

The ideal candidate will have the following knowledge, skills and ability: considerable knowledge of legal principles, practices and procedures in Connecticut; considerable knowledge of legal research techniques; considerable knowledge of the Uniform Administrative Procedures Act; considerable knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; considerable knowledge of relevant agency policies and procedures; knowledge of the rules of evidence; knowledge of criminal and constitutional law and legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to apply judicial decisions to the interpretation of statutes; considerable ability to comprehend, analyze and organize technical data and coordinate elements of legal cases.

Minimum Qualifications – General Experience:

- *Staff Attorney 2: Two (2) years of experience in the practice of law.*
- *Staff Attorney 3: Three (3) years of experience in the practice of law at the level of Staff Attorney 2 in the same state agency.*

Preference will be given to candidates with the following experience:

- *Working with Connecticut state laws governing administrative procedures as well as state and federal FMLA laws*
- *Conducting fact finding investigations and preparing reports of finding*
- *Understanding and use of the mediation process and techniques in negotiations*
- *Writing administrative legal decisions under Connecticut State laws and performing legal research when necessary*

Special Requirements:

- *Must be admitted to practice law in the State of Connecticut.*
- *May be required to travel*.

72 total applicants applied and met the minimum qualifications: 29WM, 29WF, 1BM, 2BF, 1HM, **3HF**, 2AF, 2UM, 1UF, 2UU.

30 applicants did not respond to the referral questions and were eliminated: 13WM, 12WF, 1BF, **1HF**, 1UM, 1UU.

42 responded yes to 3 or 4 of the 5 referral questions and were submitted to the hiring manager for consideration: 16WM, 17WF, 1BM, 1BF, 1HM, **2HF**, 2AF, 1UM, 1UF, 1UU.

After review of the applicants answers to the referral questions, 8 qualified applicants were interviewed: 2WM, 4WF, **1HF**, 1UU.

1WM non-goal candidate **hired** has two plus years of employment law experience, mostly wage and hour, but also discrimination and sexual harassment cases. He has a broad familiarity with FMLA and some knowledge of UAPA. He presents at CLE seminars. For the past 4 years he has worked as a consumer protection litigation attorney where he has gained significant litigation experience including experience in investigations and in developing a case for litigation of which he gave a detailed explanation of. He provided a very detailed description of how he would approach an FMLA investigation demonstrating that he understood the process involved. He thinks the FMLA is a great law. He has much experience with legal research and some administrative experience. Gave a thorough description of a difficult challenge he had in his workplace concerning a client and explaining a lengthy and complex settlement which shows understanding of mediation process and managing expectations of complainants. In answer to handling disagreement with another attorney he demonstrated and understanding of how to work with others. He was the only interviewee to mention following rules of professional conduct if an ethical issue arose. He likes to work collaboratively which is important in this area. He asked good questions concerning the job and enforcement.

1WF non-goal candidate **hired** has a great deal of knowledge of employment law with three plus years as staff attorney representing employers in UI cases, USDOL audits, anti-discrimination, and mediations. The laws with which she has familiarity are ones that we deal. She counsels employers frequently in FMLA and PFMLA regarding employee leaves, as well as wage and hour and ADA. She also conducts frequent trainings on employment laws. Has performed investigations. She knew FMLA law very well and upcoming changes, knows that it will be a challenge for small employers. Good understanding on how to conduct an FMLA investigation. She loves her current job but is ready to practice law again. She has a passion for employment law. She generally likes to work collaboratively. Enthusiastic and asked very good questions.

1HF goal candidate not selected has been in private practice for the last 12 years and has done some discrimination, FMLA, and UI cases, but did not go into any detail and indicated that most of her work has been in family law. She did not have any wage and hour experience. Worked as investigator at CHRO for 4 years doing fact findings and mediations of employment law cases under CHRO's jurisdiction but left in 2009. Her example of her knowledge of FMLA concerned the federal FMLA and she did not know about the upcoming changes to CT law. She gave a detailed description of the investigatory process and has several years' experience as CHRO investigator demonstrating she knows how to interview parties/witnesses and make decisions. Her answer to interviewer questions about UAPA was brief and not well stated. Her experience is more of a fact finder than a litigator. She did have some mediation and settlement experience while at CHRO and has performed legal research. She gave a good example of dealing with a difficult client and explained that the client needed to focus on the facts not the emotions. She would love to return to working with complainants, is a team player and is bilingual. She was not selected due to her lack of direct experience with CT FMLA.

Staff Attorney 2- Board of Review

Recruitment # 210730-0088AR-002 (8/5/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

Our Wethersfield office is recruiting for a Staff Attorney 2 in our Employment Security Board of Review. This is a full-time position has a Monday through Friday schedule on first shift. The hours are 8:00 a.m. to 4:30 p.m.

In this role you will have the opportunity to:

- *Review records and conduct research on Connecticut Paid Family and Medical Leave (PFML) appeals & Connecticut Family and Medical Leave Act (CTFMLA) cases, as well as Unemployment Compensation (UC) appeals*
- *Conduct evidentiary hearings and draft decisions*
- *Train, guide and mentor appeals division staff regarding Paid Family and Medical Leave (PFML) appeals*

- *Develop internal procedures for PFML appeals*
- *Write plain language guidance for the public about the Paid Family and Medical Leave (PFML) appeals process*
- *Travel may be required*

The Employment Security Appeals Division is an autonomous, quasi-judicial agency housed in the Department of Labor. Its primary function is to hear and decide appeals arising from decisions made by Connecticut's Unemployment Compensation Department, from which it is statutorily independent, and other assigned matters within the jurisdiction of the department. The appeals division is comprised of the referee section, which conducts de novo evidentiary hearings, and the higher authority Board of Review, which conducts appellate review of referee decisions.

Examples of duties:

Performs advanced and complex legal work of an agency; researches, interprets, analyzes and applies complex and conflicting laws and regulations, case law and legal principles; acts as hearing officer or represents agency in formal administrative and public proceedings on a full range of cases involving complex legal and technical issues; negotiates and drafts settlement agreements; drafts advisory opinions, rulings, decisions, recommendations, findings, legislation, statutes, regulations, publications and other related legal documents; assists in the preparation and presentation of trials and appeals; consults with the Office of the Attorney General on legal issues; researches complex legal issues; conducts investigations and enforcement proceedings; prepares comprehensive reports for use in administrative and court proceedings; prepares pleadings and other court papers; interprets and applies complex or conflicting laws and regulations, case law and legal principles; participates in the conduct of various educational activities; provides legal guidance when duly authorized; provides input into policy formation; may testify at or monitor legislative proceedings; may represent agency in court when authorized; reviews court decisions, new and proposed laws and regulations to determine impact on agency operations; prepares and maintains precedent manuals; reviews legal and other related documents for legal sufficiency; performs related duties as required.

The ideal candidate will have considerable knowledge of legal principles, practices and procedures in Connecticut; considerable knowledge of legal research techniques; considerable knowledge of the Uniform Administrative Procedures Act; considerable knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; considerable knowledge of relevant agency policies and procedures; knowledge of the rules of evidence; knowledge of criminal and constitutional law and legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to apply judicial decisions to the interpretation of statutes; considerable ability to comprehend, analyze and organize technical data and coordinate elements of legal cases.

Minimum Qualifications – General Experience:

- *Staff Attorney 2: Two (2) years of experience in the practice of law.*
- *Staff Attorney 3: Three (3) years of experience in the practice of law at the level of Staff Attorney 2 in the same state agency.*

Preference will be given to candidates with the following experience:

- *Analyzing the provisions of the State and Federal Family Medical Leave Act*
- *Performing legal research and writing*
- *Working in a high-volume production environment*
- *Working with administrative and/or judicial proceedings*
- *With the practice of unemployment compensation benefit appeals and/or employment law*

Special Requirements:

1. *Must be admitted to practice law in the State of Connecticut.*
2. *May be required to travel.*

69 total applicants: 26WM, 22WF, 1BM, 4BF, 2HM, **5HF**, 2AM, 2AF, 2UM, 1UF, 2UU.

3 applicants did not meet the minimum qualifications and were disqualified: 2WM, **1HF.**

Additional screening criteria was applied: record of professional discipline, application materials contained significant grammatical errors or indicated poor judgment, or whose resume and job application did not indicate FMLA experience.

21 qualified applicants were selected for interview: 5WM, 10WF, 1BM, 1BF, 1HM, **1HF**, 1AM, 1AF.

7 withdrew: 2WM, 4WF, **1HF.**

14 qualified applicants were interviewed: 3WM, 6WF, 1BM, 1BF, 1HM, 1AM, 1AF.

2WF, 1BF, 1HM declined offers of employment.

1WF non-goal candidate **hired** has represented a few clients seeking FMLA benefits. She has experience in employment and discrimination law and has represented employees and employers in the preliminary stages of CHRO cases but has not been involved in a contested case. She has minimal unemployment law experience. She graduated cum law from law school. Her writing sample was judged good because it covered all legal issues but contained some unnecessary verbiage and her mathematical calculations were incorrect. She was the first alternative recommended candidate after preferred candidates declined.

Information Technology Analyst 1- Help Desk Analyst

Recruitment# 210804-7603EU-001 (8/10/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

Discover this outstanding opportunity to join our team as a Help Desk Analyst (Information Technology Analyst 1). As Help Desk Analyst you will assist in supporting the Department of Labor's technology by functioning as a single point of contact for end-users by providing desktop support to local and remote locations following established policies and procedures. The analyst will communicate and present technical information to both IT staff and Business Users in an understandable and concise format and will be responsible for creating and validating standard operating procedures (SOPs).

Examples of duties:

- *Maintains, installs, diagnoses, repairs, and upgrades PCs and laptops (physical and virtual), tablets, printers, MFDs equipment, and computing peripherals.*
- *Coordinate's hardware repairs with the appropriate vendors to ensure timely product delivery and proper functioning of new equipment and services.*
- *Creates user accounts and manage access control based on agency policies.*
- *Utilizes the Agency's BMC ticketing system to create, track, review, and escalate service requests.*
- *Maintains an inventory of installed software, hardware assets and manage software licensing to ensure accurate licensing is adhered to.*
- *Provides support on a variety of computer hardware and software issues by identifying, researching, and resolving technical problems.*
- *(Re)designs and create online forms for the business users.*
- *McAfee anti-virus server administration.*
- *Performs related duties as required.*

The ideal candidate will have cconsiderable knowledge of data control functions; considerable knowledge of IT equipment and diagnostic tools; knowledge of principles and techniques of computer programming; knowledge of programming languages; knowledge of principles of information systems; knowledge of

principles and concepts of network environments; knowledge of computer operating systems; knowledge of fundamental principles and theories of business and planning functions; knowledge of principles and techniques of systems analysis, design and development; knowledge of capabilities of computer equipment and technology; considerable technical problem solving skills; considerable logic and analytical skills; interpersonal skills; oral and written communication skills; considerable ability to install and maintain microcomputer hardware, software and network components; ability to prepare and maintain records, logs, reports, documentation, and manuals; ability to write, test and debug computer programs; ability to use programming development tools; ability to identify, analyze and resolve simple business and technical problems.

Minimum Experience – General Experience includes five (5) years of experience in information technology (IT) operations support, programming, or another IT related support area. Two (2) years of the General Experience must have been performing basic technical support work in such areas as: help desk functions; installing and maintaining basic computer hardware and software; data communications, microcomputer support, production control or programming; performing any closely related basic technical support function. For State Employees basic technical support work is interpreted at the level of Information Technology Technician. College training in management information systems, computer science or information technology related area may be substituted for the General Experience based on fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a bachelor's degree. A Master's degree in management information systems, computer science or electrical engineering may be substituted for the General and Special Experience. For State Employees one (1) year as an Information Technology Analyst Trainee may be substituted for the General and Special Experience. For State Employees two (2) years as an Information Technology Technician may be substituted for the General and Special Experience.

Preference will be given to those candidates who have:

- *Experience working in a rapidly changing environment and is service-oriented and proactive in anticipating and resolving desktop support issues in a fast-paced environment while maximizing efficient use of computing resources.*
- *Experience providing feedback and input to the IT department for forecasting and benchmarking desktop computing resources and have excellent communication skills.*
- *Experience with a variety of desktop hardware, virtual devices, printers, and peripherals.*
- *Experience in various Windows operating system environments (Windows 7, Windows 10, MS Server 2012, 2008, 2016) and ability to capture desktop images and utilize diagnostic tools to ensure desktop environments are functioning optimally.*
- *Experience with SCCM, MDT, scripting, Active Directory, McAfee, and Group Policy.*
- *Experience using and supporting Microsoft productivity software (Word, Excel, PowerPoint, Access, Outlook, 2007-2016, O365, Teams, SharePoint).*
- *Experience configuring a VoIP PBX phone system such as Avaya (build phones, groups, voicemail boxes, and reporting).*
- *Experience designing and creating an interactive web form with conditional logic, approval workflows, and email connector, ideally with JotForm.*
- *Experience with BMC incident management ticketing system or other ticketing applications.*
- *Experience assisting end users with basic connectivity and access issues using modern host and client-based/productivity and collaboration tools. Including QuickAssist, CiscoAnyConnect, Teams, Zoom, and WebEx.*

242 total applicants: 102WM, 23WF, 34BM, 7BF, 35HM, **5HF**, 14AM, 1AF, 7M(2+), 8UM, 1UF, 5UU.

27 applicants did not meet the minimum qualifications and were eliminated: 6WM, 5WF, 4BM, 4BF, 4HM, **2HF**, 1AM, 1UU.

69 did not respond to referral questions and were eliminated: 28WM, 6WF, 13BM, 1BF, 10HM, **1HF**, 5AM, 1AF, 1M(2+), 1UF, 2UU.

146 responded to the referral questions and were referred to the agency: 68WM, 12WF, 17BM, 2BF, 21HM, **2HF**, 8AM, 6M(2+), 8UM, 2UU.

142 applicants were eliminated after review of the applications and referral question responses because they did not meet the preferred qualifications: 67WM, 12WF, 15BM, 2BF, 21HM, **2HF**, 8AM, 6M(2+), 7UM, 2UU.

4 qualified applicants were interviewed: 1WM, 2BM, 1UM.

1BM non-goal candidate **hired** has vast knowledge in many areas of IT and will be a valuable addition to The DOL Helpdesk/Desktop team based on his extensive helpdesk experience, knowledge of provisioning devices, Active Directory (AD) administration, JotForm experience, and Avaya phones support. He joined the DOL Helpdesk/Desktop team as a consultant in March 2021. He has been the first line of support to our employees. He is a soft-spoken gentleman that is very patient and puts our employees at ease. Over the last several months, I have received many kudos for his superior customer service and follow-through. He has enthusiastically taken on many new assignments over the last six months and has offered suggestions on making our processes more efficient. In addition, he has mentored other staff, created SOPs for techs and employees, and is always up to the challenge of what is assigned to him.

Trainer- Operations Support Unit

Recruitment # 210818-7717AR-001 (8/26/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

We are seeking experienced and qualified individuals for the position of Trainer in the System Operations Support unit. These positions are full-time, forty hours per week. The work schedule is 1st shift, Monday through Friday, 8:00- 4:30.

In this role you will be responsible for the pre-implementation and post-implementation training activities for the rollout of a modernized Unemployment Insurance system. Trainers will prepare and conduct training courses, assist in planning, developing, coordinating, and evaluating comprehensive training programs.

The ideal candidate will have knowledge of principles and techniques of training and staff development; knowledge of education methods and techniques; ability to assess training needs and determine objectives; ability to develop, organize and conduct training courses; considerable interpersonal skills; oral and written communication skills; ability to utilize computer software.

Minimum Experience – General Experience - Six (6) years of technical experience in training, staff development, or adult education. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

Preferred qualifications:

- *Experience using virtual platforms (such as Microsoft Teams, Zoom, etc.) to participate in meetings, provide training, and collaborate on documents.*
- *Experience working both independently and as a team on large projects.*
- *Experience facilitating trainings both virtually and in person.*
- *Experience with collaborative verbal and written communication across all levels of organizations and with state agencies.*
- *Experience preparing a training curriculum and other course materials.*
- *Technical experience using e-learning software.*

Special Requirements:

- *Incumbents in this class may be required to possess specialized certifications for designated positions prior to appointment.*
- *Incumbents in this class may be required to travel.*
- *Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.*

172 total applicants: 40WM, 52WF, 9BM, 30BF, 7HM, **12HF,** 4AF, 1M(2+), 4F(2+), 1UM, 7UF, 5UU.

8 applicants did not meet the minimum qualifications and were eliminated: 1WM, 1WF, 3BF, 1AF, 1F(2+), 1UM.

46 applicants did not respond to the 1st set of referral questions and were eliminated: 13WM, 4WF, 4BM, 11BF, 1HM, **5HF**, 2AF, 1M(2+). 3UF, 2UU.

1BF applicant responded late to the referral questions and was eliminated.

14 applicants did not meet the minimum qualifications after review of applications, referral question responses and were eliminated: 2WM, 5WF, 1BM, 2BF, **1HF**, 1M(2+), 1F(2+), 1UU.

43 applicants did not meet the preferred criteria after review of application materials and responses to the referral question and were eliminated: 10WM, 17WF, 1BM, 8BF, 2HM, **1HF**, 1F(2+), 2UF, 1UU.

6 applicants did not respond to the 2nd round of referral questions and were eliminated: 2WF, 1BM, 1HM, 1F(2+), 1UU.

30 applicants did not meet the preferred criteria after review of responses to the 2nd round of referral questions and applications and were eliminated: 8WM, 13WF, 4BF, 1HM, **3HF**, 1AF.

24 applicants were referred to the hiring manager for consideration: 6WM,10WF, 2BM, 1BF, 1HM, **2HF**, 2UF.

2WM, 1WF were eliminated after review of application materials demonstrated that they did not have closely related experience.

1BF, **1HF** were eliminated for having prior unemployment fraud.

19 qualified applicants were selected for interview: 4WM, 9WF, 1BM, 1BF, 1HM, **1HF**, 2UF.

1WF did not respond to the invitation and was eliminated.

18 qualified applicants were interviewed: 4WM, 8WF, 1BM, 1BF, 1HM, **1HF**, 2UF.

1UF non-goal candidate **hired** is the top recommended candidate for this position. Her experience, application and interview responses combined to demonstrate that she meets the criteria considered in this selection. She has 15 years of experience as a trainer in corporate settings where she recently oversaw the training program for the implementation of a new automated medical billing system for a hospital. She also has 5 ½ years of experience as a classroom instructor. This combination of experience in training on complex subject matter and the comprehensive and detailed answers to the interview questions make her an ideal candidate for the Trainer Position. Her experience in developing and delivering a training curriculum for the rollout of a large complex automated medical billing system will provide her with invaluable insight as to how to design a training program for our UI Modernization rollout and will directly parallel the effort being undertaken by CTDOL. Her answers to the questions regarding identifying the training needs of the agency and developing the curriculum were comprehensive and detailed and demonstrated a strong understanding of the challenges to be faced when designing the agency's training program. She has experience using Adobe Connect, Skype, Captivate Camtasia, Linx, and Kaplan e-learning tools in her training career. She demonstrated a strong understanding of how to assess the effectiveness of a training program by identifying metrics in advance of the training and she provided several actual work experiences in which she was presented with challenging training scenarios and was able to achieve positive outcomes.

1UF non-goal candidate **hired** is the second recommended candidate for this position. Her experience, application and interview responses combined to demonstrate that she meets the criteria considered in this selection. The skills she developed during her 9 years of experience as a Trainer for Office of Education and Data Management directly parallel the skills that are required for this position. In her duties at OEDM, she developed the curriculum for highly technical, in-depth training for Building and Fire Inspectors for the purpose of achieving state and national certifications. The training was based on National Fire Protection Association standards as well as state regulations and statutes. It was comprised of technical and complex material and required 180 classroom hours per module. She achieved a 98% success rate during her tenure. In her tenure at OEDM, she was responsible for identifying training objectives, creating curriculum, delivering and coordinating training sessions, and assessing the outcomes of the training. She has experience using a variety of e-learning tools such as BlueJeans, Blackboard, GoogleDocs, Zoom, Teams and One Drive. Her answers to the interview questions were on point demonstrating a strong understanding of and ability to identify the training needs of an organization, develop a training curriculum, effectively train a complex subject, and assess the outcomes of the training program. As a long-term trainer for OEDM, she has already demonstrated the ability to perform in this position. The 98% passing rate speaks to her proven effectiveness as a trainer. The totality of her experience and answers to the interview questions make her an ideal candidate for this position.

1HF goal candidate not selected was employed at Walgreens where she served as a Pharmacy Technician for four months. In that capacity she provided training to new employees in company protocols from training created by the company. She has experience using the corporate training tool CRM. Her responses to the interview questions were mostly on point but lacked detail and specificity. Her answer to the question regarding how to determine the effectiveness of a training program was off point and failed to demonstrate experience in doing so. While training was a component of her job it was not her primary duty. We believe that at this time, she lacks the level of experience that the position requires and is not recommended for this position.

Occupational Hygienist – OSHA,

Recruitment # 210830-5957AR-001 (9/1/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

CONN-OSHA seeks an experienced and qualified professional for the position of Occupational Hygienist. This is a full time, first shift, 40 hour per week position in Wethersfield, CT. However, work schedule flexibility is required to meet the demands of the job.

Examples of duties:

COMPLIANCE: Conducts comprehensive occupational health inspections of public employer work sites including inspections of all types of equipment, construction and personnel to ensure compliance with state occupational safety and health act; interviews managers, employees, union officials and others to obtain information; investigates accidents in public sector to determine cause and possible violation of state occupational safety and health act; investigates complaints of alleged violations of state occupational safety and health act by public employers; uses chemical, mechanical and electrical principles and procedures to measure, evaluate and control occupational health hazards; analyzes heat, illumination, radiation, noise, vibration, vapors and other physical factors; calibrates technical instruments; conducts occupational health related research; recommends issuance of citations, monetary penalties and time abatements; prepares comprehensive reports; audits employer records of injuries and illnesses; may testify at hearings and in court; may address employer and employee groups; performs related duties as required.

CONSULTATION: Conducts inspections of work site and equipment used in response to either public or private employers requests for technical assistance with occupational health issues; conducts tests with

technical and scientific instruments; conducts occupational health related research; provides off site technical assistance; makes recommendations to correct health hazards; provides training, information and materials to employers and employees; assists employers in correcting occupational hazards; promotes consultation services offered by division; prepares comprehensive reports; audits employer records of injuries and illnesses; may address employee and employer groups; may perform compliance inspections; performs related duties as required.

The ideal candidate will have considerable knowledge of principles and practices of occupational health; considerable knowledge of state and federal Occupational Safety and Health Act and standards; considerable knowledge of investigation methods and techniques; knowledge of instrument use and calibration; knowledge of research methods and techniques; basic knowledge of toxicology; considerable oral and written communication skills; interpersonal skills; ability to utilize computer software.

Minimum Qualifications – General Experience includes seven (7) years of experience in occupational health. College training in chemistry, occupational health, physics, or a closely related field may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. A Master's degree in industrial hygiene, public health or a closely related field may be substituted for one (1) additional year of the General Experience.

Preference will be given to candidates who possess:

- *Experience with occupational safety and health standards.*
- *Experience using scientific instruments (i.e., air sampling pumps, noise dosimeters) to conduct compliance/consultation inspections.*
- *Experience preparing and issuing comprehensive reports.*
- *Experience with working independently and issuing reports in a timely manner.*
- *Experience communicating effectively across all levels of an organization, including both internal and external partners.*

Special Requirements:

1. *Incumbents in this class may be required to travel.*
2. *Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.*

Incumbents in this class may be exposed to moderately disagreeable and hazardous conditions.

19 Total Applicants: 4WM, 8WF, 1BM, 1BF, 1HM, **1HF,** 2F(2+), 1UF.

2 applicants did not meet the minimum qualifications and were eliminated: 1WF, **1HF.**

3 applicants did not respond to referral questions and were eliminated: 2WF, 1HM.

2 applicants did not meet the qualifications of the position after review of applications and referral question responses and were eliminated: 1WM, 1WF.

8 applicants did not meet the preferred criteria after review of applications and answers to referral questions and were eliminated: 2WM, 3WF, 1BM, 1BF, 1F(2+).

4 qualified applicants were interviewed: 1WM, 1WF, 1F(2+), 1UF.

1UF non-goal candidate **hired** has a Bachelor of Science degree in Public Health with Industrial Hygiene emphasis and a Bachelor of Science degree in Chemistry from Utah State University and a Master of Science degree in Pharmacology & Toxicology from the University of Texas at Austin. She has worked at the University of Connecticut for 3 years and 3 months. Previously she was a Professional Educator of Chemistry/Lab Coordinator at Western New England University for 6 years. She also maintains a certificate as an Occupational Hearing Conservationist. Her answers to the interview questions were accurate, specific, and confident. She demonstrated an awareness of what is required in terms of

technical ability and her verbal communication skills were excellent. She was the only candidate who responded correctly to every one of the interview questions.

Occupational Safety Officer

Recruitment #210913-5973AR-001 (9/15/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

DOL's Division of Occupational Safety and Health (CONN-OSHA) enforces state occupational safety and health regulations as they apply to state and municipal employees. CONN-OSHA also offers free consultation services to Connecticut employers both public and private. CONN-OSHA has two current opportunities for Occupational Safety Officers located in Wethersfield, CT. These are first shift, 40 hours per week positions. However, work schedule flexibility is required to meet the demands of the job.

As an Occupational Safety Officer, we would entrust you to provide consultation services to Connecticut employers to help ensure they are in compliance with OSHA laws. Additionally, along with other duties, we would have you:

- *Conduct comprehensive safety inspections of public employer work sites*
- *Interview and investigate submitted safety violation complaints*
- *Conducting testing to ensure standards are followed*

The ideal candidate will have considerable knowledge of principles and practices of occupational safety; considerable knowledge of State and federal Occupational Safety and Health Acts and standards; considerable knowledge of inspection and investigation methods and techniques; knowledge of engineering and production methods; knowledge of instrument use and calibration; knowledge of research methods and techniques; considerable oral and written communication skills; interpersonal skills.

Minimum Qualifications – General Experience includes seven (7) years of experience in mechanical, manufacturing, mercantile or construction fields. Two (2) years of the General Experience must have included conducting safety inspections or accident investigations at or above the level of Occupational Safety and Health Officer. College training in occupational safety, chemistry, mechanical engineering, or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree.

Preference will be given to applicants who possess the following:

- *Experience identifying apparent safety hazards in general industry and construction activities*
- *Experience utilizing different safety processes and equipment used in general industry (i.e., machinery, electrical) and construction (i.e., fall protection, scaffolding, trenches) operations*
- *Experience utilizing appropriate equipment to document violations of OSHA standards (i.e., measurement devices, electrical testers, cameras)*
- *Experience working independently to prepare and issue citations and consultation reports in a timely manner*
- *Experience interviewing employers, employees, and union personnel to determine and make informed decisions on violations, etc.*
- *Experience using virtual platforms (i.e., Microsoft Teams, Zoom, etc.)*

Special Requirements: Incumbents in this class may be required to travel.

Incumbents in this class may be exposed to some risk of injury due to climbing and working with electrical panels and unguarded equipment.

98 Total applicants: 53WM, 16WF, 13BM, 1BF, 3HM, **4HF**, 1AM, 1AF, 2M(2+), 1F(2+), 1UM, 1UU.

30 applicants did not meet the minimum qualifications and were disqualified: 18WM, 2WF, 4BM, 1BF, **2HF**, 1AF, 1M(2+), 1UM.

18 applicants did not respond to the referral questions and were eliminated: 7WM, 1WF, 4BM, 2HM, **2HF**, 1AM, 1UM.

2 applicants did not meet the qualifications of the position after review of applications and referral question responses and were eliminated: 1WM, 1WF.

35 applicants did not meet the preferred qualifications after review of applications and referral question responses and were eliminated: 17WM, 9WF, 5BM, 1HM, 1M(2+), 1F(2+), 1UU.

13 qualified applicants were invited to interview: 10WM, 3WF.

1WM declined the opportunity.

12 qualified applicants were interviewed: 9WM, 3WF.

1WM declined offer as he had accepted another position.

1WM non-goal candidate **hired** has been a been a state employee for approximately 35 years in the Department of Transportation. For 15 of those he has been a Transportation Safety Advisor in the department responsible for the safety of employees by enforcing the OSHA Standards and applicable DOT safety requirements. He also has many years working in various capacities as a volunteer fire fighter. While a few of his answers differed from what was expected, the panel attributed those responses to OSHA standards that he currently doesn't use in his position. He displayed excellent communication skills during the interview. He has taken many technical classes offered by OSHA, the Connecticut Transportation Institute and National Fire Academy. The panel felt based on his extensive background in the safety field, he would be a great addition to the CONN-OSHA staff.

1WF non-goal candidate **hired** has a Bachelor of Science (BA/BS) in Biology-Computer Science from Eastern Connecticut State University and a degree in Public Health from Southern Connecticut State University. Since September 2016 she has worked as the Safety Director for Southern Connecticut State University and prior to that she worked at Eastern Connecticut State University for 13 years. Her answers to the interview questions were specific and confident and most of her answers were correct. While a few of her answers differed from what was expected, the panel attributed her responses to her not being aware of some of the specific OSHA standards not used in her current position. She displayed excellent communication skills during the interview. She has also, taken technical courses related to Safety and Health at Keene State University. The panel felt that her work ethic and interview results would provide her the ability to fit into the CONN-OSHA team and would be a welcome addition to our staff.

1WF non-goal candidate **hired** has a Bachelor of Science (BA/BS) in Chemistry-Biology from Eckerd College, a Bachelor of Science (BA/BS) from the University of Southern Maine and a Master in Elementary Education from Eastern Connecticut State University. She has over 20 years of experience working in the safety and health field for various construction companies and six years of teaching experience. Her answers to the interview questions were specific and confident and a good majority of her answers were correct. While a few of her answers differed from what was expected, the panel attributed her responses to her not working in the field of safety for a period of years. She displayed excellent communication skills during the interview. She currently holds a license as a Provisional Educator from the State of Connecticut Board of Education. The panel felt that her work ethic and interview responses would provide her the ability to fit into CONN-OSHA team.

Accounting Careers Trainee target class Revenue Examiner 1 (Field Audit Unit)

Recruitment # 211018-0034AR-001 (10/22/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

We invite qualified candidates to apply for the position of Accounting Careers Trainee with a target class of Revenue Examiner 1 in both its Hartford Field Audit Unit based in Wethersfield (covering Hartford, Wethersfield, Middletown, and Montville) and its Waterbury Field Audit Unit based in Waterbury (covering Waterbury, and Bridgeport). These are full time, 40 hours per week, Monday through Friday positions.

As an Accounting Careers Trainee, you will gain valuable on-the-job training and close supervision to help you master the skills you will need to complete your training program. The length of your training program will vary between one and two years based on your educational qualifications. After successful completion of the training program, you will be eligible for promotion to Revenue Examiner 1 without further competitive examination.

In this role, you will learn to:

- *Assist in the conducting field audits of businesses of varying sizes, including the largest corporations, partnerships, limited liability companies and proprietorships. Audits are conducted to ensure that employers are operating in compliance with federal audit mandates and with state unemployment compensation statutes and regulations. The audits require a thorough examination of financial documents, such as state and federal tax returns and filings, general ledgers, cash disbursements journals, as well as other complex financial records and reports.*
- *Identify audit findings, including any audit adjustments and assessments when required, together with supporting audit work papers. These reports are prepared in accordance with state and federal quality control requirements and reference applicable state and federal statutes and regulations.*
- *Meet with taxpayers and/or their designated representatives to discuss the purpose and process for the audit, request appropriate financial records, explain audit findings and answer any questions, referencing relevant statutes, regulations, procedures and policies. Auditors also represent the Labor Department at hearings on contested cases.*
- *Conduct unemployment compensation wage investigation audits. These audits require a thorough examination of state and federal tax returns and filings, payroll records, bank statements and other financial records. The auditor applies appropriate state statutes and regulations to determine the proper employment status of the worker and to determine the correct wage amounts for the worker in question.*

The ideal candidate will have knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of information technology; some knowledge of effective report writing, ability to read and understand written materials; ability to utilize computer software.

Minimum Qualifications – General Experience includes the possession of a bachelor's or master's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

Preferred qualifications:

- *Bachelor's degree in Accounting or Finance.*
- *Experience with accounting, auditing, or bookkeeping.*
- *Experience preparing detailed and accurate financial reports.*
- *Experience using Excel to create reports and charts.*
- *Experience providing verbal and written communication to a diverse population.*
- *Experience prioritizing multiple assignments with competing deadlines.*
- *Experience speaking and interacting with business owners, members of the public, and various other stakeholders.*

120 total applicants: 19WM, 21 WF, 21BM, 19BF, 5HM, **8HF,** 6AM, 9AF, 1M(2+), 2F(2+), 4UM, 4UF, 1UU.

26 applicants did not meet the minimum qualifications and were eliminated: 5WM, 8WF, 1BM, 4BF, 1HM, **3HF**, 1AM, 1M(2+), 1F(2+), 1UF.

16 applicants did not respond to the referral questions and were eliminated: 2WM, 4WF, 5BM, 1HM, 2AM, 1AF, 1UF.

6 applicants did not meet the qualifications of the position after review of applications and referral question responses and were eliminated: 2WM, 1WF, 1BM, **1HF**, 1AM.

30 applicants did not meet the preferred qualifications after review of applications and referral question responses and were eliminated: 6WM, 1WF, 3BM, 6BF, 2HM, **2HF**, 1AM, 7AF, 1F(2+), 1UU.

42 qualified candidates were invited to interview: 4WM, 7WF, 11BM, 9BF, 1HM, **2HF**, 1AM, 1AF, 4UM, 2UF.

3 candidates did not respond to the invitation and were eliminated: 2WF, 1UM.
1BM cancelled the scheduled interview and was eliminated.
3 candidates did not show to the schedule interview and were eliminated: 1WM, 1BM, 1BF.

35 qualified candidates were interviewed: 3WM, 5WF, 9BM, 8BF, 1HM, **2HF**, 1AM, 1AF, 3UM, 2UF.

16 positions (3 Waterbury Office, 13 Wethersfield Office)

1HF goal candidate **hired** (Wethersfield office) (Hartford Field Audit Unit).

1BF non- goal candidate **hired** demonstrated good communication skills throughout her interview by responding to all the panel's questions with clear answers. She has a bachelor's degree in accounting. Since February 2021 she has been employed with the Department of Labor, Contact Center. This relevant experience provides a foundation for some of the critical components of the job of an Accounting Careers Trainee in Field Audit. Panel members unanimously agreed she has the skill set that would allow her to be a successful Accounting Careers Trainee in the Waterbury office.

1UM non-goal candidate **hired** demonstrated exceptional communication skills throughout his interview by responding to all the panel's questions with clear answers. He has a bachelor's degree in accounting and a master's degree in finance. He has one year of experience working in accounts payable. Panel members unanimously agreed he has the skill set that would allow him to be a successful Accounting Careers Trainee in the Waterbury office.

1UM non-goal candidate hired demonstrated very good communication skills throughout his interview by responding to all the panel's questions with clear answers. He holds a bachelor's degree in accounting and has four plus years of experience working as a tax analyst. Panel members unanimously agreed he has the skill set that would allow him to be a successful Accounting Careers Trainee in the Wethersfield office. (Hartford FAU)

1UM non-goal candidate hired demonstrated good communication skills throughout his interview by responding to all the panel's questions with clear answers. He has a bachelor's degree in accounting with four plus years of experience working as a junior accountant. Panel members unanimously agreed he has the skill set that would allow him to be a successful Accounting Careers Trainee in the Waterbury office.

1UF non goal candidate **hired** demonstrated exceptional communication skills throughout her interview by responding to all the panel's questions with clear answers. She has a bachelor's degree in accounting. She has twenty-four plus years of accounting experience in the private sector. Panel members

unanimously agreed she has the skill set that would allow her to be a successful Accounting Careers Trainee in the Waterbury FAU office.

1HF goal candidate not selected had a poor interview. She has no experience in the accounting field and did not answer the panel's questions with clear and concise responses. She did not provide specific examples when responding to questions number two, four, and nine. For these reasons this candidate is not recommended for hire.

Accounting Careers Trainee target class Revenue Examiner 1

Recruitment # 211018-0034AR-002 (10/22/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

We invite qualified candidates to apply for the position of Accounting Careers Trainee with a target class of Revenue Examiner 1. These are full time, 40 hours per week, Monday through Friday positions, all located in Wethersfield, CT. You will be assigned to one of these exciting Units:

- *Delinquent Accounts: Responsible for the collection of delinquent Unemployment insurance taxes and the resolution of unresolved delinquent tax returns.*
- *Employer Status: Identifies employer's liability for unemployment insurance coverage and assists them in their efforts to comply with state unemployment insurance laws and regulations.*
- *Employer Tax Accounting: Responsible for the receipt of employer funds including ensuring the timely deposit and accurate posting of money and wage information through the processing of employer tax returns and the maintenance of taxable and reimbursable employer account ledgers.*

As an Accounting Careers Trainee, you will gain valuable on-the-job training and close supervision to help you master the skills you will need to complete your training program. The length of your training program will vary between one and two years based on your educational qualifications. After successful completion of the training program, you will be eligible for promotion to Revenue Examiner 1 without further competitive examination.

In this role, you will learn to:

- *Conduct in-house examinations of tax returns and tax related documents.*
- *Provide assistance to taxpayers involving CT Unemployment tax.*
- *Contact tax debtors to secure full payment; locate tax debtors and levy sources; seek information relative to the financial standing of debtors; arrange for installment payments; correspond with debtors, accountants, and attorneys.*
- *Assist taxpayers in the preparation of returns or accounts owed; identify accounts which require issuance of liens/warrants, hearing, abatement, or attorney action and confers with employees of a higher level concerning appropriate action.*
- *Conduct in-house research to resolve disputes; maintain complete and accurate records of contacts and relevant information; update departmental records.*

The ideal candidate will have kknowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of information technology; some knowledge of effective report writing, ability to read and understand written materials; ability to utilize computer software.

Minimum Qualifications Possession of a bachelor's or master's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

Preferred qualifications:

- *Bachelor's degree in Accounting or Finance.*
- *Experience with accounting, auditing, or bookkeeping.*
- *Experience preparing detailed and accurate financial reports.*
- *Experience using Excel to create reports and charts.*
- *Experience providing verbal and written communication to a diverse population.*
- *Experience prioritizing multiple assignments with competing deadlines.*
- *Experience speaking and interacting with business owners, members of the public, and various other stakeholders.*

115 total applicants: 18WM, 20WF, 21BM, 21BF, 5HM, **6HF,** 3AM, 13AF, 2M(2+), 1F(2+), 2UM, 2UF, 1UU.

19 applicants did not meet the minimum qualifications and were eliminated: 2WM, 8WF, 2BM, 4BF, 1AF, 1M(2+), 1UM.

19 applicants did not respond to the referral questions and were eliminated: 4WM, 2WF, 4BM, 2BF, 1HM, **3HF**, 1AM, 1AF, 1M(2+).

6 applicants were eliminated after review of applications and answers to the referral questions because they did not meet the qualifications of the position: 1WM, 1WF, 2BM, 2AM.

34 applicants were eliminated after review of applications and answers to the referral questions because they did not meet the preferred qualifications: 3WM, 4WF, 4BM, 5BF, 3HM, **2HF**, 10AF, 1M(2+), 1F(2+), 1UF.

38 qualified applicants met the preferred criteria and were invited to interview: 8WM, 5WF, 9BM, 10BF, 1HM, **1HF**, 1AF, 1UM, 1UF, 1UU.

1HF cancelled the scheduled interview and was eliminated.
1WF declined the interview and was eliminated.
1WF, 1UM did not respond to the offer of an interview and were eliminated.
1WM, 1BF did not report for the scheduled interview and were eliminated.

32 qualified applicants were interviewed: 7WM, 3WF, 9BM, 9BF, 1HM, 1AF, 1UF, 1UU.

1BF non-goal candidate **hired** demonstrated exceptional communication skills throughout her interview by responding to all the panel's questions with clear answers. She has a bachelor's degree in accounting. She has seventeen years of customer service experience working in retail as well as two months of experience working for the Department of Labor in the Contact Center. Panel members unanimously agree she has the skill set that would allow her to be a successful Accounting Careers Trainee in the Delinquent Accounts Unit.

1UF non-goal candidate **hired** demonstrated exceptional communication skills throughout her interview responding to all the panel's questions with clear, well thought out answers. She has a bachelor's degree in accounting. She has over thirty years of experience in bookkeeping, billing, and customer service. Since July 2021 she has been employed with the Town of Manchester as an Account Associate. Panel members unanimously agree that her work experience, educational background, and outstanding communication skills will allow her to be a successful Accounting Careers Trainee in the Employer Tax Accounting Unit.

UC Tax Administration Supervisor – Fund Accounting Unit

Recruitment # 211124-6907AR-001 (11/30/2021)

This position was open to Statewide Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

Our Wethersfield office has an opportunity for an Unemployment Compensation Tax Administration Supervisor. This role will supervise the Fund Accounting Control Unit: A financial control unit that audits and reports on all activity in the Unemployment Compensation Program. This is a full-time, 40 hours per week position on first shift, with a Monday through Friday schedule.

In the Department of Labor this class is accountable for supervising staff engaged in the financial examination of businesses, the billing, processing, and recording of tax returns and payments, or the maintenance of financial control over all funds received and disbursed through the Unemployment Compensation Trust Fund.
The ideal candidate will have considerable knowledge of relevant agency policies and procedures; considerable knowledge of the principles and practices of accounting and auditing; knowledge of and ability to apply relevant state and federal unemployment compensation laws, statutes, and regulations; considerable interpersonal skills; considerable oral and written communication skills; ability to utilize computer software; supervisory ability.

Minimum qualifications – General experience include eight (8) years of experience in accounting or auditing. Two (2) years of the General Experience must have been at the full professional working level involving the interpretation and application of tax law and fiscal principles. For state employees this is the level of Revenue Examiner 2. College training in accounting or a closely related field may be substituted for the General Experience based on fifteen (I5) semester hours equaling one-half (I/2) year of experience to a maximum of four (4) years for a bachelor's degree. A Master's degree in accounting may be substituted for one (I) additional year of the General Experience. Examination requirements met in any of the following may be substituted for one (I) year of the General Experience: Certified Public Accountant, Certified Internal Auditor.

Preference will be given to candidates who possess a bachelor's and/or master's degree in accounting and the following experience:

- *Analytical and problem-solving skills, critical thinking skills and attention to detail.*
- *Interpreting and applying State and Federal Statutes.*
- *Working with Subledger and General Ledger Accounting Systems.*
- *Working with Generally Accepted Accounting Principles (GAAP) and Financial Statements.*
- *Preparing detailed and accurate financial reports.*
- *Manipulating data and creating tables, charts and graphs, VLOOKUP tables in Microsoft Excel, macros and Visual Basic.*
- *Written and verbal communication to multiple diverse populations and skill levels.*

Special Requirements':

1. *Incumbents in this class may be required to travel.*
2. *Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.*

9 total applicants: 2WM, 3WF, 1BM, 1AM, 1AF, 1F(2+).

1BM did not meet the minimum qualifications and was eliminated.

8 qualified applicants were invited to interview: 2WM, 3WF, 1AM, 1AF, 1F(2+).

1WM declined the opportunity.

7 qualified candidates were interviewed: 1WM, 3WF, 1AM, 1AF, 1F(2+).

1AM non-goal candidate had initially accepted the position but after starting he requested a voluntary demotion to his prior position of Revenue Examiner 3 (within category).

1WF non-goal candidate declined the offer as she had accepted a similar position in a different tax unit.

1WF non-goal candidate **hired** demonstrated exceptional communication skills throughout her interview responding to all the panel's questions with clear, well thought out answers. She has a bachelor's degree in accounting. She has ten years of experience in accounting and auditing. She was previously employed by the Department of Labor, Field Audit Unit for four years and six months of which three years and six months were as a Revenue Examiner 2. Panel members unanimously agreed she has the skill set that would allow her to be a successful supervisor in the Fund Accounting Control Unit.

Fiscal / Administrative Officer

Recruitment # 211210-1308AR-002 (12/14/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

Our Business Management unit is currently seeking to hire one (1) Fiscal/Administrative Officer, to be located in Wethersfield, CT. This is a first shift, full-time, Monday through Friday position.

In this role you would be working within the Accounts Payable and Contracting units responsible for:

- *Assisting in the preparation of contracts and interagency agreements related to grant activities*
- *Preparing and/or reviewing contract budgets for adherence to agency fiscal policy*
- *Monitoring conformity and accuracy of fiscal reporting and invoicing requirements*
- *Crafting analyses and reports, as needed*
- *Reviewing contracts for fiscal sufficiency and accuracy-related to dates, budgets, and other fiscal issues prior to agency contract execution and Attorney General approval*
- *Monitoring contract encumbrances and expenditures in Core-CT against appropriations and allotments for available funding*
- *Preparing financial reports for program managers and other state agencies regarding the financial status of contracts/programs, as needed*
- *Maintaining agency tracking system for the financial closeout for all completed contracts*
- *Reviewing financial closeout documentation for accuracy and completeness*
- *Maintaining agency vendors in Core-CT and resolving vendor set up issues with Core-CT and the Office of the State Comptroller*

The ideal candidate will have knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management.
Six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, payroll, purchasing) at least one of which must be an accounting or budgeting function.

Minimum Qualifications – General Experience includes six (6) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grant administration, payroll, purchasing) at least one of which must be an accounting or budgeting function. Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in

accounting, budgeting, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level. College training may be substituted for the General Experience based on fifteen (l5) semester hours equaling one-half (l/2) year of experience to a maximum of four (4) years for a bachelor's degree. A Master's degree in public administration, business administration or accounting may be substituted for one (l) year of the Special Experience. For state employees two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience. For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

Preference will be given to those who possess the following:

- *Experience reviewing and reconciling vendor payments to project/contract audit reports*
- *Experience with Microsoft Excel*
- *Experience utilizing accounts payable automation software such as Peoplesoft Core CT*

98 total applicants: 18WM, 28WF, 4BM, 16BF, 1HM, **11HF**, 3AM, 1AF, 1M(2+), 3F(2+), 4UM, 4UF, 4UU.

7 applicants did not meet the minimum qualifications and were eliminated: 1WM, 3WF, 1BF, 1UM, 1UF.

39 applicants did not respond to referral questions and were eliminated: 7WM, 9WF, 1BM, 10BF, **4HF**, 1AF, 1F(2+), 1UM, 2UF, 2UU.

40 applicants were eliminated after review of applications and referral question responses because they did not meet the preferred qualifications: 7WM, 12WF, 1BM, 5BF, 1HM, **5HF**, 1AM, 1M(2+), 2F(2+), 2UM, 1UF, 2UU.

12 applicants with both contracting experience and a skillset with CoreCT were offered interviews: 3WM, 4WF, 1BM, 1HM, **2HF**, 1AM.

1WF, 1BM declined the opportunity

2WM did not show for their scheduled interviews and were eliminated.

8 qualified candidates were interviewed: 1WM, 3WF, 1HM, **2HF,** 1AM.

1HF goal candidate not selected for the second round of interviews currently works as a liaison between the Library and the SmART unit functioning as a financial clerk. She does not have a strong background in contracting. In her current position she uses Excel to tract vendors, dates, payments, but does not have experience with using the higher functions in Excel. In CoreCT she runs EPM queries, projection reports, AP voucher review and other lookup functions. Her experience in both Excel and CoreCT is at the basic levels and not the advance functioning areas that are critical skillsets for this position.

4 qualified applicants were advanced to a second round of interviews: 1WF, 1HM, **1HF**, 1AM.

1HF goal candidate **hired**.

Accounts Examiner – WIOA Administration

Recruitment # 211222-0030AR-001 (12/24/2021)

This position was open to Statewide Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

We are currently hiring one Accounts Examiner who will be a part of our Workforce Innovation and Opportunity Act (WIOA) Administration Unit. This is a first shift, full-time, Monday through Friday position, that will be based out of Wethersfield, CT.

The WIAO Admin Unit is responsible for:

- *The oversight of state-funded employment and training programs*
- *Policy development for WIOA Title I programs*
- *Program monitoring, fiscal monitoring, and maintenance of Eligible Training Provider List (ETPL)*

The WIOA Administration accomplishes this by working in collaboration with the five Workforce Development Boards (WDBs) and the Office of Workforce Strategy (OWS). The workforce program provides federal funds to states to help job seekers, workers, and businesses with career services, job training, and education. Part of WIOA includes activities for Rapid Response, to quickly outreach to companies where layoffs occur, and workers are dislocated. The Unit also administers the Trade Adjustment Act Program, which provides case management and training services to individuals negatively impacted by foreign competition. WIOA program goals are to improve the quality of the workforce, increase economic self-sufficiency, meet the skill needs of employers, and enhance productivity and competitiveness.
Job duties include, but are not limited to:

- *Review and examine financial records and documents*
- *Analyze documents to determine if expenditures align with policy and procedures*
- *Act as a consultant to other units when a contract budget is in review and provide assessment of proposed budgets and any concerns*
- *Conduct audits as part of annual monitoring for WIOA contractors including the five Workforce Development Boards (WDBs)*
- *Act as a technical liaison to the WDBs and contractors to address financial questions or concerns*
- *Review invoices and request additional documentation from contractors to verify expenditures or address questions as needed*
- *Create, review, and distribute reports related to monitoring efforts after reviewing contractor financial activities in a program or contract period*
- *Examine and reconcile accounting records with supporting data, such as vouchers, invoices, and cash receipts*
- *Examine accounting methods and procedures to ensure compliance with accepted accounting principles, laws and regulations and state or federal requirements*
- *Participate in meetings or conferences as a representative of the WIOA Administration unit as needed*
- *Provide guidance on communications to address policy/procedural concerns with contractors*

The ideal candidate will have knowledge of and ability to apply professional accounting and auditing principles and practices; knowledge of and ability to apply relevant statutes and regulations; interpersonal skills; oral and written communication skills; ability to analyze financial records, documents, and reports; ability to prepare comprehensive reports including narrative and statistical sections; ability to utilize EDP systems for financial management.

The Minimum Qualifications – General Experience includes six (6) years of experience in accounting or auditing. Two (2) years of the General Experience must have been at the paraprofessional level. Work at the paraprofessional level requires the exercise of some independent judgment in applying basic accounting principles and may be compared to the level of a full charge bookkeeper. For state employees this is the level of Assistant Accountant. College training in accounting or a closely related field may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. A Master's degree in accounting may be substituted for one (1) additional year of the General Experience. Certification in any of the following may be substituted for one (1) year of the General and Special Experience: Certified Public Accountant, Certified Internal Auditor. Two (2) years of experience as an Assistant Accountant may be substituted for the General and Special Experience.

Preference will be given to those who possess the following:

- *Experience examining and evaluating accounting, financial, and operational records*
- *Experience conducting remote and on-site investigative interviews and audits*
- *Experience in applying relevant statutes and regulations to fiscal monitoring activities*
- *Experience managing fiscal spending within budget allotments*
- *Experience preparing comprehensive audit reports that apply professional accounting and auditing principles and practices*
- *Experience with Microsoft Excel creating spreadsheets with formulas, pivot tables and using VLOOKUP*
- *Experience working in CORECT financial modules to input or extract financial data and reports*

Special Experience: Incumbents in this class may be required to travel.

17 Total applicants: 5WM, 3WF, 2BM, 2BF, **3HF**, 1AM, 1UM.

3 applicants did not meet the minimum qualifications and were eliminated: 1WM, 1BM, **1HF**.

6 applicants did not meet the minimal requirements and having permanent state status and were eliminated: 1WM, 2WF, 2BF, **1HF**.

8 qualified applicants were offered interviews: 3WM, 1WF, 1BM, **1HF**, 1AM, 1UM.

1WM, 1AM withdrew from consideration.

1WM non-goal candidate and **1HF goal** candidate did not appear for scheduled interviews and were eliminated.

4 qualified applicants were interviewed: 1WM, 1WF, 1BM, 1UM.

1UM non-goal candidate declined an offer of employment due to salary.

1BM non-goal candidate withdrew from consideration.

1WF non-goal candidate **hired** was the 3rd ranked candidate. Although she recently completed her degree in the accounting field, she does not have accounting experience to the level of an Accounts Examiner in the WIOA unit and would require on the job training on how to audit a contractor, develop an audit report and assess findings or areas of concern. Nor does she have direct experience informing policy or procedures or making recommendations to accounting practices within her current work environment. She does have experience communicating with vendors and contractors and has performed accounting functions and overseen an accounting team in her previous private sector experience. Her current work includes accounting functions and her interview answers evidence that she gains new skills quickly to become a resource to her team. Her interview answers and application materials show a high level of collaboration where she evidenced the soft skills needed for the job noted in the job posting, such as functioning as a liaison and communicating with partners internally and externally. With on-the-job training, we expect she will become a valued member of the team.

ACSR – Welfare to Work Unit

Recruitment # 211215-5243SH-001 (12/28/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

The DOL is currently recruiting for two Labor Department Associate Community Services Representative to be a part of our Welfare to Work unit in Wethersfield, CT. This is a first shift, full-time, Monday through Friday position. The normal hours are 8:00 to 4:30 pm with some flexibility.

Our Welfare to Work unit is responsible for overseeing the Jobs First Employment Services (JFES) program in partnership with the Connecticut Department of Social Services and the five Workforce Development Boards in Connecticut.

The JFES program helps parents gain the skills needed to obtain meaningful employment and become independent of Cash Assistance or welfare benefits. This position involves working with a small, dynamic team of individuals who oversee the JFES program while looking for creative, innovative strategies to alleviate poverty for our program participants.

Job Duties include, but not limited to:

- *Reviewing monthly contractor invoices for accuracy and contract compliance by comparing vendor's expenditures and backup documentation to contract budget*
- *Write and prepare contract packages and contract modifications by assembling all the necessary documents, reviewing them for accuracy and emailing the contract package to the appropriate parties*
- *Monitor contracts and case files to ensure policy and procedural compliance*
- *Facilitate and lead meetings and/or training sessions for both DOL and partner organizations*
- *Review reports from our case management system (CTHires) regarding client activity and review for accuracy*
- *Attend partner meetings, in person or virtually, as the DOL Jobs First Employment Services (JFES) program representative and be able to report out to the group using talking points supplied by your supervisors*
- *Assist with preparation of training materials for staff which could include the development of PowerPoint presentations, researching statutes, creation of training manuals, writing scripts for videos, etc.*
- *Ordering and receiving office supplies*
- *Perform other related functions as needed*

The ideal candidate will have considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client population and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

The Minimum Qualifications – General Experience includes six (6) years of technical level experience in counseling, employment placement, public contact work, human service programs, community action programs, Job Service, Unemployment Insurance or Employment and Training functions. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. For State employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

Preference will be given to those who possess the following:

- *Experience in preparing contract packages and supporting documents*
- *Experience in reviewing and reconciling invoices from vendors*
- *Experience working with the public in a social service environment*
- *Experience working with individuals living in poverty or with other barriers to employment*
- *Experience working with the CTHires system or other case managements systems*
- *Experience partnering with social service organizations on social and government programs*
- *Experience with utilizing interpersonal, oral, and written communication skills*
- *Experience with Microsoft Office Suite 10*

Special Requirements': Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents in this class may be required to speak a foreign language and may be required to travel.

248 total applicants: 26WM, 45WF, 18BM, 71BF, 14HM, **31HF**, 1AM, 10AF, 10F(2+), 5UM, 12UF, 5UU.

27 applicants did not meet the minimum qualifications and were eliminated: 6WM, 6WF, 5BF, 3HM, **2HF**, 2AF, 1F(2+), 2UM.

121 applicants did not respond to the referral questions and were eliminated: 10WM, 20WF, 9BM, 40BF, 4HM, **14HF**, 1AM, 4AF, 6F(2+), 2UM, 7UF, 4UU.

77 applicants did not meet the preferred criteria after review of applications and referral question responses and were eliminated: 8WM, 15WF, 7BM, 22BF, 5HM, **12HF**, 2AF, 2F(2+), 1UM, 2UF, 1UU.

1HF voluntarily withdrew.

11 applicants did not meet the qualifications of the position after review of application materials and were eliminated: 2WM, 1WF, 1BM, 1BF, 1HM, **1HF**, 2AF, 1F(2+), 1UF.

11 applicants met the preferred qualifications and were offered interviews: 3WF, 1BM, 3BF, 1HM, **1HF**, 2UF**.**

1WF declined the interview as she had accepted another position.
1BM did not respond to the interview invitation.
1HM declined the interview invitation.

8 qualified applicants were interviewed: 2WF, 3BF, **1HF**, 2UF.

1UF non-goal applicant **hired** had a phenomenal interview. She answered each question thoroughly and completely. She had the ideal combination of JFES program experience, technological savvy, collaboration experience and the ability to juggle multiple projects at once. She is currently a WIOA case manager, and she had previously been a JFES case manager. She also has the unique experience of having been a JFES client so she has walked in the shoes of our clients and that perspective will be incredibly valuable as we develop and implement new policies to support our JFES clients. She is intimately familiar with the CTHires system as she uses it every day in her current position as well as her last position. She has excellent proficiency with Microsoft Office 10. She is proficient in Spanish. Her experience as a collaborator will serve her well in the JFES unit and her experience in workforce development will enable her to step in and be a significant contributor to our unit on day 1.

1UF non-goal candidate **hired** was unfailingly positive in her demeanor and outlook on life and her work. She thoroughly answered each question. She is currently a JFES facilitator in the Hartford AJC and conducts the JFES Orientations in her office for clients. She is extremely passionate about helping others both in and outside of work. She has extensive experience as a collaborator and with working with families living in poverty. She is proficient with Microsoft Office 10 and understands the intricacies of the JFES program from having worked in it for the last few years. She had developed Diversity, Equity and Inclusion training in her region which is a foundational part of the JFES program, and she will be an asset to us in advancing those policies. She is intimately familiar with CTHires as she uses it every day in her current position. Her experience as a JFES case manager will be incredibly valuable to our unit as we formulate policies and procedures to support our JFES cases managers and clients and her insights from the front line will be invaluable. Her empathy and compassion for others who are in need are two of her most powerful attributes and she would be a tremendous asset to our operation.

1HF goal candidate not selected had a good interview but appeared very nervous at times. She had some relevant work history from her time working for the state of Pennsylvania Department of Labor. She has experience working with diverse groups of people and is proficient in Microsoft Office 10. She is an

Army veteran and has experience training others both one on one and in groups. She has been a Head Start program director and has taught ESL classes. She had a calm, easygoing personality that would enable her to fit in anywhere. She has relevant workforce development experience and has experience juggling multiple projects at the same time. While she has not used CTHires as a staff member performing case management, she has looked at it and has used the Pennsylvania version of CTHires in her previous position to assist clients with job searches. She listed her master's degree as being one of her greatest accomplishments. She indicated that she enjoys completing administrative functions and tasks and reviewing policy – all of which are part of our work in the JFES unit. She is proficient in Spanish. However, she did not have experience with the JFES program, in preparing or monitoring contracts which are a major component of the position. For these reasons she was ranked third overall by the interview panel.

Employment Security Appeals Referee – Middletown & Waterbury

Recruitment # 220113-3312SH-JB (1/14/2022)

This position was Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The DOL's Appeals Division is comprised of the Referee Section and the Board of Review. The Employment Security Appeals Division is an autonomous, quasi-judicial agency housed in the Department of Labor. Its primary function is to hear and decide appeals arising from decisions made by Connecticut's Unemployment Compensation Department, from which it is statutorily independent, and other assigned matters within the jurisdiction of the department.

The Department of Labor has current opportunities for Employment Security Appeals Referee's in our Middletown and Waterbury Appeals offices. This opportunity is available to permanent agency employees, who meet all the minimum qualifications outlined below. These positions are full time, first shift, Monday – Friday, 40 hours per week.

Please be advised this is a promotional opportunity for employees in the recruiting agency. The selected employee will be promoted by reclassification in position. This is not a vacancy and, therefore, merit system and reemployment rules do not apply. To be considered, you must be a current State of CT employee of the Department of Labor who has permanent state status, and meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.*

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full-time or full-time equivalent).*

Examples of duties:

- *Performs quasi-judicial work conducting hearings and rendering decisions involving single party or other less complex unemployment insurance appeals.*
- *explains hearing procedures and answers appellants questions.*
- *reviews determinations, reports, and records prior to hearing.*
- *elicits pertinent sworn testimony from interested parties.*
- *rules on admissibility of evidence, exhibits and documents.*
- *facilitates hearing by maintaining order and adherence to proper procedure.*
- *writes decisions on cases drawing upon facts in hearing record and pertinent laws.*
- *researches, interprets, and applies statutory laws, regulations and decisional law to evidence presented; rules upon and answers in writing requests for reconsideration or modification of decisions or reopening of cases.*
- *reviews cases appealed to Board of Review to ensure no further proceedings at Referee level are necessary.*
- *responds to general and technical inquiries regarding appellate procedure and Connecticut unemployment insurance law.*

- *may be assigned to perform work for Employment Security Board of Review including conducting legal research, rendering advice, and drafting decisions.*
- *performs related duties as required.*

The ideal candidate will have knowledge of relevant state laws, rules and regulations; some knowledge of Connecticut Employment Security Division appeals process, procedures and operations; interpersonal skills; oral and written communication skills; organizational skills; ability to research, comprehend, interpret and apply laws, regulations and legal decisions; ability to reach sound decisions based on findings of facts, evidence and applicable laws, regulations and rulings; ability to work independently; ability to utilize available technology to review case histories, research relevant laws and Board precedents and draft decisions; ability to maintain judicial demeanor; ability to handle stressful situations.

Minimum Qualifications – General Experience includes eight (8) years of experience performing technical work in Unemployment Insurance, Job Service or Employment and Training programs. One (1) year of the General Experience must have been conducting hearings and rendering decisions on unemployment insurance. For state employees this is interpreted at the level of a Labor Department Adjudications Specialist. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a bachelor's degree. A Master's degree in public administration, law or a closely related field may be substituted for one (1) additional year of the General Experience. A law degree (Juris Doctor) from an accredited law school may be substituted for the General and Special Experience.

Preference will be given to candidates who possess:

- *Experience constructing and evaluating legal arguments.*
- *Experience with time management, including organization, and follow-through, while balancing and prioritizing multiple activities and responsibilities.*
- *Legal writing experience.*
- *Experience working independently and meeting deadlines.*
- *Experience conducting hearings in an impartial manner.*

Special Requirements: Incumbents in this class may be required to speak a foreign language and may be required to travel.

12 total internal applicants: 1WM, 3WF, 1BF, 1HM, **1HF,** 1AM, 1M(2+), 1F(2+), 1UM, 1UF.

1BF did not meet the minimum qualifications and was eliminated.

11 qualified candidates were interviewed: 1WM, 3WF, 1HM, **1HF,** 1AM, 1M(2+), 1F(2+), 1UM, 1UF.

(7 open positions)

1WM non-goal candidate **hired** has been employed as a durational appeals referee since July 2021. His writing sample was judged excellent because he fully covered the issue of the claimant's separation from employment, including the claimant's replacement and alcoholism.

1WF non-goal candidate **hired** has been employed as a durational appeals referee since July 2021. Her writing sample was judged good because she addressed the claimant's replacement by the employer but did not address alcoholism as good cause for her absences.

1WF non-goal candidate **hired** has been employed as a durational appeals referee since July 2021. She has been excellent as a durational referee in controlling hearings and efficient in issuing unemployment decision. He writing sample was well phrased and reached an appropriate conclusion but did not address the issue of the claimant's replacement or her alcoholism.

1M(2+) non-goal candidate **hired** has been employed as a durational appeals referee since July 2021. His writing sample was judged excellent because he fully covered the issue of the claimant's separation from employment, including the claimant's replacement and alcoholism.

1F(2+) non-goal candidate **hired** has been employed as a durational referee since July 2021. Her writing sample was judged excellent because she fully covered the issue of the claimant's separation from employment, including the claimant's replacement and alcoholism.

1UM **hired** has been employed as a durational appeals referee since July 2021. He had experienced some backlogs as a referee, but successfully addressed his backlogs. His writing sample was judged very good because he covered the issue of the claimant's separation from employment, including the claimant's replacement and alcoholism. However, his writing sample mentioned the claimant's tardiness, which was not relevant to the case determination.

1UF non-goal candidate **hired** has been employed as a durational referee since July 2021. Her writing sample was judged very good because she fully covered the issue of the claimant's separation from employment, including the claimant's replacement and alcoholism. However, the writing sample did not identify that the claimant did not provide timely notice of her absences on January 2 and 4, and some of her phrasing was awkward.

1HF goal candidate not selected has worked for the Labor Department, including as an adjudication's specialist. Her writing sample was not sufficient because it contained a conclusion that the claimant was disqualified from receiving benefits without providing any analysis of the claimant's separation from employment.

Connecticut Career Trainee target class Revenue Agent 1

Recruitment # 211214-2292AR-001 (1/28/2022)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

The Delinquent Accounts Unit of the Tax Division is recruiting for a Connecticut Careers Trainee with the target class of Revenue Agent 1 in Wethersfield, CT. This is a full-time opportunity, with a Monday through Friday schedule on first shift.

The Connecticut Careers Trainee (CCT) is a class targeted to college graduates to provide a one-year training program to develop the vital tools to work in the professional field of Revenue Agent 1. You will receive training in introductory governmental work for development of skills and knowledge in the field of public administration to qualify for advancement into agency professional positions. You will perform a variety of increasingly difficult duties as skills are acquired during the training period.

Eligibility for promotion to the target class Revenue Agent 1 (Salary pay plan AR Grade 19) is earned upon successful completion of the one-year training program.

The primary focus of the Delinquent Accounts Unit of the Tax Division is the collection of delinquent taxes, the pursuit of tax returns not filed, and the management of accounts receivable for both Unemployment Compensation taxes and special assessments. This unit also responds to inquiries and problems related to bankruptcies, liens, missing quarterly tax returns, collections issues, tax warrants and estimated assessments.

Role and responsibilities:

- *Contacts Unemployment Insurance tax debtors to secure balance due on accounts.*
- *Locates tax debtors and levy sources.*
- *Seeks information relative to the financial standing of debtors.*
- *Arranges for installment payments.*
- *Corresponds with debtors, accountants, and attorneys.*
- *Prepares investigative reports.*
- *Assists taxpayers in the preparation of returns or accounts owed.*

- *Identifies accounts which require issuance for warrant, abatement, or attorney action and confers with employees of a higher level concerning appropriate action.*
- *Conducts in-house research to resolve disputes.*
- *Maintains complete and accurate records of contacts and relevant information.*
- *Updates departmental records.*
- *makes recommendations pertaining to collection procedures.*

The ideal candidate will have oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgement and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

Minimum Qualifications: Possession of a bachelor's or master's degree.

NOTE:

1. *If the target job classification has a Substitution Allowed that requires the bachelor's or master's degree to be in a specific area(s), then these specific degree areas are required for appointment to the Connecticut Career Trainee classification.*
2. *Candidates cannot be appointed until all degree requirements are complete.*

Preferred Qualifications:

- *Experience in Unemployment Insurance*
- *Experience in collections*
- *Experience providing verbal and written communication to a diverse population*
- *Experience using Microsoft Office applications including Word, Excel, Outlook, and Teams*
- *Experience completing multiple assignments with competing due dates*

186 total applicants: 34WM, 39WF, 15BM, 39BF, 7HM, **23HF**, 3AM, 5AF, 2M(2+), 3F(2+), 5UM, 3UF, 8UU.

21 applicants did not meet the minimum qualifications and were eliminated: 8WF, 1BM, 9BF, **2HF**, 1F(2+).

57 applicants did not respond to the referral questions and were eliminated: 17WM, 10WF, 3BM, 11BF, 2HM, **5HF**, 1AM, 2AF, 1M(2+), 2F(2+), 1UM, 1UF, 1UU.

1AF responded late to the referral questions and was eliminated.

1HF was eliminated after review of her application and answers to the referral questions because she did not meet the qualifications of the position.

80 applicants were eliminated after review of applications and answers to the referral questions because they but did not meet the preferred criteria: 14WM, 18WF, 8BM, 14BF, 3HM, **10HF**, 1AM, 1M(2+), 4UM, 7UU.

26 applicants were referred to the hiring manager for consideration: 3WM, 3WF, 3BM, 5BF, 2HM, **5HF**, 1AM, 2AF, 2UF.

9 qualified applicants were offered interviews based on criteria of having relevant unemployment insurance experience administering the unemployment insurance program: 2WF, 2BF, 1HM, **2HF**, 1AF, 1UF.

2 WF declined the opportunity.

7 qualified applicants were interviewed: 2BF, 1HM, **2HF**, 1AF, 1UF.

1UF non-goal candidate **hired** demonstrated exceptional communication skills responding to all the panel's questions with clear, well thought out answers. She has a bachelor's degree in health science. She has one year and three months experience working for the CT Department of Labor's PUA Integrity Unit and seven years of customer service experience with the Michigan American Job Center as a WIOA/JFES Career Agent. Panel members unanimously agreed her customer service experience and her excellent communication skills give her the tools that will allow her to be a successful CT Careers Trainee/Revenue Agent 1.

1HF goal candidate not selected had a good interview providing focused, concise responses to interview questions. She has a bachelor's degree in criminal justice. Her response to question four indicated she has experience handling heavy phone volume working in the Contact Center for the CT Department of Labor during the pandemic. However, this experience was not reflected on her application. She has eight years of clerical experience. Panel members unanimously agreed she has the skill set that will allow her to be a successful CT Career Trainee/Revenue Agent 1 should the first three recommended candidates decline the position.

1HF goal candidate not selected had a fair interview. Her response to questions four and five were incomplete. She was dressed unprofessionally and was chewing gum during her interview. She was not recommended for hire.

Category 2: Professionals (25+)

Programs and Services Specialist

Hire Goals	**0**
Actual Hires	0

There was no hiring activity in this category.

Adjudications Specialist

Hire Goals	**0**
Actual Hires	1BF

There were no goals established for this category.

1BF was voluntarily demoted from an Appeals Referee to Adjudications Specialist.

Resource Associate (RA)

Hire Goals	**0**
Actual Hires	0

There was no hiring activity in this category.

Community Services Rep. (SST,CCT,CSR) combined

Hire Goals	**1WF, 2BF**
Actual Hires	9WM, 5WF, 1BM, 5BF, 2HM, 6HF, 1AM, 1M(2+), 2F(2+), 1UF, 1UU

Connecticut Careers Trainee (CCT target class CSR) - Benefit Payment Control Unit

Recruitment # 201214-1992SH-001 (12/18/2020)

4 additional **hires** were made from the recommended list discussed in the prior Plan for this recruitment. 1WM, **2WF**, 1HF.

With this hire the WF goals were achieved.

Connecticut Careers Trainee (CCT target class CSR) -Hartford AJC

Recruitment # 210112-1992SH-001 (1/15/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

DOL has a Connecticut Careers Trainee (CCT) opportunity with a target class of Labor Department Community Services Representative (CSR) located in the Hartford American Job Center. This position is full-time, 40 hours per week.

The Hartford American Job Center (AJC) system is a partnership of organizations in the North Central region that provides workforce assistance to job seekers and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industry find talent. We offer a full complement of employment services, including career centers, recruitments, workshops and employment services for veterans. We can also assist with unemployment insurance questions.

The CCT will receive training in introductory governmental work to develop the skills and knowledge to qualify for advancement to the target class of Labor Department Community Services Representative.

The ideal candidate will have oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgement and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations: ability to interpret charts, graphs, and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates, and general public; ability to utilize computer software.

The Minimum Qualifications include the possession of a bachelor's or master's degree.

Preference will be given to candidates with the following experience:

- *Experience working for The Department of Labor or with an organization that is part of or affiliated with the American Job Center network.*
- *Experience completing multiple duties simultaneously within specific deadlines.*
- *Experience working with workforce development programs and services.*
- *Experience using Microsoft Word, Outlook, and Excel.*
- *Experience providing customer service.*

- *Experience using virtual platforms (such as Microsoft Teams, Zoom, etc.) to participate in meetings, and provide training, and collaborate on documents*

528 total applicants: 89WM, 121WF, 36BM, **143BF**, 27HM, 53HF, 8AM, 11AF, 1M(2+), 16F(2+), 3UM, 11UF, 9UU.

32 applicants did not meet the minimum qualifications and were eliminated: 3WM, 8WF, 4BM, **9BF**, 4HF, 3F(2+), 1UF.

53 applicants did not respond to the referral questions and were eliminated: 7WM, 14WF, 1BM, **16BF**, 1HM, 6HF, 2AF, 2F(2+), 3UF, 1UU.

Criteria applied to review of the applications and answers to the referral questions, (spelling/grammatical errors, complete application, current relevant experience), eliminated 408 applicants: 75WM, 95WF, 25BM, **105BF**, 23HM, 39HF, 8AM, 9AF, 1M(2+), 11F(2+), 3UM, 7UF, 7UU.

35 qualified applicants were offered interviews: 4WM, 4WF, 6BM, **13BF**, 3HM, 4HF, 1UU.

1HM did not respond to the offer of an interview and was eliminated.
1HF accepted the interview appointment but failed to attend the actual interview and was eliminated.

The remaining 33 qualified applicants were interviewed: 4WM, 4WF**,** 6BM, **13BF**, 2HM, 3HF, 1UU.

4 hired: **2BF goal** candidates**,** 2HF.

With these hires the BF goals were achieved.

1HF non-goal candidate **hired** had an exceptional interview and was dressed professionally. She was very knowledgeable because she worked for the partners for almost 1 ½ years. She was very well-poised and spoke clearly and concisely. She has first-hand knowledge of the Hartford AJC and the clientele we serve and the office environment, unmatched by any other candidate. She would be a tremendous asset to the office with her knowledge and pleasant character. Although not required, she sent a well-written and professional thank you note. Ranked #1 for her interview, knowledge, and overall professionalism.

1HF non-goal candidate **hired** was dressed professionally and had an excellent interview. She was very well-spoken and answered the questions clearly and concisely. She was knowledgeable about the AJC and was able to explain the majority of what we do, including assisting employers and that we have comprehensive centers and smaller offices. Her experience as program director and working with a variety of agencies provides her with a solid base for the work in the AJC. Ranked # 3.

No remaining goals in this occupational category.

CCT target class LD Veterans Employment Outreach Worker- Hartford AJC

Recruitment # 210129-1992SH-001 (2/10/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

DOL has a Connecticut Careers Trainee (CCT) opportunity with a target class of Labor Department Veterans Employment Outreach Worker (VEOW) located in the Hartford American Job Center. This position is full-time, 40 hours per week.

The Hartford American Job Center (AJC) system is a partnership of organizations in the North Central region that provides workforce assistance to job seekers and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and

train the workforce and offer services that help businesses and industry find talent. We offer a full complement of employment services, including career centers, recruitments, workshops and employment services for veterans. We can also assist with unemployment insurance questions.

After completion of a successful one-year training program in which the CCT will receive training in introductory governmental work to develop the skills and knowledge to qualify for advancement to the target class of Labor Department Veterans Employment Outreach Worker.

Special Requirements: Pursuant to Title 38 U.S.C. candidates must be a qualified veteran to qualify for this role. Preference will be given first to qualified disabled veterans of the Vietnam era, then to other qualified disabled veterans, then to any other qualified veteran.

The ideal candidate will have oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgement and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations: ability to interpret charts, graphs, and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates, and the general public; ability to utilize computer software.

The Minimum Qualifications include the possession of a bachelor's or master's degree.

Preference will be given to candidates with the following experience:

- *Experience with making new contacts/cold calling/networking.*
- *Experience using Microsoft Word, Outlook, and Excel.*
- *Experience providing customer service and interacting with people from various backgrounds.*
- *Experience using virtual platforms (such as Microsoft Teams, Zoom, etc.) to participate in meetings, provide training, and collaborate on documents.*
- *Experience collaborating and following up with various parties to achieve a common goal.*

224 total applicants: 42WM, 36WF, 29BM, 54BF, 10HM, 17HF, 5AM, 2AF, 3M(2+), 11F(2+), 4UM, 6UF and 5UU.

189 did not meet the minimum qualifications and were eliminated: 28WM, 33WF, 22BM, 54BF, 7HM, 15HF, 5AM, 2AF, 3M(2+), 9F(2+), 3UM, 3UF, 5UU.

4 applicants did not respond to referral questions and were eliminated: 1WM, 1WF, 1BM, 1HF**.**

3 applicants did not meet the preferred or Special Requirements and were eliminated: 2WM and 1BM.

12 applicants were eliminated because they did not meet the preferred qualifications: 5WM, 2WF, 2BM, 1HM and 2F(2+).

16 qualified applicants were interviewed: 6WM, 3BM, 2HM, 1HF, 1UM, 3UF.

The criteria used to evaluate the candidates were: related experience, answers to interview questions, poise and overall professionalism and familiarity with the position within the AJC.

1UF non-goal candidate **hired** had an outstanding interview, she was well-spoken, pleasant, and professionally dressed. She was extremely enthusiastic and answered the questions precisely and with obvious knowledge. She had an engaging mannerism throughout the entire interview. She has experience working with individuals seeking employment and advocating for them, an integral part of the LVER position. She has a solid understanding of the American Job Center and has utilized one herself. The fact that she stated what motivates her is to provide quality service the way she would like to be treated, shows an empathy that is a key preferred characteristic in performing the LVER duties. She touched on most key points and characteristics we desire in a LVER; as such, she is recommended #1

for this position. Her character and enthusiasm would be a great asset to the Veterans unit and the office. (Note: the employee resigned within the reporting period and the next ranked candidate was hired)

1WM non-goal candidate **hired** although he was a bit nervous, he answered the interview questions concisely and clearly after we tried to put him at ease and "broke the ice". He was well-spoken and was professionally dressed. He has extensive experience in contacting employers to provide leads for his clients in his current job. He has utilized our American Job Center with some of his clients and had a clear understanding of what we do. Being comfortable in cold calling prospective employers and advocating on behalf of the veteran clients is an essential duty of this position, because of his clear shyness and nerves he is ranked #2 for hire.

CCT target class LD Veterans Employment Outreach Worker, Montville AJC

Recruitment # 210129-1992SH-002 (2/10/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

DOL has a Connecticut Careers Trainee (CCT) opportunity with a target class of Labor Department Veterans Employment Outreach Worker (VEOW) located in the Montville American Job Center. This position is full-time, 40 hours per week.

The Montville American Job Center (AJC) system is a partnership of organizations in the Eastern region that provides workforce assistance to job seekers and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industry find talent. We offer a full complement of employment services, including career centers, recruitments, workshops and employment services for veterans. We can also assist with unemployment insurance questions.

This is a one-year training program, after successful completion of the training program in which the CCT will receive training in introductory governmental work to develop the skills and knowledge to qualify for advancement to the target class of Labor Department Veterans Employment Outreach Worker.

Special Requirements for this position: Pursuant to Title 38 U.S.C. candidates must be a qualified veteran to qualify for this role. Preference will be given first to qualified disabled veterans of the Vietnam era, then to other qualified disabled veterans, then to any other qualified veteran.

The ideal candidate will have oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgement and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations: ability to interpret charts, graphs, and tables; learning and reasoning ability: ability to establish and maintain cooperative relations with superiors, associates, and the general public; ability to utilize computer software.

The Minimum Qualifications include the possession of a bachelor's or master's degree.

Preference will be given to candidates with the following experience:

- *Experience in providing job search assistance to diverse clients on an individualized basis.*
- *Experience using virtual platforms (such as Microsoft Teams, Zoom, etc.) to participate in meetings, attend trainings, and provide virtual services.*
- *Experience using Microsoft Outlook, Word, and Excel.*
- *Experience navigating and troubleshooting job search engines.*
- *Experience assisting individuals with completing online employment applications.*

90 total applicants: 20WM, 25WF, 7BM, 14BF, 2HM, 7HF, 1AF, 3M(2+), 2F(2+), 2UM, 4UF, 3UU.

68 applicants did not meet the minimum qualifications and were eliminated: 11WM, 23WF, 4BM, 14BF, 1HM, 6HF, 2M(2+), 2F(2+), 1UM, 2UF, 2UU.

22 applicants met the minimum qualifications: 9WM, 2WF, 3BM, 1HM, 1HF, 1AF, 1M(2+), 1UM, 2UF, 1UU.

4 applicants did not meet the Special Requirements and were eliminated: 1WM, 1WF, 1UM, 1UU

18 qualified applicants met the preferred criteria and were offered interviews: 8WM, 1WF, 3BM, 1HM, 1HF, 1AF, 1M(2+), 2UF

1BM was a no show / no call to the scheduled interview and was eliminated.
1BM did not respond to the interview invite and was eliminated.

16 qualified applicants were interviewed: 8WM, 1WF, 1BM, 1HM, 1HF, 1AF, 1M(2+), 2UF.

The criteria taken into consideration for selecting the best candidate included the candidate's interview, work experience, and application. Due to the COVID-19 pandemic, interviews were conducted through MS Teams.

2WM's declined offers of employment as they had accepted other positions.

1BM failed the background check.

1WM non-goal candidate **hired** was the #1 recommended candidate for the CCT position in the Montville American Job Center. He had an outstanding interview and clearly articulated his qualifications for the position. He gave thoughtful responses to the questions being asked and enthusiastically spoke about his experience working with veterans and his desire to help others advance. He is currently employed as a Career Transition Facilitator and has been conducting Transition Assistance Program (TAP) workshops for separating military service members and their spouses throughout the country for approximately two years. His work experience includes providing guidance on resume writing, interviewing and vocational exploration. During the interview he demonstrated a thorough understanding of an American Job Center and mentioned that he shares this information during the TAP workshops that he facilitates. His current position and involvement in the Marine Corps League have enabled him to develop a strong network within the veteran community. His skillset and passion for serving veterans make him the ideal candidate for the position.

1WM non-goal candidate **hired** is currently employed as a Veterans' Outreach Coordinator at the University of Connecticut. He is experienced in academic counseling and has provided student veterans with information and assistance regarding educational benefits and other resources. He demonstrated an understanding of the potential barriers to employment that a veteran may face. While in the National Guard, he served as a Human Resources Manager and was responsible for the scheduling, monitoring, and tracking of 133 soldiers being sent to Afghanistan scattered throughout 13 bases. His relevant work experience is very specific to veterans seeking to further their education. He is the #5 recommended candidate for the position.

CCT target class CSR- Bridgeport, Hamden, Montville, and Waterbury AJC's

recruitment # 210302-1992SH-001 (3/5/2021)

These positions were open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

DOL has multiple Connecticut Careers Trainee (CCT) opportunities with a target class of Labor Department Community Services Representative located in the Bridgeport, Hamden, Montville, and Waterbury American Job Centers. These positions are full-time, 40 hours per week.

The American Job Center (AJC) system is a partnership of organizations in the four regions that provides workforce assistance to job seekers and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industry find talent. We offer a full complement of employment services, including career centers, recruitments, workshops, and employment services for veterans. We can also assist with unemployment insurance questions.

The CCT will receive training in introductory governmental work to develop the skills and knowledge to qualify for advancement to the target class of Labor Department Community Services Representative.

The ideal candidate will have oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgement and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations: ability to interpret charts, graphs, and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates, and the general public; ability to utilize computer software.

The Minimum Qualifications include the possession of a bachelor's or master's degree.

Preference will be given to candidates with the following experience:

- *Experience working on multiple tasks, producing accurate results, and meeting deadlines.*
- *Experience using Microsoft Word, Outlook, and Excel.*
- *Experience providing customer service and interacting with people from various backgrounds.*
- *Experience using virtual platforms (such as Microsoft Teams, Zoom, etc.) to participate in meetings, and provide training, and collaborate on documents.*
- *Bilingual in Spanish*

430 total applicants: 56WM, 86WF, 32BM, 115BF, 20HM, 63HF, 6AM, 9AF, 7M(2+), 21F(2+), 1UM, 10UF, 4UU.

40 applicants did not meet the minimum qualifications and were eliminated: 5WM, 4WF, 6BM, 9BF, 2HM, 8HF, 1AF, 2M(2+), 3F(2+).

1F2+ had prior unemployment fraud and was eliminated.

25 qualified applicants were offered interviews: 5WM, 4WF, 6BF, 2HM, 4HF, 2AM, 1F(2+), 1UU.

1WF and 1AM failed to participate on the scheduled date and time and were eliminated.

23 qualified candidates were interviewed: 5WM, 3WF, 6BF, 2HM, 4HF, 1AM, 1F(2+), 1UU.

1WM non-goal candidate **hired** had a good interview and demonstrated that he has transferrable skills that could be applied to the position. He is currently employed as a Case Manager/Intervention Specialist for Community Partners in Action. Prior to the pandemic, he was facilitating employment service groups for 10-15 clients. He has experience facilitating substance abuse and behavior modification groups. He is proficient in using virtual platforms; currently uses Zoom when working with customers and Microsoft Teams with co-workers. He is recommended for the CCT position in the Waterbury AJC.

1WM non-goal candidate **hired** is currently employed as an Intermittent interviewer and has a basic understanding of the function of the AJC's. He is familiar with IBM and Salesforce that provides him knowledge of the UI programs in the Agency. He has a very good command of virtual technology using Microsoft TEAMS and Zoom. He uses the Zoom platform to conduct meetings on the committee that he sits on in the town of Newington where he resides. In addition, he is used to making presentations in front of large groups. His answers to interview questions were very detailed. Based on his application, interview, and work experience he clearly rose to the level of recommended status and is recommended for a CCT position in the Hamden AJC.

1WF non-goal candidate **hired** in the Montville AJC currently holds the position of Intermittent Interviewer in the UI Special Programs Unit. She had a very good interview and demonstrated a thorough understanding of the American Job Center and our role in assisting the public. Her background in Education has provided her with many transferrable skills that can be applied to the CCT position – communication, problem-solving, organizational, presentation and time management. Additional transferrable skills include excellent customer service and conflict resolution skills from her employment as a server in a restaurant.

1BF non-goal candidate **hired** currently holds the position of Intermittent Claims Interviewer in the Claims Processing Unit since August 2020. She had an excellent interview and showed a very good understanding of the American Job Centers and how they assist the public. She has a very good understanding of the continued claims process as it relates to provision of UI assistance – including the UI IBM system. Based on her application, interview, and work experience she is recommended for a CCT position in the Waterbury AJC.

1HM non-goal candidate **hired** is currently employed at Palm Beach State College as a student advisor and has held similar positions with Goodwin College, Capitol Community College, CCSU, and St. Josephs University. He did a good job of conveying his understanding of the American Job Center system and what his role as a CCT – CSR would be. He clearly demonstrated that he has many transferable skills that would assist him in the AJC as a CCT-CSR. His application, interview, and work experience rose to the level of recommended status. He is recommended for the CCT position in the Montville AJC.

1HM non-goal candidate **hired** is a well versed, knowledgeable, and experienced workforce development provider associated with AJC partners in NY, working with populations with barriers to employment. He is proficient is using Teams & Zoom platforms. His responses to interviewer questions were articulate, clear, and concise. He is recommended for the CCT position in the Bridgeport AJC.

1HF non-goal candidate **promoted** is employed by DOL as a secretarial staff person in the Middletown Appeals division. She is a former DOL employee from January 2017 through August 2018 as a DVOP (JSVG staff) in the Waterbury AJC. In the interview she did a good job of articulating her previous employment as a DVOP staff and adequately demonstrated her knowledge of service provision in an AJC today. She understands Spanish and can speak it adequately – although not proficiently. Based on her application, interview, and work experience clearly rose to the level of recommended status. She is recommended for the CCT position in the Hamden AJC.

1F(2+) non-goal candidate **hired** currently holds the position of Intermittent Interviewer at the Department of Labor and is the highly recommended candidate for the CCT position in the Hamden AJC. Her answers to questions were well thought out and she articulated on her knowledge on the use of the resources in the AJC to assist customers looking for work to get back on their feet. She explained how the use of the resources available to the public in the American Job Center would help give confidence to jobseekers. She also recognized that it was the other side of unemployment system that she currently works in. She has an extensive use of our current unemployment system using, IBM, CTABS and Salesforce processing unemployment claims, a skill set that will be very beneficial in our AJC serving customers. She is comfortable presenting in large groups, as she has presented to a group of at least 500 when she was in College and has no issues speaking to public groups. She has an excellent command of virtual platforms, currently using Microsoft TEAMS to schedule meetings in her virtual world at DOL, utilizing the chat feature and is also very familiar with Zoom and Facetime. In addition to being punctual, she works overtime as needed when it is available and brings excellent organizational skills as she detailed in her use of daily planner, phone calendar and reminder to tabulate daily tasks and is eager to use technology to enhance efficiency. She gave an outstanding interview and is clearly the number one candidate for the CCT position in Hamden based on her interview, application, and work experience.

CCT target class CSR – Montville AJC

Recruitment # 210302-1992SH-001 (3/2/2021)

Post hiring the Montville AJC had 2 additional openings. Since there were no more recommended candidates on the certification list, the original recruitment was revised, and qualified candidates were selected based on the criteria of having prior experience in Workforce Development or relevant social services experience or having a degree in Social Work/Sociology/Psychology/Human Services/Social Services.

57 applicants met these criteria: 8WM, 15WF, 3BM, 15BF, 5HM, 4HF, 2AM, 2AF, 3F(2+).

Of these 2 had prior unemployment fraud and were eliminated: 2BF

23 were selected for interviews: 1WM, 6WF, 1BM, 6BF, 4HM, 4HF, 1AF.

1WM, 1BF withdrew their applications as they had accepted other employment.
1BM, 1HM failed to attend the scheduled interview.
1WF, 1BF never responded to the invite.

17 qualified candidates were interviewed: 5WF, 4BF, 3HM, 4HF, 1AF.

1WF declined offer of employment stating the commute was too far.

1WF non-goal candidate **hired** has a solid background in workforce development. She brought a lot of energy to her interview and spoke in depth about her relevant work experience. She presented an understanding of the American Job Center functions. In addition, she has experience in the delivery of employment services such as the development of employment plans and has presented to medium size groups utilizing Zoom and MS Teams. She is our #3 recommended candidate.

1HF non-goal candidate **hired** is currently employed as a Job Coach for Adelbrook Transitional Academy and has many transferrable skills that she would bring to the position. She is experienced in hosting meetings using Zoom and has become proficient in using MS Teams. During the interview, she conveyed her passion for working in Human Services. She is the #2 recommended candidate for a CCT position in the Montville AJC.

Social Services Trainee (SST) target class CSR – Bridgeport AJC

Recruitment # 210302-7743SH-001 (3/5/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

DOL has a Social Services Trainee (SST) opportunity with a target class of Labor Department Community Services Representative located in the Bridgeport American Job Center. This position is full-time, 40 hours per week.

The Bridgeport American Job Center (AJC) system is a partnership of organizations in the Southwest region that provides workforce assistance to job seekers and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industry find talent. We offer a full complement of employment services, including career centers, recruitments, workshops and employment services for veterans. We can also assist with unemployment insurance questions.

The SST will receive two years of intensive training in introductory governmental work to develop the skills and knowledge to qualify for advancement to the target class of Labor Department Community Services Representative.

The ideal candidate will have basic knowledge of services provided by public sector social services agencies; interpersonal skills; oral and written communication skills; ability to follow oral and written instructions; mathematical ability.

The Minimum Qualifications include two years of experience providing social services to individuals or families in need or performing basic technical or complex clerical duties which lead to acquisition of the knowledge, skills and abilities outlined above. College training may be substituted for the General Experience.

Preference will be given to candidates with the following experience:

- *Experience working on multiple tasks, producing accurate results and meeting deadlines.*
- *Experience using Microsoft Word, Outlook, and Excel.*
- *Experience providing customer service and interacting with people from various backgrounds.*
- *Experience using virtual platforms (such as Microsoft Teams, Zoom, etc.) to participate in meetings, and provide training, and collaborate on documents.*
- *Bilingual in Spanish*

Incumbents may be required to travel.

245 total applicants: 21WM, 43WF, 13BM, 83BF, 17HM, 41HF, 4AM, 5AF, 3M(2+), 8F(2+), 2UM, 4UF, 1UU.

12 applicants did not meet the minimum qualifications and were eliminated: 4WM, 1WF, 3BF, 2HM, 2HF.

7 candidates qualified and were interviewed: 2WF, 1BM, 2BF, 1HF, 1AM.

1BF non-goal candidate **hired** is well versed in AJC programs and services as past partner employee working with Youth and JFES programs. She is familiar with Teams & Zoom platforms, case management and has relevant workforce development experience. Based on these factors she is a recommend candidate as SST.

1AM non-goal candidate **hired** has a good working knowledge of workforce development and some experience with the AJC in his current position of helping clients of the Department of Developmental Services access employment and training opportunities. He is proficient in use of Teams & Zoom. The candidate was very motivated and had a very good interview. He is recommended as SST.

CCT target class LD Veterans Outreach Worker, (DVOP) Waterbury and Hamden AJC

Recruitment # 210701-1992SH-001 (7/10/2021)

These positions were open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

The Department of Labor (DOL), has exciting Connecticut Careers Trainee opportunities with the target class of Labor Department Veterans Employment Outreach Worker (LDVEOW). At the DOL, we are committed to protecting and promoting the interests of Connecticut workers. To accomplish this in an ever-changing environment, we assist workers and employers to become competitive in the global economy. We take a comprehensive approach to meeting the needs of workers and employers, and the other agencies that serve them. We ensure the supply of high-quality integrated services that serve the needs of our customers.

This is a one-year training program, after successful completion of the training program you will be promoted to the target class of LDVEOW. Pursuant to Title 38 U.S.C. you must be a qualified veteran to qualify for this role. Preference will be given first to qualified disabled veterans of the Vietnam era, then to other qualified disabled veterans, then to any other qualified veteran.

Key Responsibilities:

- *In-depth interviewing and evaluation to identify barriers and appropriate employment goals.*
- *Group and individual career coaching.*
- *Development of individual employment plan that identifies employment goals, interim objectives, and appropriate services that will enable the veteran to meet his or her employment goals.*
- *Refer veterans to training, supportive services and educational programs as appropriate.*
- *Maintain electronic records and follow up with veterans in case management.*
- *Accessing and tallying data in creating reports that identify services rendered*

- *Outreach to targeted veterans.*
- *Perform related duties as needed*.

These Opportunities are in The Waterbury and Hamden American Job Centers.

The AJC system is a partnership of organizations that provide workforce assistance to job seekers, veterans, and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industries find talent. We offer a full complement of employment services, including career centers, recruitments, workshops, and employment services for veterans. We can also assist with unemployment insurance questions.

The ideal candidate will have oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgement and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

The Minimum Qualifications are the possession of a bachelor's or master's degree.

Preference will be given to those candidates with:

- *Experience in providing job search assistance to diverse clients on an individualized basis.*
- *Experience in accessing and tallying data in creating reports that identify services rendered.*
- *Experience using virtual platforms (such as Microsoft Teams, Zoom, etc.) to participate in meetings, attend trainings and provide virtual services.*
- *Experience using Microsoft Outlook, Word, and Excel.*
- *Experience providing verbal and written communication to a diverse population.*
- *Experience in identifying and assisting veterans with barriers to employment utilizing case management techniques.*
- *Experience in providing employment readiness / job development services in a workforce development setting.*

337 total applicants: 43WM, 81WF, 38BM, 93BF, 12HM, 26HF**,** 5AM, 6AF, 5M(2+), 11F(2+), 1UM, 10UF, 6UU.

310 applicants did not meet the minimum qualifications and were eliminated: 32WM, 77WF, 35BM, 93BF, 10HM, 24HF, 4AM, 4AF, 4M(2+), 11F(2+), 1UM, 10UF, 5UU.

1WM, 1BM had prior unemployment fraud and were eliminated.

13 applicants qualified and were offered interviews: 4WM, 2WF, 2BM, 1HF, 2AF, 1M(2+) 1UU.

1WM declined the opportunity.

12 qualified applicants were interviewed: 3WM, 2WF, 2BM, 1HF, 2AF, 1M(2+), 1UU.

1WM failed the background references check and was eliminated.
1WM declined an offer of employment based on Executive Orders 13F and 13G.

1BM non-goal candidate **hired** currently holds an Intermittent Interviewer position in our Fraud Investigations unit at the DOL. He has 11 years of experience in the Air Force dealing with confidential information and securing veteran information. He also has excellent organizational skills working with and using excel in Salesforce in his current position at the Labor Department. He explained that he enjoys helping veterans where he has supervised veterans in the military and assisted them with homelessness while he worked as a police officer. At the Labor Department, he identifies Veterans and refers them for assistance. He focused a lot during the interview on his UI experience and could have expanded more on his organizational skills. The interview panel explained that the position requires in person presence both in the Hamden office and in our affiliate locations. Based on his application, interview and work experience he is clearly the #3 candidate.

1UU non-goal candidate **hired** possesses the baseline skills, knowledge, and abilities to perform the duties of a DVOP. His interview was clear, concise and he referenced specific data that showed the interview panel that he researched the duties of a DVOP and shared his experience as a HR Client Delivery Manager at Adecco in partnership with the American Job Center. He has extensive experience working in high performance organizations that require top results. He shared examples of how he led teams to success in the military and at Adecco. He possesses experience with creating job descriptions, organizing job fairs and job postings. He enjoys working with people and problem solving. His work experience consists of leadership positions in both civilian and military life. His technical skills include Word, Excel, PowerPoint, Office, PEOPLEnet, Kronos, Skillsoft, First Advantage, Bullhorn, Custom Match, POS, DAART and Microsoft Teams. He was ranked #2 because of his experience working with Veterans on the recruiter side. He was an effective and engaging communicator who presented well, and he clearly possesses the skills required for the DVOP position.

CCT target CSR – Hamden AJC

Recruitment # 210726-1992SH-001 (7/28/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

The American Job Center (AJC) system is a partnership of organizations located in different regions that provide workforce assistance to job seekers and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industry find talent. We offer a full complement of employment services, including career centers, recruitments, workshops, and employment services for veterans. We can also assist with unemployment insurance questions.

We have multiple opportunities for Connecticut Careers Trainees (CCT), with a target class of Labor Department Community Services Representative (CSR). These positions are in our Hamden office. The CCT receives training in introductory governmental work for development of skills and knowledge to qualify for advancement to the target class. The CCT performs a variety of increasingly difficult duties as skills are acquired during the training period. These positions are full-time, 40 hours per week, Monday through Fridays. May require commuting to the New Haven AJC and affiliate offices in Meriden and Middletown.

Connecticut Careers Trainees will be eligible for promotion to the target, professional job class of Labor Department Community Services Representative upon successful completion of the training program. The duration of the training program varies between one and three years and is determined by length of target class experience and training.

Examples of Duties:

- *Conduct UI Re-Employment Services & Eligibility Assessment Program (RESEA) interviews with claimants 1:1. Review claimant's efforts to find work and advise claimants about the services available in the AJC to assist in their return to the workforce. Identify potential UI eligibility issues. Provide labor market and career information that addresses claimant's specific needs. Make referrals to supporting agencies for re-employment services and/or training.*
- *Register/Enroll customers in Wagner-Peyser via the state's workforce development business system, CTHires, and provide job matching assistance. Record activities and messages regarding services provided.*
- *Provide employment services (both virtually and in-person) to job seekers in the Hamden American Job Center (AJC)/South Central Region on a rotating basis by providing job search assistance, assisting with the completion of online job applications, critiquing & guidance on résumés and advising on cover letters and thank you letters.*

- *Facilitate employment readiness workshops to job seekers on topics such as, but not limited to: Fundamentals of Résumé Writing, Interviewing Strategies & Techniques and Successful Job Search Strategies.*
- *May assist UI customers with filing claims, address changes, weekly claim assistance and provide general UI information/assistance. Review the rules of UI eligibility with customers and all the various services and resources available in the South-Central Region's Workforce Development system to help customers return to work sooner, before UI benefits exhaust.*
- *Maintain & record messages, activities & case notes in the UI business system, IBM and CTHires.*
- *Determine eligibility for Dislocated Worker status based on Agency guidelines and certify job seekers as dislocated workers.*
- *Perform other related duties as required.*

The ideal candidate will have oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgement and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

Minimum Qualifications include the possession of a bachelor's or master's degree.

Preferred qualifications:

- *Experience working in a high volume/production environment.*
- *Experience completing multiple duties simultaneously within specific deadlines.*
- *Experience using Microsoft Word, Outlook, and Excel.*
- *Experience providing customer service and interacting with people from various backgrounds.*
- *Experience using virtual platforms (such as Microsoft Teams, Zoom, etc.) to participate in meetings, and provide training, and collaborate on documents.*
- *Experience with workshop presentations.*
- *Experience working with community-based organizations.*

331 total applicants: 41WM, 74WF, 28BM, 86BF, 14HM, 35HF, 5AM, 8AF, 6M(2+), 12F(2+), 7UM, 7UF, 8UU.

17 applicants did not meet the minimum qualifications and were eliminated: 1WM, 3WF, 1BM, 6BF, 4HF, 1F(2+), 1UF.

70 applicants did not respond to the 1st set of referral questions and were eliminated: 7WM, 11WF, 12BM, 18BF, 5HM, 7HF, 1AF, 1M(2+), 4F(2+), 1UM, 3UU.

192 applicants were eliminated after review of applications and responses to referral questions because they did not meet the preferred criteria: 25WM, 54WF, 13BM, 47BF, 7HM, 20HF, 4AM, 4AF, 2M(2+), 4F(2+), 4UM, 4UF, 4UU.

6 applicants did not respond to the 2nd set of referral questions and were eliminated: 1WM, 1WF, 4BF.

27 applicants did not meet the preferred criteria after review of applicants and responses to the 2nd set of referral questions and were eliminated: 3WM, 4WF, 2BM, 6BF, 2HM, 3HF, 1AM, 1AF, 2F(2+), 2UM, 1UF.

19 qualified candidates selected for interview: 4WM, 1WF, 5BF, 1HF, 2AF, 3M(2+), 1F(2+), 1UF, 1UU. 1UU declined as other employment was accepted.

1BF did not show up for the interview (after rescheduling the 1st appointment) and was eliminated.

17 qualified candidates were interviewed: 4WM, 1WF, 4BF, 1HF, 2AF, 3M(2+), 1F(2+), 1UF.

1M(2+) declined the offer as he had accepted a position in a different AJC.

1WM non-goal candidate **hired** had an excellent interview. He was enthusiastic and compassionate about helping the public and was clear in his understanding of the role of the American Job Center and its role in assisting the public. He is very proficient in public speaking, using virtual platforms and doing workshop presentations. He expressed his interest in making a career out of this job. He was excited about starting this position as soon as possible. The interview panel explained that the position requires an in-person presence both in the Hamden office and in our affiliate locations. Based on his application, interview, and work experience he is also one of our highly recommended candidates for the CCT position in the Hamden American Job Center.

1HF non-goal candidate **hired** had an excellent interview. She articulated her experience working with and understanding most of the resources provided in an American Job Center based on her relationship and personal experience working with the Bridgeport American Job Center. She also brings excellent workshop presentation skills both in English and Spanish to the table. As a case manager working with DCF families, she will bring great transferable skills to the position. She is very comfortable using virtual platforms. She is familiar with community resources to help in making appropriate referrals for customers. The interview panel explained that the position requires an in-person presence both in Hamden and in our affiliate offices. Based on her application, work experience, and interview she is the highly recommended candidate for the CCT position in the Hamden American Job Center.

1M(2+) non-goal candidate **hired** indicated that he brings excellent organizational skills to the position. However, he did not answer the question on the tools or strategies used to the second part of question 9. He has presented to large groups with various target audiences and has extensive experience with virtual platforms. He explained that he enjoys working in the human and social service fields. He has been unemployed and used DVOP services to regain employment. He has worked with diverse groups in the inner city of Hartford with at risk clients and prides himself in engaging in the community in equity and inclusion. The interview panel explained that the position requires an in-person presence both in the Hamden office and in our affiliate locations. Based on his application, interview and work experience he is also one of our recommended candidates for the CCT position in the Hamden American Job Center.

CCT target class LD Veterans Employment Outreach Worker- Bridgeport AJC

Recruitment # 210804-1992SH-001 (8/5/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

We have an opening for a Connecticut Careers Trainee with the target class of Labor Department Veterans Employment Outreach Worker (LDVEOW). This position is in the Bridgeport American Job Center. This is a full time, Monday through Friday, first shift position. The hours are 8:00 a.m. to 4:30 p.m. This is a one-year training program, after successful completion of the training program you will be promoted to the target class of LDVEOW. Pursuant to Title 38 U.S.C. you must be a qualified veteran to qualify for this role. Preference will be given first to qualified disabled veterans of the Vietnam era, then to other qualified disabled veterans, then to any other qualified veteran.

The Department of Labor's American Job Center's (AJC) system is a partnership of organizations that provide workforce assistance to job seekers and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industries find talent. We offer a full complement of employment services, including career centers, recruitments, workshops, and employment services for veterans. We can also assist with unemployment insurance questions.

Examples of duties:

In a department or institution receives training in introductory governmental work for development of skills and knowledge in field of public administration to qualify for advancement into agency professional positions; performs a variety of increasingly difficult duties as skills are acquired during course of training period; performs related duties as required.

Veteran Employment Outreach Workers (VEOW) are mandated to serve veteran's that are identified as having "Significant Barriers to Employment" (SBE). Specifically, the LVER (Local Veterans' Employment Representative) staff performs outreach to local businesses and employers to advocate for the hiring of veterans. In working with employers, they collaborate with other LVER staff and the Regional Business Services teams to assist with the development of jobs and job training opportunities and through job development with employers to promote employment opportunities for veterans. Creates jobs and job training opportunities through job development with employers. Develops apprenticeships and other OJT positions with veterans and develops linkages to promote employment opportunities for veterans. Provides outreach to employers and business throughout the state. Performs related duties as assigned. The ideal candidate will have oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgement and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

Minimum Qualifications: possession of a bachelor's or master's degree.

Preference will be given to candidates with the following experience:

- *Cold calling, networking, and making new contacts*
- *Using Microsoft Word, Outlook, and Excel*
- *Using virtual platforms (such as Microsoft Teams, Zoom, etc.) to participate in meetings, provide training, and collaborate on documents*
- *Collaborating and following up with various parties to achieve a common goal*
- *Working with, or having knowledge of workforce development systems*

6 total applicants, all qualified and were offered interviews: 1WF, 1BM, 1HM, 1AM, 1F(2+), 1UM.

1HM withdrew from consideration.

5 qualified applicants were interviewed: 1WF, 1BM, 1AM, 1F(2+), 1UM.

1BM did not pass the background check and was disqualified.

1F(2+) non-goal candidate **hired** has some basic knowledge of workforce development, barriers to employment and excellent customer service skills. The candidate was very motivated had a very good interview providing clear concise responses to interview questions and presented a professional image.

SST target CSR – Bridgeport AJC

Recruitment # 211004-7743SH-001, 10/8/2021

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

DOL has a Social Services Trainee (SST) opportunity with a target class of Labor Department Community Services Representative located in the Bridgeport American Job Center. This position is full-time, 40 hours per week.

The Bridgeport American Job Center (AJC) system is a partnership of organizations in the Southwest region that provides workforce assistance to job seekers and employers. This

collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industry find talent. We offer a full complement of employment services, including career centers, recruitments, workshops and employment services for veterans. We can also assist with unemployment insurance questions.

The SST will receive two years of intensive training in introductory governmental work to develop the skills and knowledge to qualify for advancement to the target class of Labor Department Community Services Representative.

The ideal candidate will have basic knowledge of services provided by public sector social services agencies; interpersonal skills; oral and written communication skills; ability to follow oral and written instructions; mathematical ability.

The Minimum Qualifications include two years of experience providing social services to individuals or families in need or performing basic technical or complex clerical duties which lead to acquisition of the knowledge, skills and abilities outlined above. College training may be substituted for the General Experience.

Preference will be given to candidates with the following experience:

- *Past employment with the Dept. of Labor or with an organization that is part of, or affiliated with the American Job Center Network*
- *Completing multiple duties simultaneously within specific due dates*
- *Using Microsoft Word, Outlook, and Excel*
- *Providing customer service*
- *Using virtual platforms, such as Microsoft Teams, Zoom, etc. to participate in meetings, provide training and collaborate on documents*

Incumbents may be required to travel.

304 total applicants: 18WM, 47WF, 27BM, 119BF, 19HM, 38HF, 5AM, 5AF, 3M(2+), 9F(2+), 1UM, 7UF, 6UU.

10 applicants did not meet the minimum qualifications and were eliminated: 1WF, 2BM, 4BF, 3HM.

28 applicants were submitted to the hiring manager for consideration: 2WM, 6WF, 2BM, 11BF, 1HM, 3HF, 1AF, 2UU.

22 applicants were eliminated after review of their applications and answers to the referral questions: 2WM, 4WF, 2BM, 9BF, 1HM, 1HF, 1AF, 2UU.

6 applicants qualified and were offered interviews: 2WF, 2BF, 2HF.

1BF declined the opportunity.

5 qualified applicants were interviewed: 2WF, 1BF, 2HF.

1HF non-goal candidate **hired** is a current CTDOL intermittent claims interviewer, knowledgeable on all unemployment claims processing systems including IBM, TICS and Salesforce; candidate currently supports Bridgeport AJC customers needing UI assistance through Team's appointments; well versed with AJC services and resources; excellent interview, well spoken, clear articulate responses, excellent customer service skills very interested in position. Also, bilingual in Spanish.

CCT target CSR – Bridgeport AJC

Recruitment # 211004-1992SH-001, 10/08/2021

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

DOL has a Connecticut Careers Trainee (CCT) opportunity with a target class of Labor Department Community Services Representative (CSR) located in the Bridgeport American Job Center. This position is full-time, 40 hours per week.

The Bridgeport American Job Center (AJC) system is a partnership of organizations in the Southwest region that provides workforce assistance to job seekers and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industry find talent. We offer a full complement of employment services, including career centers, recruitments, workshops and employment services for veterans. We can also assist with unemployment insurance questions. The CCT will receive training in introductory governmental work to develop the skills and knowledge to qualify for advancement to the target class of Labor Department Community Services Representative.

The ideal candidate will have oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgement and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations: ability to interpret charts, graphs, and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates, and the general public; ability to utilize computer software.

The Minimum Qualifications include the possession of a bachelor's or master's degree.

Preference will be given to candidates with the following experience:

- *Experience working for The Department of Labor or with an organization that is part of or affiliated with the American Job Center network.*
- *Experience completing multiple duties simultaneously within specific deadlines.*
- *Experience working with workforce development programs and services.*
- *Experience using Microsoft Word, Outlook, and Excel.*
- *Experience providing customer service.*
- *Experience using virtual platforms (such as Microsoft Teams, Zoom, etc.) to participate in meetings, and provide training, and collaborate on documents.*

276 total applicants: 29WM, 49WF, 31BM, 96BF, 9HM, 27HF, 7AM, 6AF, 1M(2+), 7F(2+), 3UM, 4UF, 7UU.

27 applicants did not meet the minimum qualifications and were eliminated: 1WM, 7WF, 2BM, 10BF, 2HM, 3HF, 1AM, 1AF.

63 applicants did not respond to the referral questions and were eliminated: 5WM, 8WF, 7BM, 23BF, 1HM, 6HF, 3AM, 2AF, 1F(2+), 1UM, 2UF, 4UU.

169 applicants were eliminated after review of applications and responses to referral questions because they did not meet the preferred criteria: 20WM, 31WF, 21BM, 56BF, 6HM, 16HF, 2AM, 3AF, 1M(2+), 5F(2+), 2UM, 2UF, 4UU.

17 applicants were referred to the hiring manager for consideration: 3WM, 3WF, 1BM, 7BF, 2HF, 1AM.

4 applicants were eliminated after review of their applications and answers to the referral questions: 1WM, 2WF, 1HF.
13 applicants qualified and were offered interviews: 2WM, 1WF, 1BM, 7BF, 1HF, 1AM.

1WM, 1BM declined the opportunity.
1BF did not respond to invitation.

10 qualified applicants were interviewed: 1WM, 1WF, 6BF, 1HF, 1AM.

1WM non-goal candidate **hired** is a current CTDOL intermittent claims interviewer, knowledgeable on all unemployment claims processing including IBM, TICS, Salesforce, PEUC, EDMS systems; assisting in Adjudications Unit; knowledgeable of AJC resources and services; application complete; excellent interview, professional, well spoken, clear articulate responses; well prepared for interview, researched position; provided forward thinking with regards on how we can help get our customers back to work. Sent "thank you" email. motivated- interested in position.

1BF non-goal candidate **hired** is a current CTDOL intermittent claims interviewer, processing claims using IBM, Salesforce, TICS; has customer services skills; knowledgeable of AJC services and resources; application complete; very good interview thorough responses, some preparation for interview, general approach on how we can help get our customers back to work; interested in position, sent "thank you" email.

CCT target class CSR (Hartford AJC)

Recruitment # 211119-1992SH-001 (11/24/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

We have multiple opportunities for Connecticut Careers Trainees (CCT), with a target class of Labor Department Community Services Representative (CSR). These positions are in the American Job Center located in Hartford, CT. The CCT receives training in introductory governmental work for development of skills and knowledge to qualify for advancement to the target class. The CCT performs a variety of increasingly difficult duties as skills are acquired during the training period. These positions are full-time, 40 hours, Monday through Friday.

The American Job Center (AJC) system is a partnership of organizations located in different regions that provide workforce assistance to job seekers and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industry find talent. We offer a full complement of employment services, including career centers, recruitments, workshops, and employment services for veterans. We can also assist with unemployment insurance questions.

Connecticut Careers Trainees will be eligible for promotion to the target, professional job class of Labor Department Community Services Representative upon successful completion of the training program. The duration of the training program varies between one and three years, and is determined by length of target class experience and training.

Examples of Duties:

- *Conduct Unemployment Insurance (UI) Re-Employment Services & Eligibility Assessment Program (RESEA) interviews with customers.*
- *Review efforts to find work and advise UI customers about the services available in the American Job Center to assist in their return to the workforce.*
- *Identify potential UI eligibility issues.*
- *Provide labor market and career information that addresses customer's specific needs.*
- *Provide labor exchange services.*
- *Make referrals to supporting agencies for re-employment services and/or training.*
- *Register/Enroll customers in our state's workforce development business system, CTHires, and provide job matching assistance.*
- *Recording of activities / services provided in business systems.*

- *Provide employment services (both virtually and in-person) to job seekers in the Hartford American Job Center (AJC)/North Central Region providing job search assistance, assisting with the completion of online job applications, critiquing & guidance on résumés and advising on cover letters and thank you letters.*
- *Facilitate employment readiness workshops to job seekers on topics such as, but not limited to: Fundamentals of Résumé Writing, Interviewing Strategies & Techniques and Successful Job Search Strategies.*
- *May assist UI customers with filing of claims, address changes, weekly claim assistance and general UI information.*
- *Review of rights and responsibilities of UI eligibility with customers along with available services and resources in our North Central region's Workforce Development system to help customers return to work sooner.*
- *Determine eligibility for Dislocated Worker status based on Agency guidelines and certify job seekers as dislocated workers.*
- *Perform other related duties.*

The ideal candidate will have oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgement and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations: ability to interpret charts, graphs and tables; learning and reasoning ability: ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

Minimum Qualifications include the possession of a bachelor's or master's degree.

Preference will be given to those applicants who have:

- *Experience working for The Department of Labor or with an organization that is part of or affiliated with the American Job Center network.*
- *Experience with workshop presentations.*
- *Experience working with community-based organizations.*
- *Experience working in a high volume/production environment.*
- *Experience completing multiple duties simultaneously within specific deadlines.*
- *Experience using Microsoft Word, Outlook, and Excel.*
- *Experience providing customer service and interacting with people from various backgrounds.*
- *Experience using virtual platforms (such as Microsoft Teams, Zoom, etc.) to participate in meetings, and provide training, and collaborate on documents.*

304 total applicants: 47WM, 65WF, 27BM, 83BF, 15HM, 25HF, 4AM, 6AF, 1M(2+), 7F(2+), 2UM, 12UF, 10UU.

39 applicants did not meet the minimum qualifications and were eliminated: 2WM, 12WF, 2BM, 9BF, 4HM, 7HF, 1AM, 2UF

15 applicants met the preferred criteria and were submitted to the hiring manager for review: 5WM, 3WF, 4BF, 2HF, 1UU.

4 applicants were eliminated because:

- 1UU responses to referral questions were inappropriate and unprofessional and did not have current and relevant work experience.
- 1WF obtained employment elsewhere and declined the interview.
- 1WF, 1BF experience were unrelated and did not meet the preferred criteria.

11 qualified applicants were interviewed: 5WM, 1WF, 3BF, 2HF.

1WM non-goal candidate **hired** had an excellent interview. He was dressed professionally, was well-spoken and answered the questions thoroughly. He has experience working in the AJC and was clear on the fact that although his job is in the business service area, he is very familiar with the other services we

provide. His answer to the question about attendance and punctuality was perfect and he proved it by getting on the interview early, as he stated the importance of being early, on time and well-prepared to start his workday. He was very personable and showed poise and understanding during the entire interview. He would be an asset in our office with his transferable skills and personality.

1WF non-goal candidate **hired** had an excellent interview, she was dressed professionally, and her answers were clear and to the point. She has first-hand knowledge of the AJC since she has worked in the AJCs for 5 plus years. In her answers, she touched on the main duties of the AJC's and has extensive knowledge of CTHires. She was very pleasant and poised and was able to articulate her flexibility. She also has a strong work ethic based on her answers and her role as a supervisor in the AJC. She has a good track record of helping clients find employment including those hardest to serve. Based on the above she would make a great addition to our office.

Category 3: Technicians

Hiring Goals	**0**
Actual Hires	0

There were no goals established for this category.

There was no hiring activity in this category.

Category 5: Paraprofessionals

Hiring Goals	**1WF, 1BF**
Actual Hires	1BF, 1HF, 1AF

Fiscal Administrative Assistant – ETAU

Recruitment # 210330-1317AR-001, 4/14/2021

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

DOL is recruiting for Fiscal/ Administrative Assistant position in the Employer Tax Accounting Unit of the Tax Division. The Employer Tax Accounting Unit is responsible for the receipt of employer funds including ensuring the timely deposits and accurate postings of money and wage information through the processing of employer tax returns and maintenance of taxable and reimbursable employer account ledgers. This is a full time, 40 hours per week, Monday through Friday position, located in Wethersfield, CT.

The ideal candidate will have knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

Minimum qualifications – General Experience includes four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing. Complex clerical work is defined as generally routine fiscal/ administrative work, such as financial record keeping or examining,

bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience

Preference will be given to those applicants with:

- *Experience with time management skills, including organization while balancing and prioritizing multiple activities and responsibilities.*
- *Experience providing verbal and written communication to a diverse population either through work experience, course work, and/or volunteer work.*
- *Experience with Microsoft Office Suite.*
- *Experience with Customer Service.*
- *Experience working both remotely and in an office setting*

302 total applicants: 27WM, **118WF,** 16BM, **46BF**, 7HM, 38HF, 5AM, 11AF, 1M(2+), 9F(2+), 2UM, 17UF, 5UU.

13 applicants did not meet the minimum qualifications and were eliminated: 1WM, **5WF, 2BF**, 3HF, 1AM, 1F(2+).

41 applicants did not answer the referral questions and were eliminated: 1WM, **15WF**, 3BM, **12BF**, 3HF, 2AM, 2UF, 3UU.

196 applicants did not meet the preferred criteria and were eliminated: 19WM, **76WF**, 12BM, **25BF**, 5HM, 27HF, 2AM, 6AF, 1M(2+), 7F(2+), 2UM, 12UF, 2UU.

25 applicants did not respond to the second round of referral questions and were eliminated: 5WM, **8WF**, **5BF**, 3HF, 1AF, 1F(2+), 2UF.

After additional screening criteria, (experience/knowledge in: administering the Unemployment Compensation Program; Tax Division working with employers; Benefits Division working on claims/integrity), was applied to the applications and answers to referral questions, 19 applicants were eliminated: 1WM, **14WF**, 1BM, **2BF**, 2HM, 2HF, 3AF, 1F(2+), 1UF

8 applicants qualified and were offered interviews: **2WF**, **1BF**, 2HM, 1HF, 1AF, 1UF.

1HM declined the opportunity, **1WF** and 1HM did not respond to the invite.

5 qualified applicants were interviewed: **1WF**, **1BF**, 1HF, 1AF, 1UF.

Recommendations for selecting the most qualified applicant were based on an evaluation of the interview, application, and work experience with an emphasis on relevant Employer Tax Accounting Unit experience.

1HF non goal candidate **promoted** has been a Processing Technician in the Employer Tax Accounting Unit since April 2004. She has been a Department of Labor employee in the Tax Division for the last 23 years. During the interview, she demonstrated excellent communication skills, providing clear and direct responses to all the panel's questions. Due to her overwhelming amount of recent and relevant experience, panel members unanimously agreed she has the skill set that would allow her to be a successful Fiscal Administrative Assistant in the Employer Tax Accounting Unit. She is the number one ranked candidate.

1AF non-goal candidate **hired** demonstrated excellent communication skills throughout her interview. She provided clear and direct responses to all the panel's questions. She was hired as an Intermittent Interviewer and assigned to the Employer Tax Accounting Unit in June of 2020. She has one year of relevant experience working with the reimbursable employer ledger system. During the past year, she has proven to be a very talented and reliable employee. She has a little over 11 years of banking experience as a Senior Teller. Based on this and her recent and relevant experience, she is recommended for the Fiscal Administrative Assistant position in the Employer Tax Accounting Unit.

1WF goal candidate not selected demonstrated good communication skills during her interview, providing well thought out responses to the panel's questions. She is currently employed as an Intermittent Interviewer in the Benefit Payment Control Unit (BPCU) at the Department of Labor which she failed to include on her application. Her work experience outside of the Department of Labor includes positions such as accounts payable and receivable associate for a large manufacturing group as well as an office manager for St. Francis Hospital. She does not have direct knowledge or experience with ETAU work. Based on her interview and the transferable skills from prior employment, she is recommended as an alternative candidate for the Fiscal Administrative Assistant position in the Employer Tax Accounting Unit.

1BF goal candidate not selected demonstrated excellent communication skills during her interview, providing well thought out responses to the panel's questions. She is currently a Secretary 2 in the Project Management Office at the Department of Labor since June 2014. Prior to that she was employed by the Department of Children and Family. She has experience with the MS Office applications, specifically Excel and Word. She also has experience with CORE-CT requisition module. Although she has some transferable skills, she does not have direct experience with the Tax unit. Based on her interview and work experience, she is recommended as an alternative candidate for the Fiscal Administrative Assistant position in the Employer Tax Accounting Unit.

Payroll Officer

Recruitment # 211223-6146AR-001 (12/24/2021)

This position was open to Statewide Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

We are currently seeking a qualified individual for a Payroll Officer 1 position in the Payroll Unit. This position is responsible for the payroll and employee benefit functions for both the Department of Labor and Commission on Human Rights and Opportunities. The work schedule is 1st shift, 8:00 a.m. to 4:30 p.m., Monday through Friday.

In this Payroll Officer 1 role, you will be responsible for:

•Complete payroll operation, including supervision of staff assigned to payroll
•Staff management including training, performance evaluations, maintaining unit procedures and standards for all of payroll.

The ideal candidate will have considerable knowledge of relevant agency policies and procedures; considerable knowledge of and ability to apply relevant state and federal laws, statutes and regulations; knowledge of and ability to apply state payroll policies and procedures; knowledge of uses of office machinery used in accounting work; some knowledge of governmental accounting as it applies to payroll; considerable skill in performing arithmetical computations; interpersonal skills; oral communication skills; supervisory ability.

Minimum Qualifications – General Experience includes five (5) years of experience in complex clerical work in accounting or payroll. Special Experience: Two (2) years of the General Experience must have had payroll preparation as the principal responsibility. For state employees, this will be interpreted at the level of payroll clerk. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Preferred qualifications:

- *Experience in organization and supervising the work of others*
- *Experience with interpreting and implementing bargaining/contracts agreements*
- *Experience preparing payroll functions including longevity and all bargaining bonus payments*
- *Experience interpreting Health insurance changes and benefit billing*
- *Experience with preparing reports through PeopleSoft Financial Systems and/or STARS*
- *Experience with Microsoft Excel, including creating formulas, V-lookups, and pivot tables*

21 total applicants: 1WM, **6WF**, **8BF**, 1HM, 2HF, 1AM, 1AF, 1F(2+).

10 applicants did not meet the minimum qualifications and were eliminated: **2WF**, **4BF**, 1HM, 2HF, 1AM.

5 applicants were eliminated after review of applications and answers to referral questions, were unable to determine if the applicant was a state employee or met the qualifications of the position: **2WF**, **2BF**, 1F(2+).

6 qualified applicants were offered interviews: 1WM, **2WF**, **2BF**, 1AF.

1WM withdrew from consideration.
1AF accepted another position and withdrew from consideration.

4 qualified applicants were interviewed: **2WF**, **2BF**.

The criteria taken into consideration for selecting the best candidate was knowledge and experience with (1) payroll, (2) time & attendance, (3) health benefits and (4) supervisory experience. The interview team's evaluation relied on responses to interview questions and their job application materials.

1BF goal candidate **hired.**

Category 6: Clerical / Administrative Support
Hartford LMA

Hiring Goals:	**2WM, 9WF, 1AM**
Actual Hires:	2WF, 1BM, 1BF, 1HM, 1AF, 3UF

Secretary 2 (Confidential) -State Board of Mediation and Arbitration (SBMA),
Recruitment # 210412-7539CA-001 (4/15/2021)

Open to Statewide Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Department of Labor is currently recruiting for a Secretary 2 (Confidential) within The State Board of Mediation and Arbitration (SBMA). This position in Wethersfield, CT is full-time 40 hours per week.

The SBMA is a state agency that is empowered under the Chapter 560 of the Connecticut General Statutes. The objectives of the Board are to save jobs by maintaining peaceful employer/employee relations, and to promote equity between labor and management by resolving labor disputes. This is accomplished through the mediation and arbitration services available to employers and employee organizations, in the public and private sector. The goal is to provide efficient, professional, and timely mediation services of grievances and contracts in the public and private sector area.

The mediation process helps promote an atmosphere conducive to assisting labor and management in resolving collective bargaining controversies. Understanding that there is a need for labor and management to shift towards cooperation and away from conflict, the Board offers the services of mediation for outreach and education programs in the art of dispute settlement. The Board provides arbitration services for the purpose of arbitration of disputes over the application or interpretation of the terms of a written collective bargaining agreement.

The ideal candidate will have considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment

which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

The Minimum Qualifications - General Experience includes three (3) years' experiences above the routine clerk level in office support or secretarial work. With Special Experience of one (1) year of the General Experience must have been as a Secretary 1 or its equivalent. College training in the secretarial sciences may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Preference will be given to candidates who have:

- *Experience collaborating as part of a team*
- *Experience with Microsoft Teams for arranging and coordinating meetings*
- *Experience in responding to telephone and written inquiries for standard information and assistance*
- *Experience in Microsoft Word, Excel, Power point and Outlook*
- *Experience working both independently and as part of a team*
- *Experience using problem-solving and critical-thinking skills to set and meet goals in an organized manner*
- *Experience with flexibility regarding changing work priorities and compressed due dates*
- *Experience working with the public*

38 total applicants: **1WM, 13WF,** 14BF, 5HF, 1AF, 1F(2+), 3UF.

4 applicants did not meet the minimum qualifications and were eliminated: **1WM**, **2WF**, 1BF.
5 applicants did not respond to referral questions and were eliminated: **1WF**, 2BF, 1HF, 1AF.

6 applicants were eliminated for not meeting the preferred qualifications after review of answers to the referral questions and application materials: **2WF**, 3BF, 1HF.

14 applicants were eliminated for not meeting the criteria of the position or for an inability to confirm agency or state employee status after review of the responses to the referral questions: **4WF**, 5BF, 2HF, 1F(2+), 2UF.

9 qualified applicants were referred for interview: **4WF**, 3BF, 1HF, 1UF.

1WF goal candidate did not respond to the offer of an interview.
1WF goal candidate withdrew from consideration.

7 qualified candidates, (**2WF**, 3BF, 1HF, 1UF), were interviewed based on criteria of an applicant with a desire for job growth; experience with specific computer skills (Microsoft Office Suite, Word, Excel, PowerPoint, Access, CORE and Teams); accounting and financial skills; bilingual and successful experience in previous state positions; problem solving skills and resourcefulness; having availability for a start time of 7:30 am Monday – Friday. Telework is not an option when office fully reopens to the public.

1WF goal candidate declined an offer of employment stating she was no longer interested in the position.

1UF non-goal candidate **hired** has extensive experience with Microsoft Office, Access, Power Point, Excel, Teams and Zoom. She expressed an interest in obtaining a position that provides job growth. She reported her strengths as having a high work ethic, attention to detail, desire to help people and to finish projects. She expressed both the ability to work independently and as a team member and noted the importance of maintaining good relationships with coworkers.

1WF goal candidate not selected computer skills included Microsoft Word, Outlook, Teams and Excel. She did not have any experience with Access. Expert at merge and compare, excellent proofreading skills. Demonstrated significant knowledge and understanding of Labor/Employer issues and processes. Familiar with legal work and procedures. Presently performing in an acting supervisory role while performing original assignment as well. Evidenced the ability to remain calm and productive in high pressure, chaotic situations. Adept at conflict resolution, demonstrated ability to work both independently

and as team member. Is not recommended at this time due to lack of experience with Access program, which is one of the main data bases utilized in this position.

Payroll Clerk-Business Management

Recruitment # 210430-6157CL-001 (5/4/2021)

Open to Statewide Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Department of Labor (DOL) is currently looking to hire one (1) Payroll Clerk in Wethersfield, CT, who would work as a member of our Payroll Unit. This is a full-time, 40 hours per week, Monday-Friday, first shift position.

The Payroll Unit works with the PeopleSoft based CORE-CT payroll system to process the agency payroll and other related functions. Outside of its core function of producing bi-weekly payroll for all employees, the payroll unit processes all fringe benefit changes such as medical insurance and leave processing. It also maintains the agency Time Sheet system that is the basis for agency accounting and payroll processing.

The ideal candidate will have knowledge of payroll terminology, practices and procedures; knowledge of basic accounting and bookkeeping principles and procedures; knowledge of general office procedures; skill in performing arithmetic computations; basic interpersonal skills; ability to read, understand and apply applicable contract guidelines and regulations; ability to maintain records and files; ability to follow complex oral and written instructions; ability to operate office equipment which includes personal computer and other electronic equipment.

Minimum Qualifications – General Experience includes three (3) years of experience in bookkeeping, accounts payable or clerical work involving finances. Special Experience: one (1) year of the General Experience must have involved payroll preparation. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years. One (1) year as a Financial Clerk performing payroll duties may be substituted for the General and Special Experience.

Preference will be given to those candidates who have:

- *Experience in PeopleSoft Payroll*
- *Experience in PeopleSoft Benefit Administration*

47 total applicants: **2WM, 20WF,** 3BM, 13BF, 1HM, 3HF, 1AF, 1F(2+), 1UM, 2UF.

20 applicants did not meet the minimum qualifications and were eliminated: **2WM**, **6WF**, 2BM, 7BF, 2HF, 1AF.

6 applicants did not respond to the referral questions and were eliminated: **3WF**, 2BF, 1F(2+).

15 applicants were eliminated for not meeting the qualifications of the position after review of responses to referral questions and application materials: **8WF**, 1BM, 4BF, 1HM, 1HF.

6 qualified applicants were interviewed: **3WF,** 1UM, 2UF.

1st choice candidate 1UF did not pass the reference check and was eliminated.

1WF goal candidate **hired**.

Lead Mail Handler (37.5hrs)- Facilities

Recruitment # 210608-5504TC-001 (6/12/2021)

Open to Statewide Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

DOL's Facilities unit is recruiting for a Lead Mail Handler in the mail room located in Wethersfield. In this role, you will oversee the daily operations of mail activities, provide staff training and assistance. You will act as liaison with operating units along with outside organizations regarding mail processing. In this role you would maintain equipment readiness.

This is onsite work 37.5 hours Monday-Friday between core operating hours of 7:00am to 5:00pm. This position is classified as "essential" for reporting purposes. The incumbent in this role must possess a CT Driver's License and be able to lift moderate to heavy loads.

The ideal candidate will have knowledge of U.S. Postal Service regulations, rates, and classes of mail; interpersonal skills; oral and written communication skills; ability to coordinate mail service operations; ability to recognize equipment problems and prescribe repairs; ability to perform basic arithmetic computations; mechanical ability; ability to utilize computer software; some supervisory ability.

The Minimum Qualifications - General Experience include three (3) years of experience in a mail service or postal operation involving the operation and maintenance of mail service equipment.

Preference will be given to applicants who have:

- *Experience in supervising and staff training.*
- *Experience of US Postal Service regulations, rates, and classes of mail.*
- *Experience operating equipment such as mail inserters and mail meter.*
- *Experience in Microsoft Word, Excel, Outlook, and Teams.*

Special Requirements: Incumbents in this class must possess and retain a valid Motor Vehicle Operator's license.

Physical requirements:

1. *Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.*
2. *A physical examination may be required.*

Incumbents may be required to lift moderate to heavy weights.

17 total applicants: **3WF**, 5BM, 2BF, 5HM, 2HF.

8 applicants did not meet the minimum qualifications and were eliminated: **2WF**, 1BM, 2BF, 1HM, 2HF.

5 applicants were eliminated for not meeting the preferred qualifications after review of answers to the referral questions and application materials: **1WF**, 2BM, 2HM.

1BM applicant was eliminated for not meeting the minimum qualifications after review of application and answers to the referral questions.

3 qualified applicants were interviewed: 1BM and 2HM.

1HM non-goal candidate **hired** has work experience with the US Postal Service and directly supervising staff. His answers to the interview questions showed a complete understanding of the mail process and its role in an organization of our size. His answer to the roll of supervision demonstrated that he understands what it takes to lead a group. His interview responses also showed a dedication to organizing and prioritizing work, time management and an ability to handle stress and multitasking.

Processing Technician – Employer Status Unit

Recruitment # 210707-6435CL-001 (7/9/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

We seek an experienced and qualified professional for the position of Processing Technician for our Employer Status Unit. This is a full time, first shift, 40 hour per week position with a work schedule of Monday – Friday 8:00am – 4:30pm located in Wethersfield, CT.

Examples of Duties:

- *Independently retrieve, review, research and distribute all incoming correspondences.*
- *Responsible for logging all incoming registration applications in an Access database and readily identifying any duplicates.*
- *Applies the Liability requirements set for in both Federal and State Law to in processing employer registration forms to determine if the employer meets the liability requirements.*
- *Independently responsible for the entire scanning process of the Tax Division. This includes preparing the documents for scanning, scanning the documents, assigning document types and committing the documents to an Electronic Document Management System so they are viewable by Agency staff.*
- *Perform related duties as required.*

The ideal candidate will have knowledge of office systems and procedures; interpersonal skills; oral and written communication skills; ability to compose effective correspondence and forms; ability to read, comprehend and apply laws, regulations, and procedural guidelines; ability to organize and coordinate workflow; ability to articulate ideas and information effectively; ability to perform research assignments; ability to devise and maintain record keeping and filing systems; ability to examine documents for accuracy and completeness; ability to operate office equipment including personal computers, computer terminals and other electronic equipment; ability to operate office suite software.

The Minimum Qualifications - General Experience includes three (3) years' clerical work experience. One (1) year of the General Experience must have involved a full range of clerical duties as an Office Assistant, Interpreter Clerk or its equivalent. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Preference will be given to candidates who possess:

- *Experience evaluating applications for completeness with statutes and regulations.*
- *Experience working effectively in a fast-paced environment and demonstrating flexibility in adapting and responding to changing work priorities.*
- *Experience with collaborative verbal and written communication skills to communicate effectively across all levels of the organization.*
- *Experience with entering data and scanning/uploading supporting documents.*
- *Experience with Microsoft Office Suite including Word, Outlook, Excel, and Teams.*

542 total applicants: **50WM**, **173WF**, 26BM, 105BF, 20HM, 92HF, **5AM**, 12AF, 4M(2+), 13F(2+), 10UM, 18UF, 14UU.

35 candidates did not meet the minimum qualifications and were eliminated: **9WM**, **8WF**, 1BM, 8BF, 4HM, 3HF, **1AM**, 1UU.

132 applicants did not respond to referral questions and were eliminated: **8WM**, **38WF**, 5BM, 27BF, 4HM, 26HF, **2AM**, 1AF, 1M(2+), 5F(2+), 2UM, 8UF, 5UU.

2 applicants responded late to the referral questions and were eliminated: 1BM, 1HF.

331 applicants were eliminated for not meeting the preferred qualifications after review of answers to the referral questions and application materials: **29WM**, **120WF**, 14BM, 61BF, 11HM, 54HF, **2AM**, 9AF, 2M(2+), 5F(2+), 8UM, 8UF, 8UU.

Additional screening criteria, (experience in Tax Division working with employers or Benefits Division working with claims and integrity), applied to review of application materials and responses to referral questions eliminated 20 applicants: **3WM**, **4WF**, 4BM, 4BF, 1HF, 1M(2+), 1F(2+), 2UF.
w22 qualified candidates were selected for interview: **1WM**, **3WF**, 1BM, 5BF, 1HM, 7HF, 2AF, 2UF.

Recommendations for hire were based on an evaluation of the interview, the candidate's application, and work experience with an emphasis on relevant experience working with an Electronic Document Management System.

1HM failed to attend the scheduled interview.

21 qualified applicants were interviewed: **1WM**, **3WF**, 1BM, 5BF, 7HF, 2AF, 2UF.

1UF non-goal candidate **hired** during the interview demonstrated excellent communication skills answering the panel's interview questions with clear and concise responses. She has an associate degree in Criminal Justice with twelve plus years of clerical experience and relevant experience working with an Electronic Document Management System as evidenced in her answer to question number three. She was very familiar with the scanning process and its terminology. She is fluent in Spanish. Panel members agreed she has the skill set that would allow her to be a successful Processing Technician in the Employer Status Unit. The panel recommends her as our first choice for the Processing Technician position in the Employer Status Unit.

1WM goal candidate not selected had a poor interview during which he did not provide clear and concise answers to most interview questions. Due to his lack of responsiveness to the interview questions the panel was unable to determine the extent of his qualifications for the position.

1WF goal candidate not selected had a very good interview during which she demonstrated excellent communication skills answering the panel's interview questions with clear and concise responses. Her response to question number four demonstrated that she has the skills necessary to handle difficult incoming calls. She has seven years of clerical experience as well as relevant experience working with an Electronic Document Management System as evidenced in her answer to question number three. She is fluent in Italian and Spanish. Panel members agreed she has the skill set that would allow her to be a successful Processing Technician in the Employer Status Unit. She is recommended as our second choice should our first recommended candidate decline this position.

1WF goal candidate not selected demonstrated good communication skills providing clear and concise responses to all interview questions except for question number four. She has an associate degree in Business. She has 20 plus years of clerical experience as well as relevant experience working with an Electronic Document Management System as evidenced in her answer to question number three. Panel members agreed that she has the skill set that would allow her to be a successful Processing Technician in the Employer Status Unit. She is recommended as our fifth choice should the previous four candidates decline the position.

1WF goal candidate not selected had a fair interview. She did not provide clear and concise answers to questions number two and four. Based on her answers to the interviewer questions the panel was unable to determine the extent of transferable skills and knowledge for the position.

Secretary 1, Appeals Division

Recruitment # 210719-6976CL-001 (7/22/2021)

Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Department of Labor, Appeals Division has a current opening for a Secretary 1 located in Middletown, CT. This position will provide sufficient clerical support relative to the number of referees in the office.

The DOL's Appeals Division is comprised of the Referee Section and the Board of Review. The Employment Security Appeals Division is an autonomous, quasi-judicial agency housed in the Department of Labor. It primarily hears and decides appeals arising from decisions of the Administrator of the Connecticut Unemployment Compensation Act, from which it is statutorily independent.

The ideal candidate will have considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

The Minimum Qualifications – General Experience includes two (2) years' experience above the routine clerk level in office support or secretarial work. College training in the secretarial sciences may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience.

Preference will be given to those candidates who have experience in:

- *Experience in document management and scanning.*
- *Experience working on multiple tasks, producing accurate results, and meeting deadlines.*
- *Experience prioritizing work and meeting time sensitive deadlines.*
- *Experience providing customer service assistance to multiple diverse populations and skill levels.*
- *Experience performing language interpreting assignments in any language including American Sign Language.*

18 total applicants: **7WF**, 2BF, 7HF, 1M(2+), 1UF.

11 applicants did not meet the minimum qualifications and were eliminated: **4WF**, 1BF, 5HF, 1UF

6 applicants were eliminated for not meeting the preferred qualifications after review of answers to the referral questions and application materials: **3WF**, 1BF, 1HF, 1M(2+).

1HF qualified applicant was interviewed and was selected for the position.

1HF non-goal applicant accepted a **voluntary demotion**. She had previously worked in the position of Secretary 1 in the Appeals Division prior to accepting a Connecticut Careers Trainee position in our Hamden American Job Center. As a prior Appeals Division employee, she is very well informed about the position, was considered a superior learner, and an excellent employee. She has a solid, basic understanding of the Unemployment Compensation program and the Appeals Division processes, having worked for the agency prior to her initial employment with the division. Her prior agency and division experience is a bonus to all her other credentials. Although she is not fully bilingual, she understands and speaks some Spanish, which she indicates will improve with practical use. She is well spoken, and friendly. She professes a strong work ethic, and a noted ability to learn new tasks quickly. She has a strong clerical work background, and is self-taught in Microsoft Office Suite, including current iterations of Word. She has direct experience working with our Unemployment Appeals system in IBM; RightFax; and the Appeals Division version of EDMS. Her customer service skills are well above par, as she has ample experience interacting with CTDOL customers, and in assisting them to navigate the appeals process. Throughout the interview she displayed a confident and calming demeanor, was extremely personable,

and was professionally dressed for the videoconference interview. She is a strong and viable candidate for the position, and her previous successful training in the Appeals Division makes her a superior choice for hire. We very strongly feel that she is a superior candidate, given her bilingual skills, knowledge of our division and agency procedures and processes, strong clerical background, and very good interpersonal skills. She is also very well versed in the MS Office Suite of software programs needed to carry out the job duties of a secretary in the CTDOL Employment Security Appeals Division and is familiar with the clientele we serve. Finally, she presents as professional, personable, and a team player, who is also quite capable of performing work independently.

Duplicating Services Supervisor 1, Facilities

Recruitment # 210722-3101TC-001 (7/27/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

The DOL Facilities is currently recruiting for one (1) full-time Duplicating Supervisor 1, who will be based out of our Duplicating Unit in Wethersfield. This position is onsite 37.5 hours, Monday – Friday within the core business hours of 7am to 5pm. However, work schedule flexibility is required in order to meet the demands of the job.

This position is accountable for maintaining the daily operations and production of a two-person duplicating unit supporting our mission. The Job Duties include, but are not limited to:

- *Operates various types of duplicating and finishing equipment in the production of flyers, posters and brochures requiring basic layout and design*
- *Selects appropriate papers*
- *Prioritizes assignments*
- *Maintains and adjusts equipment to ensure proper paper feeding and copy quality*
- *Performs repairs on all equipment including auxiliary equipment*
- *Performs routine/daily cleaning of equipment including adding toner and greasing and oiling parts*
- *Performs supply ordering, recordkeeping, and inventory*
- *Maintain files and provide quality control for a variety of electronic items such as CD and DVD records*
- *Design's layouts of mechanicals*
- *Supervise lower-level employees as assigned*
- *Performs related duties as required*

The ideal candidate will have knowledge of duplicating processes and materials including papers, inks, chemicals and camera processes; knowledge of office practices and procedures; interpersonal skills; oral and written communication skills; ability to operate various duplicating equipment; ability to make minor repairs; ability to identify duplicating problems and propose solutions; ability to read, interpret and explain complex procedures; ability to utilize computer software; supervisory ability.

Minimum qualifications – General Experience includes three (3) years of experience in the operation, adjustment, and maintenance of duplicating equipment.

Preference will be given to those who possess the following:

- *Experience operating various automated duplicating and finishing equipment including layout and design equipment*
- *Experience delegating operational workload to lower-level employees*
- *Experience representing operations with outside and internal customers*
- *Experience utilizing computer software*
- *Experience troubleshooting duplicating problems and proposing solutions*

Physical requirements:

1. *Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.*
2. *A physical examination may be required.*

Incumbents may be required to lift moderate weight; may be exposed to noise from duplicating equipment.

51 Total applicants: **14WM**, **11WF**, 6BM, 6BF, 2HM, 2HF, **2AM**, 2M(2+), 3UM, 3UU.

13 applicants did not meet the minimum qualifications and were eliminated: **2WM**, **2WF**, 4BF, 1HM, 1HF, 1M(2+), 2UU.

15 applicants did not respond to the referral questions and were eliminated: **6WM**, **2WF**, 4BM, 1BF, 1HM, 1UM.

9 applicants were eliminated for not meeting the preferred qualifications after review of answers to the referral questions and application materials: **4WF**, 1BM, 1HF, **1AM**, 1M(2+), 1UU.

6 applicants were eliminated for not meeting the qualifications of the position after review of application materials and responses to referral questions: **3WM**, **1WF**, 1BF, **1AM**.

8 qualified applicants were offered interviews: **3WM**, **2WF**, 1BM, 2UM.

1WF failed to show for the scheduled interview and was eliminated.

7 qualified applicants were interviewed: **3WM, 1WF,** 1BM, 2UM.

2UM's declined the position as they had accepted other employment.

1BM non-goal candidate **hired** was ranked third by the interview panel. He has experience operating high production copiers (color and black & white) design software MS Office, Adobe Illustrator, and other windows-based computer graphic products.

1WM goal candidate not selected had experience with IBM printers and Canon copiers and had experience with Prisma and MS Office. He did not have any experience with graphic design or with Adobe Illustrator. He was ranked fourth overall by the interview panel.

1WM goal candidate not selected has work experience in large print operations; but he did not have experience working with high-speed copiers. He was ranked fifth overall.

1WM goal candidate not selected did not have supervisory experience or graphic design experience. Ranked seventh overall.

1WF goal candidate not selected had experience with Canon print copiers to produce business cards using Adobe photoshop and Illustrator. She did not have any experience with other types of design software. She was ranked sixth overall.

Secretary 1- Middletown Appeals

Recruitment # 210915-6976CL-001 (9/30/2021)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

The Department of Labor (DOL) is currently recruiting for a Secretary 1, who will work as a member of our Employment Security Appeals Division in Middletown, CT. The Employment Security Appeals Division is an autonomous, quasi-judicial agency housed in the Department of Labor. Its primary function is to hear and decide appeals arising from decisions made by Connecticut's Unemployment Compensation Department, from which it is statutorily independent. This is a full-time, first shift, 40 hours per week position. However, work schedule flexibility is required to meet the demands of the job.

As a Secretary 1, for DOL, we would have you support the Appeals Division by providing customer service and information to the public, including those who may be dissatisfied or frustrated, while treating them with dignity and respect. Additionally, along with other duties as assigned, we would entrust you to:

- *Craft document templates, including performing basic page setup, editing, and text formatting functions*
- *Import pre-written documents into document server files, with a focus on proofreading and formatting*
- *Scan files into an electronic document management system utilizing a Fujitzu 7800 "freestanding" scanner and Toshiba MFD 5808A "multifunctional device"*
- *Format, proofread, print, copy, and mail upwards of 20 decisions per day*
- *Copy case files to mail out with the accompanying hearing notices for multiple dockets consisting of 9 cases per docket*
- *Direct in-person clientele and check-in registrants for hearings*

The ideal candidate will have considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

Minimum Qualifications – General Experience includes two (2) years' experiences above the routine clerk level in office support or secretarial work. College training in the secretarial sciences may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience.

Preference will be given to those who possess the following:

- *Experience in document management and scanning*
- *Experience working on multiple tasks, producing accurate results, and meeting deadlines*
- *Experience prioritizing work and meeting time sensitive deadlines*
- *Experience providing customer service assistance to multiple diverse populations and skill levels*
- *Experience performing language interpreting assignments in any language including American Sign Language*
- *Experience working in a judicial or quasi-judicial environment*

242 total applicants: **7WM**, **132WF**, 4BM, 26BF, 8HM, 38HF, **1AM**, 6AF, 1M(2+), 8F(2+), 1UM, 8UF, 2UU.

97 applicants did not respond to referral questions and were eliminated: **3WM**, **55WF**, 3BM, 12BF, 1HM, 13HF, **1AM**, 2AF, 2F(2+), 3UF, 2UU.

1F(2+) applicant was eliminated for not meeting the criteria of the position after review of application and answers to referral questions.

135 applicants were eliminated for not meeting the preferred qualifications after review of answers to the referral questions and application materials: **3WM**, **72WF**, 1BM, 13BF, 7HM, 23HF, 4AF, 1M(2+), 5F(2+), 1UM, 4UF.

10 applicants met the preferred qualifications and were referred to the hiring manager for consideration: **1WM**, **5WF**, 1BF, 2HF, 1UF.

6 applicants were eliminated after review of applications and answers to the referral questions due to poor grammar, excessive typographical errors, and unrelated experience: **3WF**, 1BF, 1HF, 1UF.

1WF did not respond to offer of an interview.

3 qualified applicants were interviewed: **1WM**, **1WF**, 1HF.

1WF goal candidate **hired**.

Administrative Assistant – Legal Division

Recruitment # 211012-3591CL-001 (10/19/2021)

Open to Statewide Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

Our Legal Division is currently recruiting for one (1) qualified Administrative Assistant, who would be based out of our Wethersfield office. The Legal Division is responsible for providing legal guidance on all laws under the jurisdiction of DOL to the executive administration and giving support and assistance to agency staff involved in the unemployment adjudicative process. This is a full-time, first shift, Monday - Friday, 8:00 am - 4:30 pm position.

In this role the essential duties the Administrative Assistant will be responsible for:

- *Family and Medical Leave Act (FMLA) cases – with the start of a new FMLA law beginning on 1/1/22, will need to learn a new case management system*
- *Manage all aspects of retaliation cases, prior to the scheduling of mediations*
- *Commission on Human Rights and Opportunities (CHRO) filings – drafting/formatting initial answers, response to schedule A. Making copies/scans and mailing documents to parties. Receiving and processing all invoices for payment in CORE (including invoices received from the AG's office on court filings, depositions, and fees)*
- *Processing Freedom of Information requests (copying/scanning/and mailings)*

Another main duty of this position will be assisting with the unemployment Adjudications and Benefits Timeliness and Quality Review. Additionally, along with other duties as needed, we would have you:

- *Compile Unemployment Insurance tax and claims data for requests from public officials (FBI, Homeland Security, DMV, US Postal, etc.) that come in via fax or email*
- *Compile Unemployment Insurance tax and claims data for requests from law firms*
- *Assist with CONN-OSHA audits by completing file organization based on federal requirements*
- *Handle the filing of motions and appeals*
- *Field most daily calls from the public and forwards calls requiring additional information to the appropriate staff member*
- *Update the Legal Division Intranet Web Page with Legal Division memos and decisions*

The ideal candidate will have considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager).

Minimum Qualifications – General Experience includes four (4) years' experiences above the routine clerk level in office support or secretarial work. Special Experience requirement: one (1) year of the General Experience must have been as a Secretary 2 or its equivalent. College training in the secretarial sciences may be substituted for the General Experience based on 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Preference will be given to applicants who possess the following:

- *Experience using CORE-CT for processing invoices for payments*
- *Experience coordinating Freedom of Information (FOI) requests and redaction*
- *Experience filing motions and appeals*
- *Experience managing cases and scheduling mediations*
- *Experience drafting correspondence*
- *Experience reviewing and formatting lengthy formal documents*
- *Experience learning new case management systems*

57 total applicants: **3WM, 21WF,** 19BF, 9HF, 2AF, 1F(2+), 1UM, 1UF.

14 applicants did not meet the minimum qualifications and were eliminated: **1WM**, **5WF**, 5BF, 3HF.

25 applicants did not respond to the referral questions and were eliminated: **6WF**, 13BF, 3HF, 2AF, 1UM.

6 applicants were eliminated for not meeting the qualifications of the position after review of application materials and answers to referral questions: **1WM**, **2WF**, 1BF, 2HF.

12 qualified applicants who met the minimum and preferred qualifications were selected for interviews: **1WM**, **8WF**, 1HF, 1F(2+), 1UF.

1WF goal candidate never responded to offer of an interview.
1WF goal candidate did not report for the scheduled interview.

10 qualified applicants were interviewed: **1WM, 6WF**, 1HF, 1F(2+), 1UF.

1WF goal candidate declined the opportunity as she had accepted alternative employment.

1UF non-goal candidate **hired** in her current job records all testimony in a courtroom and then she reduces the recording to a written transcript within five (5) business days. Her case management familiarity with uploading is limited to uploading the transcripts into the case file. At her weekend job, she works with a case management system. She uses Core for her payroll. She is very good at learning new technology, especially since the onset of the pandemic. She loves a fast-paced environment in which she is required to multi-task. She has learned a lot in her current job and would like to learn more. She has two degrees in criminal justice and is a clear and concise communicator.

1WF goal candidate not selected is currently an administrative assistant in a relatively large office with the Hartford Superior Court. She has considerable experience with the case management system for the courts, eFiling. She is familiar with Core-CT for payroll purposes. She is very organized and meets deadlines ahead of time. She answered adequately but did not elaborate on her answers. She did not ask any questions. One reason that she would like to leave her job is due to the public often take their dissatisfaction with the court out on her and her coworkers.

1WM goal candidate not selected is the individual who is the central communication hub for his office. He does triage with the many phone calls and is comfortable with new software systems. He would like to change jobs both for the money and because academically he has studied human resources and has family experience with law. He has worked with a case management system. He is not familiar with Core an essential element of this position. He stated that his organizational skills were “pretty good”.

1WF goal candidate not selected keeps track of her supervisor’s calendar and office payroll in her current job. She has familiarity with Core for requisitions and receipts and approvals. She is interested in the job so that she will not have to sleep overnight as she does on occasion with DOT and seeks greater upward mobility. She is very organized regarding the various construction projects on which her office works but did not know that she was interviewing for an Administrative Assistant position. She offered to produce her past two job evaluations as well as a recommendation from her current supervisor.

1WF goal candidate not selected in her current job has her reporting to the CFO. She handles fiscal matters for the agency including dealing with fiscal intermediaries. She is proficient in many software systems and is extremely organized but has not been required to learn new technology. She is used to daily pressure. She is familiar with Core, approves time sheets and is willing to work beyond traditional work hours. Her knowledge is more fiscal than administrative.

1WF goal candidate not selected runs a front office for a part of a UConn office. She deals with students and staff all the time. She has some limited familiarity with Core. She is very strong in customer service due to her current job interfacing with the public and her prior long-term employment in the retail world. Although she has not worked with a case management system, she has learned many different software systems in her career. She is very organized and familiar with the issue of student information confidentiality. During COVID, she came up with ways to do everything remotely. She asked us good questions.

1WF goal candidate not selected works in the front office of a technical school. Has prior experience as a paralegal and is looking to return to the legal field. She has not utilized CORE in the past ten (10) years of her job. She is familiar with Microsoft computer products and is sensitive to safeguarding confidential student information. She is well organized and can multitask successfully at her current job.

Secretary 1 – Legal Division

Recruitment # 211102-6976CL-001 (11/5/2021)

Open to Statewide Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Connecticut Department of Labor's Legal Division is recruiting for a highly motivated and dynamic Secretary 1. This is a full time, 1st shift position located in Wethersfield, CT. The Legal Division is responsible for providing legal guidance on the laws within the jurisdiction of DOL to the executive administration, agency staff and the public and to give support and assistance to agency staff involved in the unemployment adjudicative process.

The ideal candidate will have considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

Minimal Qualifications – General Experience includes two (2) years' experiences above the routine clerk level in office support or secretarial work. College training in the secretarial sciences may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience.

Preference will be given to candidates who possess:

- *Experience managing case files, including confidential documents and correspondence between the parties and the agency.*
- *Experience scheduling meetings.*
- *Experience drafting simple correspondence.*
- *Experience using interpersonal skills with public, including answering phones and directing calls, as well as answering basic questions.*
- *Experience reviewing and formatting documents.*
- *Experience learning new case management system.*

52 Total applicants: **3WM**, **15WF**, 18BF, 1HM, 9HF, 2F(2+), 4UF.

11 applicants did not meet the minimum qualifications and were eliminated: **2WM**, **5WF**, 3BF, 1HF.

14 applicants did not respond to referral questions and were eliminated: **2WF**, 7BF, 1HM, 2HF, 1F(2+), 1UF.

22 applicants were eliminated for not meeting the preferred qualifications after review of answers to the referral questions and application materials: **1WM**, **7WF**, 6BF, 5HF, 1F(2+), 2UF.

5 applicants met the preferred criteria, qualified, and were offered interviews: **1WF**, 2BF, 1HF, 1UF.

1BF accepted an interview appointment but failed to report at the scheduled time.
1HF, 1UF did not respond to two attempts to schedule an interview.
2 qualified candidates were interviewed: **1WF**, 1BF.

1BF non-goal candidate **hired** currently works for DOL in PUA Unit through which she has gained experience in Appeals, Claims and Benefit Payment Control Unit work, knowledge essential for this position in the Legal Division. She is adaptable and has learned how to use all applications in Microsoft Suite, Teams and CoreCT. In addition, she is familiar with Salesforce, IBM and ReEmploy. In previous employment, she gained knowledge in OSHA, HIPAA, and confidentiality laws. She has demonstrated that she adapts to new technology and learns quickly. She works well under pressure, is organized, and multi-tasks. She is looking to advance her career and would like to grow within DOL. She asked four very thoughtful questions at the end of her interview.

1WF goal candidate not selected does not have knowledge of or direct experience with the specific units within DOL that she would interact with in this position. She currently works for Hartford Correctional in the Medical Records Department. In this position, she keeps track of inmate charts, works in excel spreadsheets, and processes inquiries from attorneys and inmates for medical records. She has experience with using all applications in Microsoft Suite, Teams and CoreCT. She understands the need to prioritize the importance of a task and understands the laws on confidentiality. She is organized, adapts to new technology, works under pressure while multi-tasking. She is looking to advance her career outside of the medical field and no longer wants to work in the prison system. She is an acceptable second choice if the preferred candidate declines.

Secretary 1 – Business Management Unit

Recruitment # 220131-6976CL-EW (1/31/2022)

This position was open to agency employees. Notice was sent via email to all agency employees and was posted internally on DOL's intranet site and on DAS JobAps.

The Business Management unit is seeking to reclassify one Department of Labor employee to Secretary 1 in Wethersfield, CT. This is a first shift, full-time, Monday through Friday position. In this role you will maintain all the Business Management files within the electronic filing system, track deliverables, run reports, create electronic federal packages, document division activities, log checks in order to meet Treasury deposit timeframes and other related duties.

To be considered for this job opening, you must have attained permanent state status and be a current State of CT employee of the agency listed above for at least six (6) months, and meet the Minimum Qualifications as listed on the job opening. You must specify your qualifications on your application.*

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full-time or full-time equivalent).*

The ideal candidate will have considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to

operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

Minimum Experience – General Experience includes Two (2) years' experience above the routine clerk level in office support or secretarial work. College training in the secretarial sciences may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience.

5 total applicants: 3BF, 1AF, 1UF.

2BF were not permanent agency employees and were eliminated.

3 applicants qualified and were interviewed: 1BF, 1AF, 1UF.

1AF non-goal candidate **hired** has been working as a durational Secretary 1 in the Appeals Division. Her experience, application, and interview responses combined to demonstrate that she exceeded the criteria considered in this selection. She has a background in finance and is proficient in Microsoft Word & Excel. Her answers to the interview questions showed a complete understanding of the duties and responsibilities of this position. From her experience working within the Appeals Division, she has gained specific in-depth knowledge of DOL. She was well prepared for the interview and had several excellent follow-up questions for the interview team.

Category 6: Clerical / Administrative Support
Waterbury LMA

Hiring Goals:	**1WF**
Actual Hires:	1BF, 2HF

Secretary 1 – Waterbury Appeals
Recruitment # 201023-6976CL-001 (11/21/2020)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

The Department of Labor (DOL) is currently recruiting for a Secretary 1 for their Waterbury Appeals office. This position is full-time, 40 hours per week, Monday through Friday.

The Department of Labor's Appeals Division is comprised of the Referee Section and the Board of Review. The Employment Security Appeals Division is an autonomous, quasi-judicial agency housed in the Department of Labor. It primarily hears and decides appeals arising from decisions of the Administrator of the Connecticut Unemployment Compensation Act, from which it is statutorily independent.

The anticipated duties are as follows:

- *Creating Word templates: performing basic page setup, editing, and text formatting functions. Importing pre-written documents into document server files, proofreading and formatting.*
- *Scanning files into an electronic document management system utilizing a Fujitzu 7800 "freestanding" scanner and Toshiba MFD 5808A "multifunctional device."*
- *Formatting, proof reading, printing, copying and mailing upwards of 20 decisions per day.*
- *Answering the phones and emails.*
- *Copying case files to mail out with the accompanying hearing notices for multiple dockets consisting of 9 cases per docket.*
- *Directing in person clientele and checking in registrants for hearings.*

- *Providing customer service assistance to disgruntled members of the general public both verbally and in writing, while treating them with dignity, respect and providing the most accurate information possible.*
- *The ability to multitask.*
- *Performs related duties as required.*

The ideal candidate will have considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

Minimum Experience - General Experience includes two (2) years' experience above the routine clerk level in office support or secretarial work. College training in the secretarial sciences may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience.

Preference will be given to those who have:

- *Experience in scanning.*
- *Experience in high production environments.*
- *Ability to multi-task.*
- *Experience providing customer service assistance to disgruntled members of the general public both verbally and in writing.*
- *Bi-lingual in any language including American Sign Language: Reading/Writing/Speaking/Signing.*

477 total applicants: 21WM, **196WF**, 9BM, 85BF, 9HM, 116HF, 1AM, 8AF, 2M(2+), 20F(2+), 2UM, 6UF, 2UU.

19 applicants did not meet the minimum qualifications and were disqualified: 2WM, **4WF**, 1BM, 6BF, 5HF, 1F(2+).

348 applicants did not respond to referral questions and were eliminated: 17WM, **171WF**, 7BM, 73BF, 3HM, 47HF, 2AF, 2M(2+), 18F(2+), 2UM, 4UF, 2UU.

74 applicants were eliminated after review of their responses to the referral questions and application materials revealed the lack of relevant experience and errors in their applications as submitted: 2WM, **20WF**, 1BM, 4BF, 5HM, 38HF, 1AM, 2AF, 1UF.

6 applicants had prior unemployment fraud and were eliminated: 1BF, 5HF.

30 qualified applicants were selected for interviews: **1WF**, 1BF, 1HM, 21HF, 4AF, 1F(2+), 1UF.

9 applicants were eliminated because:

4HF declined the opportunity.
1HM, 1HF did not respond to the invitation.
1WF, 1F(2+) did not appear for the scheduled interview.
1HF had an emergency the day of the interview and did not reschedule.

21 qualified candidates were interviewed: 1BF, 15HF, 4AF, 1UF.

1BF non-goal candidate **hired** was the first preferred candidate for the position. She demonstrated that she has superior office and interpersonal skills and speaks fluent Haitian French Creole and English. Her background working in a busy title search firm under the direct supervision of an attorney, coupled with her prior customer service work in a retail setting, provided her the skills and experience we seek for our fast-paced, deadline sensitive office environment. She has experience interacting with challenging

clientele and was very well spoken. She was very personable during the interview and professional in her demeanor.

1HF non-goal candidate **hired** is our second preferred candidate. She demonstrated that she has superior office and interpersonal skills. She is bilingual, in both English and Spanish being fully fluent and able to read, write, and speak both languages. She holds a Bachelor of Science degree from Southern Connecticut State University, interned at the United States Probation Office, and has ample customer service and clerical office skills. She is proficient in MS Office Suite, including MS Word, and Excel. She presented as a professional and personable individual who is well suited to working in a demanding, deadline sensitive environment.

Secretary 1 – Waterbury Appeals

Recruitment # 220307-6976CL-JB (3/9/2022)

This position was Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

We have an opportunity for a Secretary 1, who will work as a member of our Employment Security Appeals Division in Waterbury, CT. The Employment Security Appeals Division is an autonomous, quasi-judicial agency housed in the Department of Labor. Its primary function is to hear and decide appeals arising from decisions made by Connecticut's Unemployment Compensation Department, from which it is statutorily independent. This is a full-time, first shift, 40 hours per week position. However, work schedule flexibility is required in order to meet the demands of the job.

The ideal candidate will have considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

Minimum Qualifications – General Experience includes Two (2) years' experience above the routine clerk level in office support or secretarial work. College training in the secretarial sciences may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience.

1HF non-goal internal applicant applied (no other applicants). The 1HF applicant qualified, interviewed, and was **hired**. Review of the candidate's application demonstrated that she possessed the minimum requirements of the position. Since July 2021, she has been employed in the position of a Durational Secretary 1 in the Middletown Appeals Office where she has excelled in her duties and has been a valued member of this office.

Category 7: Service / Maintenance

Hiring Goals	**1BM, 1HM**
Actual Hires	0

No hiring activity occurred in this category.

Category 8: Skilled Craft

Hiring Goals	**1BM**
Actual Hires	0

No hiring activity occurred in this category.

Promotions

Prior to March 2020 positions within the agency went unfilled because of the 2015 reduction in force, decrease in federal and state funding, retirements, separations, and consolidations.

Since March 2020 the COVID-19 pandemic's affect upon the state's economy and workforce resulted in unprecedented numbers of unemployment claims filed (legitimate and fraudulent), legal proceedings and business filings. The increased volumes of work due to these reasons and the implementation of multiple new federal programs created to provide relief to our citizens necessitated an increase in staff responsibilities to levels not experienced in years.

To address the functional and regulatory requirements of operations the agency utilized promotions by reclassification in accordance with *General Letter 226-Promotion by Reclassification* as allowed under Sec. 5-227a of the Connecticut General Statutes. The benefit has been two-fold: 1) the operations of the agency continue in that the functions of higher-level positions critical to the delivery of services and operations were fulfilled, and 2) it created internal career advancement opportunities for agency staff where opportunities did not exist.

Concurrently, the agency increased the use of Temporary Service in a Higher-Class designations to temporarily meet agency needs while seeking permission, funding, and recruiting for new permanent positions. These actions which benefited both the staff and the agency will be evidenced when successions to the anticipated wave of retirements during the next few years occurs, in that existing staff with many more years to work will have learned new skills and obtained programmatic knowledge and experience, affording agency operations to continue uninterrupted.

To ensure fairness, recruitments for promotional opportunities through reclassification are open to eligible agency employees. The qualifications for which were based on general and preferred skills, knowledge, and abilities. The selection of recommended candidate(s) was based on the results of interviews, review of credentials and related experience.

During the plan year the following promotional activities occurred within these occupational categories:

Category 1: Officials / Administrators

Promotion Goals	**1WF, 1AM**
Actual Promotions	1BM, 1AM

State Program Manager – Communications Office

Recruitment # 220118-4799MP-001 (1/22/2022)

This position was Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Department of Labor's Communications Office is dedicated to promoting CTDOL's programs and working with its employees and the public to help ensure the agency's message is consistent, accurate and reflects its mission goals. The Communications office is the primary contact for media inquiries and coordinates interview requests or media responses. The unit also coordinates agency-specific information for various state publications, including the State Register and Manual and the Digest of Administrative Reports to the Governor. Is responsible for maintaining all Internet and Intranet web site activity for the Agency, with the goal of sharing and communicating information to the public and our employees in a consistent, accurate and timely manner. The Agency Intranet serves as an important tool for CTDOL employees to communicate internally and easily share information. The Intranet site hosts CTDOL's online employee newsletter, e.XTRA Pieces, and Labor Line, which features employee articles and photos.

The ongoing goal of this unit is to provide and promote information regarding the agency's work in a timely, accurate and consistent manner. This includes press releases, PowerPoint presentations, web and social media postings, web banners and pages, newsletters, flyers, bulletins, and brochures.

We are seeking to promote one Department of Labor employee to State Program Manager Wethersfield, CT. This is a full-time, first shift position with a Monday through Friday schedule.

In this role you would be responsible for:

- *Developing and coordinating communications, digital media, and online project scopes, timelines, and allocation of resources with communications director on special projects, with lead and supervisory duties.*
- *Coordinating, strategizing, and implementing the agency's 3-year website migration, including troubleshooting, reporting, coordinating communications with CTDOL units, and leading launch communications and documents. Expertise with SharePoint Designer, Sitecore v. 1&2, JotForm, Excel, Adobe Premiere, listserv, and similar software and technology.*
- *Achieving goals of agency-wide satisfaction and quality program that includes surveys and metrics for unit performance.*
- *Able to train vendors and agency staff on new systems; provide end-user troubleshooting for bug fixes.*
- *Routinely audit existing systems and deployments and identify errors or areas for improvement.*
- *Supervise all Internet/Intranet web functions for the agency, assisting/ advising web staff, and working with leadership and staff regarding structure and new content.*
- *Develop and propose data migration best practices for all current and future online projects.*
- *Manage, coordinate, and execute agency webinars & video communication initiatives. Work with units and leadership to identify, cull, and produce content for necessary topics including scripting, video editing, and media releases.*
- *Manage improvements and expansion of the agency's primary communications tool, the website, through accessibility compliance, identifying and prioritizing information, liaising with internal and external stakeholders to align communications messaging.*
- *Oversee allocation of media resources through CETC grant. Identified qualified vendors for needed service or product; work with legal team to negotiate terms and reviews; work with communications director on media strategy.*

The ideal candidate will have considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of project management; considerable knowledge of the principles and practices of business and public administration with emphasis on effective organization, administration and management considerable ability to analyze organizational problems and determine effective solutions; considerable interpersonal skills; considerable oral and written communication skills.

Minimum Qualifications – General Experience includes nine (9) years of professional experience. One (1) year of the General Experience must have been in a consultative capacity with programmatic and administrative or project management responsibilities in the specific area of assignment. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in business administration, public administration or a closely related field may be substituted for one (1) additional year of the General Experience. Department of Labor: Two (2) years of experience as an Apprenticeship and Training Program Manager may be substituted for the General and Special Experience.

4 total applicants: **1WF**, 2BM, 1HF.

2 applicants did not meet the minimum qualifications and were eliminated: 1BM, 1HF.

2 qualified applicants were interviewed: **1WF**, 1BM.

1WF goal candidate withdrew from consideration.

The criteria used in selecting the most qualified candidate was based on the unit's specific technical and functional needs that include experience managing a multi-year web migration project; managing data audits and migration; and coordinating timelines, training, and content with IT, vendors, and DAS IT. The candidate must have strong communications skills, be technically fluent, and be highly organized.

1BM non-goal qualified candidate interviewed and promoted has demonstrated his expertise and professionalism by managing major web projects for CTDOL, including within the communications unit. He has demonstrated his ability to handle projects from inception to completion, working with vendors, data, content, and compliance. Particularly that during the pandemic, he was instrumental within the communications and other units in managing new page and content launches quickly and accurately. He also played a major role in keeping the CTDOL website and social media security intact despite phishing attempts on our customers. Additionally, within the communications unit, we have ongoing projects that he is managing related to digital communications, staff training, communications unit onboarding, and grant execution. I urge the Connecticut Department of Labor to continue promoting this candidate whenever it has the opportunity; he is an extraordinary asset to the communications unit and the agency.

Director of Mediation & Arbitration

Recruitment # 220204-6980MP-001 (2/5/2022)

This position was open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

The State of Connecticut, Department of Labor (DOL) is committed to protecting and promoting the interests of Connecticut workers. To accomplish this in an ever-changing environment, we assist workers and employers to become competitive in the global economy. We take a comprehensive approach to meeting the needs of workers and employers, and the other agencies that serve them. We ensure the supply of high-quality integrated services that serve the needs of our customers.

The State Board of Mediation and Arbitration (SBMA) is a state agency that is empowered under Chapter 560 of the Connecticut General Statutes. The objectives of the Board are to save jobs by maintaining peaceful employer/employee relations, and to promote equity between labor and management by resolving labor disputes. This is accomplished through the mediation and arbitration services available to employers and employee organizations, in the public and private sector. The goal is to provide efficient, professional, and timely mediation services of grievances and contracts in the public and private sector area.

The mediation process helps promote an atmosphere conducive to assisting labor and management in resolving collective bargaining controversies. Understanding that there is a need for labor and management to shift towards cooperation and away from conflict, the Board offers the services of mediation for outreach and education programs in the art of dispute settlement. The Board provides arbitration services for the purpose of arbitration of disputes over the application or interpretation of the terms of a written collective bargaining agreement.
We seek an experienced and qualified professional for the position of Director of Mediation and Arbitration.

Examples of Duties:

Plans, directs and coordinates the administrative functions of the Board of Mediation and Arbitration; develops, implements and evaluates Board policies and objectives; represents the Labor Commissioner at Board meetings; ensures compliance of the Board with laws and regulations; mediates the most high impact and complex cases; assists in the preparation of legislation relating to Board operations;

represents the Board in the establishment and maintenance of a uniform system of reports and procedures for State and Federal mediation agencies; prepares and administers the Board budget; supervises mediators and the administrative operations of the Board including staff and financial record keeping of fees and expenditures including payroll; administers the statutory fact finding and binding arbitration process for municipal and State contract disputes; prepares testimony for court presentation; acts as liaison in adjusting complaints of individuals or agencies; performs related work as required. This is a full time, first shift, 40 hour per week position in Wethersfield, CT. However, work schedule flexibility is required to meet the demands of the job

The ideal candidate will have thorough knowledge of Connecticut labor laws, especially as concerns labor relations, municipal, State and private employer contracts; ability to prepare narrative and statistical reports; considerable knowledge of the principles and practices of labor relations, including the organization and operation of labor unions; knowledge of laws relating to arbitration; knowledge of and ability to apply the techniques and methods of mediation and arbitration; knowledge of and ability to apply management principles and techniques; considerable interpersonal skills; considerable written and oral communication skills; considerable negotiation and conflict resolution skills.

Minimum Qualifications – General Experience includes ten (l0) years of experience in labor relations work involving the interpretation and application of collective bargaining agreements, State and Federal labor laws, and settlement of labor disputes. Special Experience includes Two (2) years of the General Experience must have been as a mediator. College training may be substituted for the General Experience based on fifteen (l5) hours equals one-half (l/2) year of experience to a maximum of four (4) years. A Master's degree in Industrial or Labor Relations may be substituted for one (1) additional year of the General Experience. A Law degree with courses in arbitration, alternative dispute resolution, labor law or administrative law may be substituted for two (2) additional years of the General Experience.

Preference will be given to candidates who possess:

- *Experience in relevant state and federal laws, statutes, and regulations, labor laws, and arbitration.*
- *Experience writing/ implementing policies and procedures.*
- *Experience in mediating high impact and complex cases.*
- *Experience in organizational change and /or succession planning.*
- *Experience working effectively in a fast-paced environment and multi-tasking.*
- *Experience fostering an equitable, diverse, inclusive environment and working to foster cooperative goals.*
- *Experience applying collaborative and conflict management skills to lead cross-functional teams.*
- *Experience leading staff by thinking critically, managing productivity, defining expectations, and establishing measurable goals.*
- *Experience in Microsoft Word, Excel, Power point, Outlook, including remote platforms (i.e., Teams, Zoom).*

18 total applicants: 8WM, **3WF**, 1BM, 3BF, 2HF, **1AM**.

2 applicants did not meet the qualifications for the position and were eliminated: **1WF**, 1BF.

6 applicants did not respond to the referral questions and were eliminated: 3WM, 1BM, 2HF.

3 applicants were eliminated after review of their applications and answers to the referral questions because they did not meet the preferred criteria: 1WM, 2BF.

7 qualified applicants were offered interviews: 4WM, **2WF**, **1AM**.

1WM declined the opportunity.

6 qualified applicants were interviewed: 3WM, **2WF**, **1AM**.

1AM goal candidate **promoted** demonstrated a thorough knowledge and understanding of all facets of the SBMA's mission. He previously served as a Neutral Public Arbitrator and has established working relationships with many of the parties served by the SBMA. He is well versed in the complexities of mediation, interest arbitration, and grievance arbitration. He enunciated significant familiarity with the applicable statues. He has experience managing and overseeing a small staff and during his interview provided concrete actions that he would take to embrace the existing culture in the office as well as increase the agency's use of technology to enhance how the parties are served. He is well acquainted with the SBMA's policies and how such policies are implemented. The Panel believes that he possesses the knowledge, skills, and abilities to advance the goals of the agency while creating a seamless transition in leadership. The Panel unanimously selected him as the number one candidate for the next SBMA Director.

Category 2: Professional (Various)

Promotion Goals	**5WF, 18HF**
Actual Promotions	9WM, 10WF, 4BM, 3BF, 4HM, 7HF, 1UM

1HF promoted by reclassification via GL 226 (Fiscal Administrative Officer, Business Management Unit).
1BF promoted by reclassification from CSR to ACSR.
1WM Programs & Services Coordinator was Promoted to Operations Coordinator by reclassification.

Operations Coordinator- Consumer Contact Center

Recruitment # 210407-5247SH-JN (4/10/2021)

This position was Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

DOL has multiple promotional opportunities for Labor Department Operations Coordinator for the Virtual Call Center. These opportunities are available to permanent agency employees, who meet all the minimum qualifications outlined below. This full time 40 hours per week position is in Middletown.

The ideal candidate will have considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of modern office methods and procedures; knowledge of techniques of statistical analysis; knowledge of data processing systems and their capabilities; considerable interpersonal skills; considerable oral and written communication skills; problem solving skills; ability to analyze and interpret laws, policies and regulations; ability to analyze organizational problems, conduct studies and determine effective solutions.

Minimum Qualifications -General Experience includes eight (8) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. Special Experiences: Two (2) years of the General Experience must have been in coordinating complex programs, agency operations and/or acting in a consultative capacity in problem resolution. For State Employees this is interpreted at the level of a Labor Department Adjudications Specialist, Labor Department Business Services Specialist, Labor Department Career Development Specialist, Labor Department Resource Associate or Labor Department Programs and Services Coordinator. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. A Master's degree in business administration or public administration or a closely related area may be substituted for one (1) additional year of the General Experience.

Preference will be given to candidates who have:

- *Experience working with and troubleshooting Connecticut Tax and Benefits System (CTABS).*

- *Experience working with and troubleshooting Telephone Initial Claims System (TICS).*
- *Experience working with and troubleshooting Amazon Connect.*
- *Experience working with and troubleshooting Salesforce Classic/Lightning.*
- *Experience working with and troubleshooting Virtual Hold Technology (VHT).*
- *Experience working with and troubleshooting Microsoft Teams communication platform.*
- *Experience coordinating efforts to initiate agency wide programs or services designed to better meet needs of the agency and its customers.*

7 total internal applicants: 2WM, **1WF**, 1HM, **1HF**, 1AF, 1M(2+).

1M(2+) withdrew.

6 qualified applicants were offered interviews: 2WM, **1WF**, 1HM, **1HF**, 1AF.

1WM candidate missed the scheduled interview appointment and was eliminated.

5 qualified candidates were interviewed: 1WM, **1WF**, 1HM, **1HF**, 1AF.

1WM non-goal candidate **promoted** currently holds the position of Programs & Services Coordinator in the Consumer Contact Center. He possesses almost thirty-four years of experience with the Agency and twenty of those years have been spent working as a manager or Assistant Director working with various programs and vendors. The interview team unanimously determined that he had an excellent interview during which he discussed in detail all the Consumer Contact Center programs, including VHT, Amazon Connect, Salesforce, and Salesforce Lightening and has demonstrated a mastery of all programs and software during his employment as a Programs & Services Coordinator in the Consumer Contact Center during the past year. His answers demonstrated an extensive knowledge in UI claims processing and a complete understanding of the Agency's mission with UI Modernization. He was part of the Consumer Contact Center implementation team of Salesforce Lightning, VHT, and Amazon Connect applications, he has gained considerable technical skills that have allowed him to be more efficient in his current position. Specifically, he has gained considerable experience navigating through the on-line queues allowing him to successfully assign work based on business needs. His last two performance appraisals were rated as "Excellent" indicating his role as a leader and a role model for all is unparalleled throughout the Agency. He is the number 2 ranked candidate and is highly recommended for this position.

1HM non-goal candidate **promoted** currently holds the position of Programs & Services Coordinator in the Consumer Contact Center. He possesses almost twenty-two years of experience with the Agency and twenty of those years have been spent working in various UI programs. The interview team unanimously determined that he had an excellent interview. He discussed in detail all the Consumer Contact Center programs including VHT, Amazon Connect, Salesforce, and Salesforce Lightning and demonstrated a mastery of all programs and software during his employment as a Programs & Services Coordinator during the last year. Throughout the interview, he demonstrated that he understood the importance of time management and its importance as an Operations Coordinator. He previously held the position of Programs & Services Coordinator for the prior DOL Call Center for 7 years. During that time, he was part of the management team that worked on implementing Salesforce applications that we currently use to process Internet Unemployment Claims. With the implementation of this Salesforce application, he has gained considerable technical skills that have allowed him to be more efficient in his current position. Specifically, he has gained considerable experience navigating through the on-line queues allowing him to successfully assign work based on business needs. His answers demonstrated an extensive knowledge in UI claims processing, Consumer Contact Center, and a complete understanding of the Agency's mission with UI Modernization. In addition, he is currently the lead supervisor working directly with the vendors supporting the Consumer Contact Center software and programs. His responses to questions were an indication that he had done research and understands the programs and roles they played in delivering services to our UI clients. He is the number one recommended candidate for this position.

1WF goal candidate not selected currently holds the position of Programs & Services Coordinator in the Hamden American Job Center. She was ranked third overall. Through her responses to the interviewer questions she demonstrated that she has a complete understanding of the role of an Operations

Coordinator in the Consumer Contact Center and clearly described and reviewed all the programs and systems managed and operated by the Consumer Contact Center including VHT, Amazon Connect, Salesforce, and Salesforce Lightning. However, her responses were generalized and she did not provide detailed programmatic information or elaborate on her answers. She did discuss the importance of leadership and hard work and how setting that example is so important as an Operations Coordinator.

1HF goal candidate not selected currently holds the position of Programs & Services Coordinator for UI Adjudications. She was ranked fourth. She had a very good interview and demonstrated that she had a good understanding of the programs and systems she would be managing as an Operations Coordinator. However, she did not expand upon her answers to demonstrate her knowledge and experience of the programs. She did discuss the importance of teamwork and her role, as a leader, to promote a positive work environment in the Consumer Contact Center. And she did a great job in articulating how setting a good example is such an important part of being a leader and gaining the respect of your subordinates, peers, and "higher up's".

ACSR target class Career Development Specialist- Montville, AJC

Recruitment # 210412-5243SH-JN (4/11/2021)

This promotional opportunity was open to agency employees. Notice was sent via email to all agency employees, posted on DOL's intranet and DAS Job Aps.

DOL is seeking to reclassify one (1) agency employee to a Labor Department Associate Community Services Representative position in our Montville American Job Center. This opportunity is available to permanent agency employees, who meet all the minimum qualifications outlined below. The individual appointed at the Labor Department Associate Community Services Representative level must serve at least one year in that class- performing work in the target area before qualifying for promotion to Labor Department Career Development Specialist. Appointment to Labor Department Career Development Specialist classification is contingent upon successful performance of duties and availability of funding.

The Montville American Job Center (AJC) system is a partnership of organizations in the Eastern region that provide workforce assistance to job seekers and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industry find talent. We offer a full complement of employment services, including job search assistance, career counseling, use of the Career Center, employer recruitments, workshops, and employment services for veterans. We can also assist with unemployment insurance questions.

This is a full time, Monday through Friday position. Services are currently being provided virtually but will also include in-person once the American Job Center reopens. Travel may be required to the affiliate locations (Danielson and Willimantic).

The ideal candidate will have considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client populations and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

The Minimum Qualifications - General Experience includes six (6) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. For

State employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

Special Experience: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents in this class may be required to speak a foreign language and may be required to travel.

4 internal candidates applied: 1WM, **1WF**, 1BM and **1HF.**

3 withdrew: 1WM, **1WF**, 1BM.

1HF goal candidate qualified, interviewed, and was **promoted**.

ACSR Virtual Call Center/Contact center, Middletown

Recruitment # 210407-5243SH-JN, 4/10/2021

This position was open to agency employees. Notice was sent via email to all agency employees, posted on DOL's intranet and DAS Job Aps.

DOL has multiple promotional opportunities for Labor Department Associate Community Services Representatives for the Virtual Call Center. These opportunities are available to permanent agency employees, who meet all the minimum qualifications outlined below. We are looking for someone who has extensive knowledge of unemployment compensation programs and procedures and is proficient in Microsoft Office products including Word, Outlook, Excel, and Teams.

The ideal candidate will have considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client population and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

The Minimum Qualifications – General Experience includes six (6) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. College training may be substituted for the General Experience and for state employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

Preference will be given to employees who have experience in:

- *Experience with providing training to staff.*
- *Experience working with Connecticut Tax and Benefits System (CTABS).*
- *Experience working with Telephone Initial Claims System (TICS).*
- *Experience working with Amazon Connect.*
- *Experience working with Salesforce Classic/Lightning.*
- *Experience working with Virtual Hold Technology (VHT).*
- *Experience working in a high-volume Call Center assisting diverse populations.*

7 total internal applicants: 1WM, **1WF**, 1BF, **3HF**, 1M(2+).

4 applicants did not meet the minimum qualification of having one (1) year of experience as a LD CSR and were eliminated: **3HF**, 1M(2+)**.**

3 qualified candidates were interviewed: 1WM, **1WF**, 1BF.

1WM non-goal candidate **promoted** currently holds the position of Community Services Represetative. He holds vast experience as a trainer and subject matter expert both in his previous career (seven years) in private industry and in his current role as a Team Mentor with the Consumer Contact Center. He has led numerous training inititiative for the Consumer Contact Center to support its new staff over the past year. He is adept at working with staff to improve their knowledge base and identifying areas of weakness that require technical assistance. He possesses extensive working knowledge of the *Connecticut Tax and Benefits Systems (CTABS)* and is very proficient in Microsoft PowerPoint, Word, Excel and Outlook which are all requiremnts of the position of ACSR in the Consumer Contact Center. He also has extensive knowledge of Salesforce Classic and Salesforce Lightning and uses both programs in his current role. He possesses vast knowledge of the Unemployment Compensation program and has worked with the program for nearly ten years. He uses Microsoft Teams and Zoom virtual platforms daily to provide training and to communicate with his team in his mentorship role. He meets all of the requirements for the position and is #4 recommended candidate.

1BF non-goal candidate **promoted** currently holds the position of Associate Community Services Representative in Temporary Service in a Higher Class in the Consumer Contact Center. She possesses a thorough understanding of the Consumer Contact Center and its functions. She has 12 years of experience with the Unemployment Compensation program and has worked in the Hartford, Middletown, and Central Office Call Centers. She is proficient in the Connecticut Tax and Benefits System (CTABS) and uses it daily to troubleshoot claimant accounts. She possesses significant experience with Microsoft Teams and uses it daily in her role of Team Lead in the Consumer Contact Center to provide training to the staff. She used Zoom daily for the RESEA appointments when working at the American Job Center. She has experience using Salesforce Classic to process initial claims and was part of a test group when the platform was develop. She has developed great skills and knowledge in the use of Salesforce Lightning and has provided training to the Consumer Contact Center staff during her tenure. She is comfortable with program changes and can adapt with ease. She works well in a team environment or independently. She takes great pride in servicing our customers and educating the staff to provide satisfactory customer service. These qualifies make her a great candidate for the position. She was ranked sixth overall.

1WF goal candidate not selected currently holds the position of Community Services Representative in the Middletown Adjudications Unit. She did not appear to be adequately prepared for the interview as she was unclear of the role and responsibilities of the position when asked. She did not provide responses to two of the interview questions. Although she has experience providing training and conducting workshops, they are from a prepared program, and she does not have experience developing training curriculum. She has a basic understanding of Salesforce Classic and no experience using Salesforce Lightning. Based upon her lack of experience with the programs utilized in the Consumer Contact Center and her lack of experience in creating training curriculum she is not recommended for the position.

Accounting Careers Trainee- target class Accountant, Business Management

Recruitment # 210503-0034AR-001 (5/5/2021)

These positions were open to the public and advertised on JobAps, CTHires, internally on DOL's intranet and via email notification to all DOL employees. Additionally, the DAS-Talent Solutions representative sent notifications to various recruitment sources.

We are seeking qualified candidates to apply for the position of Accounting Careers Trainee (ACT) with a target class of Accountant. This position is responsible for federal reporting, budgets and associated financial analyses related to state and federally funded programs at the Department of Labor. This position is responsible for interpreting federal guidance and budgetary review of grant funded programs. The candidate will need to analyze contract encumbrances and expenditures related to available federal

funding. This position will be responsible for processing and reconciling billings, drawdowns, and deposits.

As an Accounting Careers Trainee, you will be a part of a 1- or 2-year training program depending on your level of education. The length of the training program is 2 years for individuals with a bachelor's degree in accounting or in a closely related business field with at least 15 semester hours in accounting. The length of the training program is 1 year for individuals with a master's degree in accounting or in a closely related business field with at least 15 semester hours in accounting. The length of the training program for an individual who earns a master's degree in accounting or in a closely related business field with at least 15 semester hours in accounting while assigned to this classification is 1 year from the date the Master's degree is conferred or the end of the original 2 year training period, whichever comes first.

The ideal candidate will have knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of information technology; some knowledge of effective report writing, ability to read and understand written materials; ability to utilize computer software.

Minimum Qualifications include the possession of a bachelor's or master's degree in accounting or in a closely related business field with at least 15 semester hours in accounting.

Preference will be given to those applicants who have:

- *Experience with general ledgers including analyzing and posting journals.*
- *Experience with governmental accounting procedures.*
- *Experience with quality assurance.*
- *Fiscal experience with grant programs.*
- *Experience preparing detailed and accurate financial reports.*
- *Experience using Microsoft 365, Teams, Outlook, Word, Excel, Access, PowerPoint, Virtual Private Network and Shared Drives.*
- *Experience manipulating data in MS Excel or MS Access.*
- *Experience in cost allocation.*
- *Experience with budgeting principles.*

118 total applicants: 25WM, **20WF**, 17BM, 19BF, 4HM, **11HF**, 3AM, 10AF, 1F(2+), 2UM, 4UF, 2UU.

15 applicants did not meet the minimum qualifications and were eliminated: 2WM, **3WF**, 3BM, 1BF, 2HM, **1HF**, 1AM, 1F(2+), 1UF.

29 applicants did not respond to the referral questions and were eliminated: 4WM, **6WF**, 3BM, 5BF, 1HM, **4HF**, 5AF, 1UU.

3 applicants did not meet the minimum qualifications after review of referral question responses and application materials and were eliminated: **1WF**, 1BF, 1AF.

60 applicants did not meet the preferred qualifications after review of referral question responses and application materials and were eliminated: 17WM, **9WF**, 9BM, 10BF, 1HM, **4HF**, 2AM, 3AF, 2UM, 2UF, 1UU.

11 qualified applicants were interviewed: 2WM, **1WF**, 2BM, 2BF, **2HF**, 1AF, 1UF.

1WF goal applicant promoted.

ACSR target class LD Resource Associate – Trade Act Unit- WIOA Administration

Recruitment # 210513-5243SH-JB (5/11/2021)

Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Trade Act Unit within the WIOA Administration Unit is seeking to reclass one DOL employee to a Labor Department Associate Community Services Representative. This opportunity is available to permanent agency employees, who meet all the minimum qualifications outlined below. This is a full time, first shift, Monday – Friday, 40 hour per week position located in Wethersfield, CT.

The ideal candidate will have considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client populations and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

Minimum Qualifications - General Experience includes six (6) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. For State employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

Special Requirements: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents may be required to speak a foreign language and may be required to travel.

1WM internal candidate applied, qualified, and interviewed.

1WM non-goal candidate **promoted** had an excellent interview and meets all the qualifications of the position. He answered all questions effectively and elaborated with details when answering. Working in the unit as a TAA Navigator, he has a good understanding of the work performed and is well acquainted with the processes and procedures of the unit. He has worked with all staff in the unit at some level and his transition from Navigator to ACSR, should be smooth and orderly.

Property Coordinator- Facilities

Recruitment # 210512-6586AR-JR (5/20/2021)

Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

DOL's Facilities unit is recruiting for a Property Coordinator located in Wethersfield. In this role, you will assist in movement and installation of equipment statewide and assist in inventory control. Candidate must have adequate physical strength, stamina, physical agility, and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties. This position is onsite Monday through Friday on first shift. In this role, you must deal effectively with those encountered in the workplace and the ability to utilize computer software. This opportunity is available to permanent agency employees, who meet all the minimum qualifications outlined below.

Examples of Duties:

- *Coordinates a statewide program designed to fill state agency needs for surplus, existing and/or real property involving acquisition, disbursement and/or inventorying of one or more of the following: surplus, existing, or real property, materials, and supplies.*

- *reviews, evaluates, and makes recommendations regarding property needs, requests, and utilization practices.*
- *reviews list of available property or actual property to determine usability.*
- *makes inquiries of state agencies or towns as to possession of property.*
- *matches requests for state agencies and/or towns for property to federal surplus lists or state surplus or real property lists.*
- *maintains or supervises maintenance of inventory and necessary records and files relative to property; contacts and/or meets with government or agency officials regarding available property or requested property.*
- *prepares estimates and reports as requested.*
- *may supervise storage and distribution of property acquired in bulk.*
- *may take physical inventories of installations throughout the state.*
- *may review non-reportable property at federal locations.*
- *may plan supply requirements in accordance with departmental needs; performs related duties as required.*

The ideal candidate will have knowledge of materials management policies and procedures; knowledge of inventory control methods and procedures; some knowledge of real estate and/or property management; some knowledge of bookkeeping; interpersonal skills; oral and written communication skills; ability in arithmetic computations; ability to maintain accurate records; ability to deal effectively with those encountered in the work; ability to utilize computer software.

The Minimum Qualifications – General Experience includes two (2) years of experience in materials management and inventory control. For State employees, two (2) years as an Office Assistant performing complex clerical duties in inventory control, asset or materials management or surplus may be substituted for the General Experience.

Incumbents in this class may be required to travel.

2 external and 1 internal candidate applied: 2BM, **1HF**.

2 candidates were not agency employees and were eliminated: 1BM, **1HF**.

1BM non-goal applicant qualified, interviewed, and was **promoted**. The candidate responded to all interview questions thoroughly and deliberately. Based on the interview, his background and experience, he ably demonstrated he possessed all the competencies that this position required.

LD Associate Community Services Representative target class LD Career Development Specialist, Hartford AJC

Recruitment # 210617-5243SH-EW, (6/10/2021)

Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The American Job Center (AJC) system is a partnership of organizations that provide workforce assistance to job seekers and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industry find talent. We offer a full complement of employment services, including career centers, recruitments, workshops, and employment services for veterans. We can also assist with unemployment insurance questions.

The Hartford American Job Center is seeking to reclass one (1) DOL employee to Labor Department Associate Community Services Representative. The individual appointed at Labor Department Associate Community Services Representative level must serve at least one year in that class- performing work in the target area before qualifying for promotion to Labor Department Career Development Specialist.

Appointment to Labor Department Career Development Specialist classification is contingent upon successful performance of duties and availability of funding.

The ideal candidate will have considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client populations and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

Minimum Qualifications – General Experience includes six (6) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. For State employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

Special Requirements: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents may be required to speak a foreign language and may be required to travel.

2 internal candidates applied: 1BM and **1HF.**

1BM withdrew from consideration.

1HF goal candidate qualified, interviewed, and was **promoted.**

LD Associate Community Services Representative, Bridgeport AJC

Recruitment # 210628-5243SH-JB (6/29/2021)

Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Bridgeport American Job Center is seeking to reclass one DOL employee to a Labor Department Associate Community Services Representative. This opportunity is available to permanent agency employees, who meet all the minimum qualifications outlined below. This is a full time, first shift, Monday through Friday 8:00am – 4:30pm, 40 hour per week position located in Bridgeport, CT.

The Bridgeport American Job Center (AJC) system is a partnership of organizations in the Southwest region that provide workforce assistance to job seekers and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industry find talent. We offer a full complement of employment services, including career centers, recruitments, workshops, and employment services for veterans. We can also assist with unemployment insurance questions.

The ideal candidate will have considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and

explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client populations and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

Minimum Qualifications – General Experience includes six (6) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. For State employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

Special Requirements: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents may be required to speak a foreign language and may be required to travel.

4 internal candidates applied, qualified and were interviewed: 2WM, 1BM, 1BF.

1WM non-goal candidate **promoted** is a current CSR in the Bridgeport AJC. He recently held the position of ACSR in a Temporary Service in a Higher Class and was a lead support of a UI intermittent group. He has a thorough understanding of AJC programs and is experienced delivering RESEA programs through the TSCH position. He has assisted with review and updating IBM for second benefit year disqualifications (FOD09). He is experienced with CTHires as well as the recent DocuSign update and has experience with presenting reemployment workshops in the AJC. He had a very good interview was motivated and very interested in the position. His reviews are good and emphasized his strong customer service skills.

LD Associate Community Services Representative target class Career Development Specialist, Waterbury AJC

Recruitment # 210709-5243SH-JR (7/12/2021)

Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Waterbury American Job Center is seeking to reclassify one Dept. of Labor employee to the level of Labor Department Associate Community Services Representative. The selected individual must serve at least one year in this class, performing work in the target area before qualifying for promotion to Labor Department Career Development Specialist. Appointment to Labor Department Career Development Specialist classification is contingent upon successful performance of duties and availability of funding.

This is a full time, Monday through Friday position. The scheduled hours are 8:00 a.m. to 4:30 pm. May be required to travel to the affiliate offices.

The duties of this role include:

- *Provide basic career counseling services.*
- *Assist clients in developing an employment plan that will facilitate movement toward their identified career goals.*
- *Assess and evaluate client's education, work experience, personal characteristics, interests, work values and socio-economic background to assist in vocationally appropriate choices.*
- *Identify employment barriers and refer to appropriate service providers.*
- *Refer clients to appropriate training, educational programs, or other supportive services.*
- *Collaborate with other AJC staff and agencies to implement employability plans and facilitate achievement of vocational goals established with clients.*
- *Utilize assessment tools to identify and analyze aptitudes, interests, transferable skills, and other vocational factors; interpret results to evaluate client's occupational strengths and weaknesses.*

- *Conduct Benefit Rights Interviews for customers who are eligible for the Trade Adjustment Assistance (TAA) program. Explained the benefits and services to eligible workers, including job training, income support, job search, relocation allowances and wage supplement to certain reemployed trade-affected workers 50 years of age and older.*
- *Develop TAA training plans and/or contracts for impacted workers; conduct follow up on clients eligible for Trade Readjustment Act (TRA) and other special programs.*
- *Facilitate employment readiness workshops (virtual and in-person) on topics including resume writing, job search and interviewing techniques.*
- *Maintain electronic records of case activity using CTHires and IBM.*
- *Conduct Initial Reemployment Services and Eligibility Assessment (RESEA) appointments.*
- *Provide resume preparation assistance and conduct resume critiques.*
- *Represent DOL at various community speaking events to promote available services.*
- *Provide UI meaningful assistance as needed.*
- *Perform Career Center and Front Desk functions and other related duties as needed.*

The ideal candidate will have considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client populations and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

Minimum Qualifications- General Experience includes six (6) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. For State employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

Special Requirements: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents may be required to speak a foreign language and may be required to travel.

5 internal candidates applied: **1WF**, 1BM, **2HF**, 1UM.

3 applicants did not meet the minimum qualifications of having six years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions and were eliminated: **1WF**, 1BM and 1UM.

2 candidates qualified and were interviewed: **2HF**

1HF goal candidate **promoted**.

LD Associate Community Services Representative target class Resource Associate, UI Special Programs Unit

Recruitment # 210730-5243SH-MG (7/30/2021)

Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The UI Special Programs unit is seeking to reclass a qualified DOL employee to a Labor Department Associate Community Services Representative (ACSR). This opportunity is available to permanent agency employees, who meet all the minimum qualifications outlined below. This is a full time, first shift, Monday – Friday 8:00am – 4:30pm, 40 hour per week position located in Wethersfield, CT.

The ACSR will assist the Operations Coordinator or Programs & Services Coordinator in:

- *planning and coordination of activities in the Shared Work program areas.*
- *assist in development of program plans and initiatives.*
- *serve as a resource and provide support to employer and employee participants.*
- *monitor program(s) and/or functional areas ensuring goals are met.*
- *analyze reports and identify problems in assigned programs and recommend corrective action to remedy deficiencies in meeting program goals.*
- *monitor programs and activities for completeness, accuracy and compliance with legal mandates, program requirements, efficiency, and customer satisfaction.*
- *develop customer satisfaction surveys.*
- *analyze impact of state and/or federal legislation on programs and procedures.*
- *apply and explain relevant laws, regulations, policies, programs and procedures.*
- *review and resolve claims under complex special programs.*
- *establish cooperative relationships with staff, employers, diverse customer population and the public; create and maintain records and/or reports.*
- *act as a resource and facilitator to teams and provide problem solving guidance on a routine basis.*
- *may develop and present training material in assigned areas.*
- *may serve as team lead to staff working with the program; may develop and deliver Shared Work program presentations to various groups.*
- *may speak before professional groups and labor organizations, municipalities, employers or community groups regarding programs and services.*
- *develop procedural manuals and draft informational memorandum and correspondence.*
- *review and data enter SW Weekly certification/payment requests for claimants, work with automation solution by completing transcriptions (HyperScience product), run/review RPA reports, (Kibana/excel), respond to unit email (Triage and other emails if/when needed), review/complete requests to remove claimants from Shared Work program.*
- *assist with requests to add claimants onto the Shared Work program.*
- *review and process employer program extension requests, review and process program approval or denial.*
- *review and process claimant Shared Work initial claims calculate and process claimant adjustments for Shared Work program.*
- *utilize various platforms for office functions such as Teams, PowerPoint (or other platforms), Microsoft Office Suite software including but not limited to, Word, PowerPoint, and Excel.*
- *Review and act on Referee and Board of Review decisions.*
- *process various adjudication reports for action and apply technical actions.*
- *act as resource and support field Adjudication Hub and Call Center offices in assigned program areas.*
- *process monetary appeals.*
- *process non-monetary decision close out decisions.*
- *process non-monetary and monetary decisions in assigned program areas.*
- *may act as lead on teams for Agency initiatives.*
- *perform specialized and highly technical tasks in one or more of operational support functions of UI Special Programs.*
- *Performs related duties as required.*

The ideal candidate will have considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal

skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client populations and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

Minimum Qualifications – General Experience includes six (6) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree.
For State employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

Special Requirements: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents may be required to speak a foreign language and may be required to travel.

2 internal candidates applied: **1WF**, 1BF.

Both candidates qualified, interviewed, and were promoted.

1WF goal candidate **promoted**.

1BF non-goal candidate **promoted** currently holds the position of Community Services Representative (CSR) in the UI Special Programs Unit. She successfully completed a six (6) month assignment as an Associate Community Services Representative (TSHC) from January to June 2021.She possesses almost ten (10) years of experience with the Agency most recently working in the UI Special Programs Unit. She had a very good interview and articulated her answers to demonstrate an extensive knowledge in UI and has met the criteria required for the above position. In addition, she elaborated about all Shared Work program requirements. She has presented at Education Expos to both parents and potential student applicants.

LD Associate Community Services Representative target class Resource Associate, UI Special Programs Unit

Recruitment # 210920-5243SH-JB (9/20/2021)

Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The UI Special Programs unit is seeking to reclass a qualified DOL employee to a Labor Department Associate Community Services Representative. This opportunity is available to permanent agency employees, who meet all the minimum qualifications outlined below. This is a full time, first shift, Monday – Friday 8:00am – 4:30pm, 40 hour per week position located in Wethersfield, CT.

The ACSR will assist the Operations Coordinator or Programs & Services Coordinator in:

- *planning and coordination of activities in the Shared Work program areas.*
- *assist in development of program plans and initiatives.*
- *serve as a resource and provide support to employer and employee participants.*
- *monitor program(s) and/or functional areas ensuring goals are met.*
- *analyze reports and identify problems in assigned programs and recommend corrective action to remedy deficiencies in meeting program goals.*
- *monitor programs and activities for completeness, accuracy and compliance with legal mandates, program requirements, efficiency, and customer satisfaction.*
- *develop customer satisfaction surveys.*

- *analyze impact of state and/or federal legislation on programs and procedures.*
- *apply and explain relevant laws, regulations, policies, programs and procedures.*
- *review and resolve claims under complex special programs.*
- *establish cooperative relationships with staff, employers, diverse customer population and the public; create and maintain records and/or reports.*
- *act as a resource and facilitator to teams and provide problem solving guidance on a routine basis.*
- *may develop and present training material in assigned areas.*
- *may serve as team lead to staff working with the program; may develop and deliver Shared Work program presentations to various groups.*
- *may speak before professional groups and labor organizations, municipalities, employers or community groups regarding programs and services.*
- *develop procedural manuals and draft informational memorandum and correspondence.*
- *review and data enter SW Weekly certification/payment requests for claimants, work with automation solution by completing transcriptions (HyperScience product), run/review RPA reports, (Kibana/excel), respond to unit email (Triage and other emails if/when needed), review/complete requests to remove claimants from Shared Work program.*
- *assist with requests to add claimants onto the Shared Work program.*
- *review and process employer program extension requests, review and process program approval or denial.*
- *review and process claimant Shared Work initial claims calculate and process claimant adjustments for Shared Work program.*
- *utilize various platforms for office functions such as Teams, PowerPoint (or other platforms), Microsoft Office Suite software including but not limited to, Word, PowerPoint, and Excel.*
- *Review and act on Referee and Board of Review decisions.*
- *process various adjudication reports for action and apply technical actions.*
- *act as resource and support field Adjudication Hub and Call Center offices in assigned program areas.*
- *process monetary appeals.*
- *process non-monetary decision close out decisions.*
- *process non-monetary and monetary decisions in assigned program areas.*
- *may act as lead on teams for Agency initiatives.*
- *perform specialized and highly technical tasks in one or more of operational support functions of UI Special Programs.*
- *Performs related duties as required.*

The ideal candidate will have considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client populations and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

Minimum Qualifications – General Experience includes six (6) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. For State employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

Special Requirements: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community

Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents may be required to speak a foreign language and may be required to travel.

6 total internal applicants: 1WM, 1HM, **2HF**, 1F(2+), 1UF.

5 applicants did not meet the minimum qualifications and were eliminated: 1WM, 1HM, **1HF**, 1F(2+), 1UF.

1HF goal candidate qualified, interviewed, and was **promoted**.

Operations Coordinator Apprenticeship and Training Unit

Recruitment # 211006-5247SH-JB (10/01/2021)

Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Apprenticeship and Training unit is seeking to reclass a qualified DOL employee to a Labor Department Operations Coordinator. This opportunity is available to permanent agency employees, who meet all the minimum qualifications outlined below. This is a full time, first shift position located in Wethersfield, CT.

Examples of Duties:

- *Coordinating and administering multiple Federal and State apprenticeship grant program and fiscal activities including, but not limited to, development, implementation, reporting, monitoring, and compliance of existing and correlated registered apprenticeship grant award goals and deliverables.*
- *Proposals for future registered apprenticeship grant opportunities.*
- *Contract development, issuance and oversight of funding allocated to training providers and Registered Apprenticeship employer sponsors to conform with federal and state statute, policies and regulations.*
- *Coordination and oversight of entities additionally responsible for fiscal and programmatic delivery of grant goals including, but not limited to, other agencies, Workforce Development Boards, Community Based Organizations and registered apprenticeship employer sponsors regarding program scope and implementation.*
- *Registration and data collection of all apprentices and programs as required of grant deliverables.*
- *Manage and adjust grant budget and/or statement of work as necessary to provide optimal service delivery and achieve grant outcomes.*
- *Develop deliverable timelines, detect issues within programs, present remediation solutions to complex issues, analyze and continually assess progress of new program development for achievement of grant goals.*
- *Design, administer and submit all program activity and fiscal monitoring as required inclusive of Quarterly Program Narrative reports and program detail report submissions utilizing the federal Participant Individual Record Layout (PIRL) reporting data system.*
- *Manage assigned staff in utilizing required automated reporting systems to meet federal grant detailed reporting requirements and achievement of all grant goals.*
- *Represent the CTDOL in administrative communications with designated ETA Federal Project Officer (FPO), ETA Grant Officer and the National Apprenticeship program office weekly/monthly/quarterly conference calls, meetings, and webinars.*
- *Assist Unit Director with formation and application of policy to conform with agency programs and goals, improvement of administrative and operating procedures, develop multiple innovative Registered Apprenticeship programs and design of significant changes in operating systems including, but not limited to; internal Access database, module for federal reporting system, Excel workbooks with data elements for programs.*
- *Performs related duties as required.*

The ideal candidate will have cconsiderable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable

knowledge of modern office methods and procedures; knowledge of techniques of statistical analysis; knowledge of data processing systems and their capabilities; considerable interpersonal skills; considerable oral and written communication skills; problem solving skills; ability to analyze and interpret laws, policies and regulations; ability to analyze organizational problems, conduct studies and determine effective solutions.

Minimum Qualifications – General Experience includes eight (8) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. Two (2) years of the General Experience must have been in coordinating complex programs, agency operations and/or acting in a consultative capacity in problem resolution. For State Employees this is interpreted at the level of a Labor Department Adjudications Specialist, Labor Department Business Services Specialist, Labor Department Career Development Specialist, Labor Department Resource Associate or Labor Department Programs and Services Coordinator. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. A Master's degree in business administration or public administration or a closely related area may be substituted for one (1) additional year of the General Experience.

5 total internal applicants: 1WM, **2WF**, 1BM, 1BF.

All qualified and were interviewed.

1WF goal candidate **promoted**.

ACSR target class Career Development Specialist – Waterbury AJC

Recruitment # 211105-5243SH-JR (11/5/2021)

Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Waterbury American Job Center is seeking to reclass two qualified DOL employees to Labor Department Associate Community Services Representative. The individuals appointed at Labor Department Associate Community Services Representative level must serve at least one year in that class- performing work in the target area before qualifying for promotion to Labor Department Career Development Specialist. Appointment to Labor Department Career Development Specialist classification is contingent upon successful performance of duties and availability of funding.

These are full time positions, with a Monday through Friday schedule on first shift, 8 AM to 4:30 PM.

Key duties of this role:

- *Provide basic career counseling services.*
- *Assist clients in developing an employment plan that will facilitate movement toward their identified career goals.*
- *Assess and evaluate client's education, work experience, personal characteristics, interests, work values and socio-economic background to assist in vocationally appropriate choices.*
- *Identify employment barriers and refer to appropriate service providers.*
- *Refer clients to appropriate training, educational programs, or other supportive services.*
- *Collaborate with other AJC staff and agencies to implement employability plans and facilitate achievement of vocational goals established with clients.*
- *Utilize assessment tools to identify and analyze aptitudes, interests, transferable skills, and other vocational factors; interpret results to evaluate client's occupational strengths and weaknesses.*
- *Conduct Benefit Rights Interviews for customers who are eligible for the Trade Adjustment Assistance (TAA) program.*
- *Explain the benefits and services to eligible workers, including job training, income support, job search, relocation allowances and wage supplement to certain reemployed trade-affected workers 50 years of age and older.*

- *Develop TAA training plans and/or contracts for impacted workers.*
- *conduct follow up on clients eligible for Trade Readjustment Act (TRA) and other special programs.*
- *Facilitate employment readiness workshops (virtual and in-person) on topics including resume writing, job search and interviewing techniques.*
- *Maintain electronic records of case activity using CTHires and IBM.*
- *Conduct Initial Reemployment Services and Eligibility Assessment (RESEA)appointments.*
- *Provide resume preparation assistance and conduct resume critiques.*
- *Represent DOL at various community speaking events to promote available services.*
- *Provide UI meaningful assistance as needed.*
- *Perform Career Center and Front Desk functions and other related duties as needed.*

The ideal candidate will have considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client populations and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

Minimal qualifications – General Experience includes six (6) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. For State employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

Special Requirements: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents may be required to speak a foreign language and may be required to travel.

7 total internal applicants: **2WF**, 2BM, 1BF, 1HM, **1HF.**

All 7 applicants qualified and were interviewed.

1BM non-goal candidate **promoted w/in category** currently holds the position of Disabled Veterans Outreach Program Specialists (DVOP) for the Bridgeport AJC / SW Region. The interview panel unanimously determined that he possesses the baseline skills, knowledge, experience, and abilities to perform the duties of an ACSR-CDS. His answers to interviewer questions were clear, concise, and he was successful in identifying specific skill sets from his current and past work experience that demonstrated to this interview panel that he could transfer those skills to performing the duties of an ACSR – CDS Specialist. He possesses experience in performing case management, facilitating virtual employment readiness workshops and has over 10 years of experience working as a Navy Career Counselor. It was apparent to the interview panel that he researched the duties of this position and was prepared to answer detailed questions about specific CDS tasks – especially TAA / TRA. He also reviewed specific LMI sites that he uses and clearly identified why that information is so important for job seekers and what a tremendous tool LMI is for a CDS. He has a MA in Public Health and is a Certified Professional Résumé Writer.

1BM non-goal candidate **promoted** currently holds the position of Community Service Representative for the Waterbury AJC / NW Region. The interview panel unanimously determined that he possesses the baseline skills, knowledge, and abilities to perform the duties of an ACSR – CDS. His interview demonstrated that he is an enthusiastic and motivated employee who understands the challenges of

becoming a CDS and that he is willing to learn new job duties. He demonstrated in his interview that his past employment experience includes many transferable skills needed to perform at the CDS level. He possesses over five years' experience in case management. As an Employment Specialist, he facilitated employment workshops and provided vocational counseling and assessments. In 2019 as a DOL CCT, he conducted benefit rights interviews to groups of TAA impacted workers and helped them develop job search plans. He also assisted a CDS co-worker in serving returning citizens through outreach and other employment readiness service provisions. He also has experience processing claims from the IIC and TICS programs. He is a model employee, always willing to help his team members and is very responsive to inquiries, and requests. He has a remarkable way of keeping customers at ease and handling difficult situations. He has a MA degree in Applied Psychology.

1WF goal candidate not selected currently holds the position of Community Service Representative for the Waterbury AJC / NW Region and has been selected as the #4 recommended candidate. Her motto in life is to "begin ahead of time and use a system that gets the work done". Her answers to the interviewer questions demonstrated a basic knowledge of the duties of a CDS however, she did not expand on her answers and did not relate how her experience and skills would transfer to the CDS position.

1WF goal candidate not selected is the number 6th recommended candidate, currently holding the position of Community Service Representative for the Waterbury AJC/NW region. She works well with her team members and is well-rounded in knowledge and experience of agency programs and services, she is very compassionate and customer service oriented. During this interview she was brief in her answers and did not expound on the specific duties of an ACSR-CDS.

1HF goal candidate not selected currently holds the position of Community Service Representative for the Waterbury AJC / NW Region. She is the 3rd recommended candidate. Her interview demonstrated a willingness to learn new duties, and she effectively articulated a clear understanding of many of those job duties of an ACSR-CDS and she has transferable skills needed to learn the duties of ACSR-CDS. As an Employment Specialist, she has facilitated RESEA workshops and provided vocational counseling (Career Guidance) associated with the requirements of that program.

Grants and Contracts Specialists

Recruitment # 211203-4191AR-001 (12/8/2021)

Open to Statewide Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Department of Labor's Workforce Innovation and Opportunity Act or "WIOA" provides federal funds to states to help job seekers, workers and businesses with career services, job training and education.

The WIOA Administration is seeking to hire a Grants and Contracts Specialist in Wethersfield, CT. This is a first shift, full-time, Monday through Friday position.

In this role you would be working within the WIOA Administration Unit which is responsible for the oversight of state funded employment and training programs, policy development for WIOA Title I program, program monitoring, fiscal monitoring, and maintenance of Eligible Training Provider List (ETPL). WIOA Administration works in collaboration with the five Workforce Development Boards (WDBs) and the Office of Workforce Strategy (OWS). The workforce program WIOA, provides federal funds to states to help job seekers, workers and businesses with career services, job training and education. Part of WIOA includes activities for Rapid Response, to quickly outreach to companies where layoffs occur, and workers are dislocated. The WIOA Administration Unit also administers the Trade Adjustment Act Program that provides case management and training services to individuals negatively impacted by foreign competition. WIOA program goals are to improve the quality of the workforce, increase economic self-sufficiency, meet the skill needs of employers, and enhance productivity and competitiveness.

The ideal candidate will have considerable knowledge of grant preparation and administration; considerable knowledge of program evaluation and monitoring functions; knowledge of research methods and techniques; some knowledge of budget preparation and monitoring; considerable interpersonal skills;

considerable oral and written communication skills; ability to utilize computer software; some supervisory ability.

Minimum Qualifications – General Experience includes seven (7) years of experience in planning, implementation and/or management of grant programs on a community, state, or federal level. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree.
A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

Preference will be given to candidates who possess:

- *Experience managing fiscal spending within budget allotments; operating within and managing workgroup budget allocation and reporting.*
- *Experience with Microsoft Excel creating spreadsheets with formulas, pivot tables and using VLOOKUP.*
- *Experience working in CORE CT financial modules to input or extract financial data and reports.*
- *Experience entering data, creating tables, running queries, and generating reports with Microsoft Access or SQL query tools.*
- *Experience reviewing and reconciling vendor payments to project/contract audit reports; reconciling project expenditure information to established funding allotments and budgets.*
- *Experience developing and maintaining effective programmatic and financial controls to assure the integrity of the cooperative agreements and grants.*
- *Experience utilizing CTHires, the DOL case management system, to review individual case files as they relate to contracted workforce programs.*

24 total applicants: 5WM, **7WF**, 3BM, 2BF, 1HM, **6HF**.

4 applicants did not meet the minimum qualifications and were eliminated: 2WM, 1BM, **1HF**.

10 applicants did not respond to referral questions and were eliminated: 1WM, **3WF**, 1BM, 2BF, 1HM, **2HF**.

10 qualified applicants were referred to the hiring manager for consideration: 2WM, **4WF**, 1BM, **3HF**.

5 applicants were eliminated after application of additional screening criteria: spelling/grammatical errors, incomplete application/failure to follow instructions; no documented experience writing formal documents (contracts, instructions, policy); no documented knowledge of workforce programs/AJC's: 2WM, **1WF**, 1BM, **1HF.**

5 qualified applicants were interviewed: **3WF**, **2HF.**

1HF goal candidate was **promoted**.

Associate Community Services Representative – Montville

Recruitment # 211210-5243SH-JR (12/10/2021)

Open to Agency Employees advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Department of Labor (DOL) is seeking to re-class one (1) agency employee to a Labor Department Community Services Representative position in our Montville American Job Center. This opportunity is full time, Monday through Friday on first shift. Agency employees who meet all the minimum qualifications outlined below are encouraged to apply!

The Montville American Job Center (AJC) system is a partnership of organizations in the Eastern region that provide workforce assistance to job seekers and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industry find talent. We offer a full complement of employment services, including job search assistance, career counseling, use of the Career Center, employer recruitments, workshops, and employment services for veterans. We can also assist with unemployment insurance questions.

Examples of duties:

- *Conducts basic level adjudications/ hearings, issuing a ruling/ decision.*
- *Reviews unemployment insurance eligibility and benefit rights.*
- *Reviews RESEA documents (Reemployment Services and Eligibility Assessment program) to identify potential unemployment eligibility issues.*
- *Provides reemployment services.*
- *Facilitates reemployment and RESEA workshops.*
- *Utilizes IBM and CTHires business systems to enter data and record services.*
- *Delivery of services either by in person, phone, virtual using Teams and or Zoom Webinar.*
- *Assists customers with their UI online filing concerns.*
- *May travel to Affiliate AJC locations to provide unemployment assistance and employment services.*

The ideal candidate will have considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client population and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

Minimum Qualifications – General Experience includes six (6) years of technical level experience in counseling, employment placement, public contact work, human service programs, community action programs, Job Service, Unemployment Insurance or Employment and Training functions. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. For State employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

Special Requirements: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents in this class may be required to speak a foreign language and may be required to travel.

5 total applicants: 1WM, **1WF**, 1BM, 1HM, **1HF**.

1WM was not an agency employee with permanent status and was eliminated.

4 qualified applicants were interviewed: **1WF**, 1BM, 1HM, **1HF**.

1BM non-goal candidate **promoted** was the #1 recommended candidate for the Associate Community Services Representative (RESEA) position in the Montville American Job Center. He had a very good interview and gave thoughtful responses to the questions being asked. He articulated a thorough understanding of the RESEA program and stated that in the past, he was chosen by his PS&C to train new staff and expects to train the staff recently hired in Bridgeport. He had recent experience with working on the RESEA program conducting workshops, identifying eligibility issues and referrals to

adjudications. Based on his interview responses, he demonstrated an understanding of Unemployment Insurance and its role in the American Job Center. Furthermore, he discussed his ability to adhere to policies and procedures at the state level in his former role with the Department of Motor Vehicles. He also possesses strong technical knowledge and is comfortable utilizing tools such as Microsoft Teams, Microsoft Suite, Zoom, and Avaya softphone.

1WF goal candidate **promoted** is the #2 recommended candidate for the Associate Community Services Representative (RESEA) position. She demonstrated a strong working knowledge of the RESEA program and has a thorough understanding of the role of the ACSR assigned to the RESEA program and duties therein. She also has experience in applying policies and procedures in her role as a Director for The ARC where she ensured that subordinate staff adhered to the policies as well. She does not have extensive experience with presenting before groups, has only presented one workshop and is not fully aware of services offered by partner agencies.

1HF goal candidate not selected failed to demonstrate an understanding of the role of the ACSR. She did not explain how she would handle RESEA eligibility issues but stated she would instead defer to adjudications. An essential duty of the position is to identify eligibility issues and explain customer rights and responsibilities regarding eligibility for unemployment benefits. Based upon these factors she was not selected.

Associate Community Services Representative target class Career Development Specialist – Montville AJC

Recruitment # 211209-5243SH-JR

Open to Agency Employees advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Department of Labor (DOL) is seeking to re-class one (1) agency employee to a Labor Department Community Services Representative position in our Montville American Job Center. This opportunity is full time, Monday through Friday on first shift.

This opportunity is available to permanent agency employees, who meet all the minimum qualifications outlined below. The individual appointed at Labor Department Associate Community Services Representative level must serve at least one year in that class- performing work in the target area before qualifying for promotion to Labor Department Career Development Specialist. Appointment to Labor Department Career Development Specialist classification is contingent upon successful performance of duties and availability of funding.

The Montville American Job Center (AJC) system is a partnership of organizations in the Eastern region that provide workforce assistance to job seekers and employers. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industry find talent. We offer a full complement of employment services, including job search assistance, career counseling, use of the Career Center, employer recruitments, workshops, and employment services for veterans. We can also assist with unemployment insurance questions.

Examples of Duties:

- *Provides basic career counseling services.*
- *Assists clients in developing an employment plan that will facilitate movement toward their identified career goals.*
- *Assesses and evaluates client's education, work experience, personal characteristics, interests, work values and socio-economic background to assist in vocationally appropriate choices.*
- *Identifies employment barriers and refers to appropriate service providers.*
- *Refers clients to appropriate training, educational programs, or other supportive services.*
- *Collaborates with other AJC staff and agencies to implement employability plans and facilitate achievement of vocational goals established with clients.*

- *Utilizes assessment tools to identify and analyze aptitudes, interests, transferable skills, and other vocational factors; interpret results to evaluate client's occupational strengths and weaknesses.*
- *Conducts Benefit Rights Interviews for customers who are eligible for the Trade Adjustment Assistance (TAA) program. Explain the benefits and services to eligible workers, including job training, income support, job search, relocation allowances and wage supplement to certain reemployed trade-affected workers 50 years of age and older.*
- *Develops TAA training plans and/or contracts for impacted workers; conduct follow up on clients eligible for Trade Readjustment Act (TRA) and other special programs.*
- *Facilitates employment readiness workshops (virtual and in-person) on topics including resume writing, job search and interviewing techniques.*
- *Maintains electronic records of case activity using CTHires and IBM.*
- *Conducts Initial Reemployment Services and Eligibility Assessment (RESEA) appointments.*
- *Provides resume preparation assistance and conduct resume critiques.*
- *Represents DOL at various community speaking events to promote available services.*
- *Provides UI meaningful assistance as needed.*
- *Performs Career Center and Front Desk functions and other related duties as needed.*

The ideal candidate will have considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client population and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

Minimum Qualifications – General Experience includes Six (6) years of technical level experience in counseling, employment placement, public contact work, human service programs, community action programs, Job Service, Unemployment Insurance or Employment and Training functions. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. For State employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

Special Requirements: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents in this class may be required to speak a foreign language and may be required to travel.

3 internal applicants applied, qualified and were interviewed: **2WF**, 1HM.

1WF goal candidate declined, accepted a position under prior recruitment #211210-5243SH-JR

1HM non-goal candidate **promoted** is our #2 recommended candidate for the Associate Community Services Representative (CDS) position. His background includes experience as a Post-Secondary Advisor for Palm Beach State College. He attended community, college and high school outreach events and presented on STEM programs. He is experienced in advising students in the development and achievement of their academic goals. These transferrable skills would serve as a strong foundation in the role of a Career Development Specialist

1WF goal candidate not selected lacks related experience in workforce development. Her response to the reason why the position interests her lacked enthusiasm relevant to her career goal. She stated that it would be a change of pace from claims processing.

Associate Community Services Representative – WIOA

Recruitment # 211227-5243SH-EI (12/29/2021)

Open to Agency Employees advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Department of Labor (DOL) is seeking to re-class one (1) agency employee to a Labor Department Associate Community Services Representative position where you will be a member of our Workforce Innovation and Opportunity Act (WIOA) Administration Unit, working in the Trade Adjustment Assistance (TAA) program, in Wethersfield, CT. This opportunity is full time, Monday through Friday, and on first shift. Agency employees who meet all the minimum qualifications outlined below are encouraged to apply!

The WIOA Unit provides federal funds to states to help job seekers, workers and businesses with career services, job training and education. This collaboration of state, regional, and local organizations work as a system to help prepare and train the workforce and offer services that help businesses and industry find talent. We offer a full complement of employment services, including job search assistance, career counseling, use of the Career Center, employer recruitments, workshops, and employment services for veterans. We can also assist with unemployment insurance questions.

Job duties include, but are not limited to:

- *Assist in special projects to increase program activity and awareness, including use of social media and researching best practices.*
- *Identify potential petitions to be filed by meeting with claimants and both DOL and partner staff in the AJCs, assist with petition investigations, and refer potential leads to the Petition Coordinator.*
- *Conduct outreach and follow up to newly certified TAA workers and coordinate next steps for application process.*
- *Provide support to TAA Counselors to help them successfully meet the needs of their clients.*
- *Utilize CTHires for reporting, to facilitate co-enrollment of TAA participants, update corresponding databases outside of CTHires, and coordinate processing with internal DOL units*
- *Develop work-based learning opportunities, job search plans, and assistance for participants.*
- *Function as liaison to workforce regions/offices as assigned; troubleshoot vendor and participant issues or questions.*
- *Travel to and facilitate workshops in person or via teleconferencing software as needed to participants and vendors.*
- *Coordinate assessment testing, counseling appointments, benchmark reviews, and follow up activities.*
- *Collaborate with Community Colleges, Chambers of Commerce's, Professional organizations, employers to promote the TAA program, promote OJT.*
- *Attend partner meetings.*

The ideal candidate will have considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client population and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

The Minimum Requirements – General Experience includes six (6) years of technical level experience in counseling, employment placement, public contact work, human service programs, community action programs, Job Service, Unemployment Insurance or Employment and Training functions. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. For State

employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

Preference will be given to those who possess the following:

- *Experience with Microsoft Excel, PowerPoint, Word, and Teams*
- *Experience giving presentations, either in person or virtually using software such as Zoom or Teams*
- *Experience utilizing CTHires, the DOL case management system, to record client activities, upload documents, use system features such as email blasts and generate and analyze reports*
- *Experience with public speaking to diverse audiences, including potential and current TAA participants, employers, employer associations, etc.*
- *Experience with other workforce development programs to assist in identifying appropriate referrals based on customer needs*

Special Requirements: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents in this class may be required to speak a foreign language and may be required to travel.

4 total internal applicants: 1BF, 1HM, 1AF, 1M2(+), qualified and were interviewed.

1HM non-goal candidate **promoted**. His experience, application, and interview responses combined to demonstrate that he meets the criteria considered in this position. His answers to the interview questions showed a basic understanding of the TAA program. Several of the skills and abilities we were looking for were demonstrated through his application. He has experience researching issues, working with employers and clients, interpreting federal laws, managing projects, providing technical support to field offices, and presenting to large and small groups of individuals. He answered several questions in a manner that showed he had the experience to handle job tasks. He mentioned his ability to operate a variety of software programs and explained in detail how he uses these programs. He also gave a great answer to the question on how he prioritizes work, stays organized and his ability to work in a flexible environment.

Consumer Information Representative (Communications Unit)

Recruitment # 211229-2035AR-EI (12/29/2021)

Open to Agency Employees advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

Our Communications Office is dedicated to promoting DOL's programs and working with its employees and the public to help ensure the agency's message is consistent, accurate and reflects its mission goals. The office is the primary contact for media inquiries and coordinates interview requests or media responses. The unit also coordinates agency-specific information for various state publications, including the State Register and Manual and the Digest of Administrative Reports to the Governor. The Office maintains all Internet and Intranet web site activity for the Agency, with the goal of sharing and communicating information to the public and our employees in a consistent, accurate and timely manner.

The ongoing goal of the Communications Office is to provide and promote information regarding the agency's work in a timely, accurate and consistent manner. This includes press releases, PowerPoint presentations, web and social media postings, web banners and pages, newsletters, flyers, bulletins, and brochures.

Our Communications Office is seeking to promote one DOL employee to Consumer Information Representative Wethersfield, CT. This is a first shift, full-time, Monday through Friday position. In this role, along with other duties as needed, we will have you:

- *Design, develop and implement social media and media communications*

- *Build promotional graphics and documents*
- *Act as a liaison with internal and external partners*

Job duties include, but are not limited to:

- *Designs, develops, and maintains communications across media platforms*
- *Produce multi-media resources*
- *Expand social media reach, broaden stakeholder audiences*
- *Increase CTDOL content pick-up in Latinx news outlets*
- *Design and produce informational one-pagers*
- *Multi-language video production*
- *Graphic design*
- *Manage social media promotions*
- *Manage social media channels for CTDOL, CTHires, and CTCareerFairs*
- *Coordinates digital communication workflow*
- *Assigns and reviews work*
- *Coordination between web content and press releases and social media posts*
- *Reviews web content for messaging and quality*
- *Manages web page design within overall messaging framework*
- *Establishes and maintains communications procedures*
- *Follows CTDOL practices on social media posting to 9 social media channels*
- *Develops knowledge base for CTDOL social media practices*
- *Sends out press releases*
- *Maintains press list*
- *Ensures press releases are promulgated to digital services*
- *Provides staff assistance for webpage design and website migration project*
- *Provides information and feedback to director*
- *Acts as liaison with other units, agencies, and outside stakeholders*
- *Point person for specific short-term projects such as program rollouts*
- *Performs related duties as required*

The ideal candidate will have knowledge of functions of regulatory agencies and other sources of consumer assistance; interpersonal skills; oral and written communication skills; skill in conducting investigations or research; ability to make appropriate referrals; ability to gather information from consumers and assistance resources; ability to interpret and apply laws and regulations relating to consumer complaints or technical inquiries, ability to utilize computer software.

Minimum Qualifications – General Experience includes five (5) years of experience in technical public contact capacity in a governmental regulatory agency or a large business organization. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

3 total internal applicants: 1WM, **1WF**, 1BF.

All 3 applicants qualified and were interviewed.

1WM non-goal candidate **promoted** previous experience, application, and interview responses demonstrated his qualifications for the role. With experience shooting, editing, and posting video; a communications and graphics design background; and his deep commitment to the mission of the agency, we believe he will excel in the unit and on behalf of the agency. His answers to our interview questions demonstrated a thorough understanding of the unit's role within the Department of Labor, and his background in journalism and writing are an excellent fit for the responsibilities of the Consumer Information Representative. He has worked with the programs and platforms we use in the unit, including Adobe Premiere, Office 365, and Zoom; additionally, he has experience with the social media channels in use by CTDOL. Lastly, it is notable that he took time to research specific concepts and initiatives for us to consider as we enter a high-production phase of our work with the summertime ReEmployCT and the

migration of our website to the Sitecore platform. This kind of organization and drive is important to the team function and will benefit our customers.

1WF goal candidate was **promoted** after the 1WM candidate resigned shortly after starting the position.

With this promotion the WF goals were achieved.

LD Associate Community Services Representative target class Adjudications Specialist

Recruitment # 220103-5243SH-JR (1/3/2022)

Open to Agency Employees advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The State of Connecticut, Department of Labor (DOL) is seeking to re-class multiple agency employees to the level of Labor Department Associate Community Services Representative for each of our Bridgeport, Middletown and Central Offices in the Adjudications units. These appointments to the Labor Department Associate Community Services Representative level must serve at least one year in that class- performing work in the target area before qualifying for promotion to Labor Department Adjudications Specialist. Appointment to Adjudications Specialist classification is contingent upon successful performance of duties and availability of funding. These opportunities are full time, Monday through Friday on first shift. Teleworking will be available; reporting to the work location 1-2 days per week.

Examples of duties:

- *Conduct unemployment hearings via mail and by phone to determine unemployment eligibility in accordance with regulations and statutes (includes follow-up calls and rebuttal requests to both claimants and employers).*
- *Write and issue decisions on non-monetary eligibility issues based upon findings of adjudications process.*
- *Field incoming phone calls from parties (claimants and employers) to answer any questions related to adjudications.*
- *Adjudicate all late file requests submitted by claimants.*
- *Open incoming mail and scan and index those documents into EDMS.*
- *Answer and respond to emails from other UI units.*
- *Index electronically received documents from EDMS into case file.*
- *Review and analyze all incoming UC-61a documents (Separation Verification) to determine if adjudications is needed.*

The ideal candidate will have considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client population and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

Minimum Qualifications – General Experience includes six (6) years of technical level experience in counseling, employment placement, public contact work, human service programs, community action programs, Job Service, Unemployment Insurance or Employment and Training functions. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree.

For State employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

Special Requirements: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents in this class may be required to speak a foreign language and may be required to travel.

26 total internal applicants: 4WM, 10WF, 3BM, 2BF, 1HM, **4HF**, 1AF, 1UM.

7 applicants did not meet the minimum qualifications and were eliminated: 1WM, 4WF, 1BF, **1HF**.

19 qualified applicants were offered interviews: 3WM, 6WF, 3BM, 1BF, 1HM, **3HF**, 1AF, 1UM.

1HF withdrew from consideration.

18 qualified applicants were interviewed: 3WM, 6WF, 3BM, 1BF**,** 1HM, **2HF**, 1AF, 1UM.

1AF interviewed but after the interview it was determined that she was not qualified for the position based on her application and self-certification response and was eliminated from consideration.

10 candidates promoted: 2WM, 4WF, 1BM, 1HM, **1HF**, 1UM. 1WF accepted a voluntary demotion.

Central Office Adjudications

1WM non-goal candidate **promoted** has two years of experience with the Department of Labor all of which have been spent in the UI Claims Processing Unit. During these two years at DOL he has been cross trained in some areas of Adjudications which includes purging non-monetary disqualifications and reviewing and data entering late file decisions. During the interview his answers to interviewer questions were stated with confidence. Specifically, when asked what was learned about the unemployment program and the agency during the pandemic, he indicated that the pandemic provided opportunities to learn different areas of UI that would not have been learned otherwise. The last performance appraisal was rated as excellent indicating his contributions have been amazing and he should be considered for promotion. This applicant was the #2 recommended candidate for Central Office Adjudications.

1WM non-goal candidate **promoted** has worked two stints with the Department of Labor. He was originally hired as an Intermittent Claims Interviewer in November of 2012, working in the Hamden Call Center processing, and submitting unemployment claims over the phone. He was laid off after three months but was rehired in February of 2019 as a CSR in the Claims Processing Unit. During the last three years, in addition to his claims processing duties, he was cross trained in many areas of Adjudications. This includes purging non-monetary disqualifications, entering second benefit year disqualifications, and reviewing and data entering late file decisions. During the interview he demonstrated a complete understanding of the adjudications process. He gave an excellent answer to the question regarding a returned separation verification form from an employer and what issue would be scheduled for a hearing if a claimant was not working all available hours. He articulated the difference between employer protests hearings versus the standard hearings scheduled by the Claims Processing Unit. His performance appraisals were rated as excellent indicating he is well suited for the position and was an excellent candidate for promotion. His attendance is also excellent. Based on all those factors, he is the #4 recommended candidate for Central Office Adjudications.

1WF non-goal candidate **promoted** has two years of experience with the Department of Labor all of which have been spent in the UI Claims Processing Unit. During her two-year career at DOL, she has been cross trained in many areas of Adjudications. This includes purging non-monetary disqualifications, entering second benefit year disqualifications, and reviewing and data entering late file decisions. She had an excellent interview. She was poised and relaxed when answering the questions. During the interview, she showed a full understanding of the adjudications process and focused on the importance of making timely decisions. Her last two performance appraisals were rated as excellent indicating she has excellent knowledge, is a quick study and always shows initiative. She also has excellent attendance. She is the #3 recommended candidate for Central Office Adjudications.

1WF non-goal candidate **promoted** has almost two years of experience with the Department of Labor all of which have been spent in the UI Claims Processing Unit. She has gained considerable UI knowledge in her short tenure with DOL. During the last several months, she has been called upon by her supervisors to provide virtual UI training to recently hired intermittent employees. During the interview, she showed an understanding of the hearing process. Specifically, she was able to explain the difference between an employer protest hearing from Merit Rating versus a hearing scheduled through the Claims Processing Unit. Her last performance appraisal was rated as excellent indicating she has high production numbers in both quality and quantity. Her appraisal also indicates she is a quick learner and is willing to help for whatever is needed. She has excellent attendance. Based on those factors, she is the #6 recommended candidate for Central Office Adjudications.

1BM non-goal candidate **promoted** has been with the Department of Labor for almost nine years. Most of his career has been spent working in UI programs but he had recently gained experience working in Employment Services. He is currently working in the Hartford Job Center as an ACSR for the RESEA program. In that position, he has gained adjudications experience addressing certain eligibility issues. This included able and available as well as reasonable efforts issues. He is also well versed in EDMS. He had an excellent interview and was eager and enthusiastic throughout. He works well with our customers understanding the stress level of some of our customers and does an excellent job in de-escalation with our most difficult customers. His last two performance appraisals indicated he is a team player and helps his peers in the AJC resolve complex UI issues. The panel felt his qualifications make him an excellent candidate for the ACSR position in Adjudications. He is the #5 recommended candidate for Central Office Adjudications.

1UM non-goal candidate **promoted** has been with the Department of Labor since August of 2020. He has spent his entire time with DOL working in the Central Office Adjudications Unit. He has already learned many functions of the unit. This includes handling and processing late file issues, understanding non-monetary screens, and processing work search disqualifications. He is also well versed with our EDMS system and has been cross trained in claims processing. Prior to his employment with DOL, he worked in law enforcement for twenty-five years. Much of his experience as a police officer involved investigations which included gathering findings of fact and making decisions. These transferrable skills make him an excellent candidate in the Adjudications Unit. He had an excellent interview, and he had a clear understanding of the Adjudications functions and its goals. During the interview, he explained how he has acquired skills in de-escalation and dealing with difficult individuals. He has a very outgoing personality and is well-liked and respected by his peers. Based on those factors, he is the #1 recommended candidate for Central Office Adjudications.

Middletown Adjudications

1HF goal candidate **promoted**.

1WF non-goal candidate **promoted** has been working with the Department of Labor for more than two- and one-half years. Although her DOL employment has been working in Employment Services, she has gained considerable knowledge in UI during that time. Specifically, she was trained and volunteered to assist in claims processing during the UI peak season. This has given her considerable knowledge in Salesforce and TICS. She spends most of her days in the AJC assisting UI customers both in person and virtually. She had an excellent interview and was very prepared when answering many of the UI questions. Her last performance appraisal indicates she is a rapid learner and is well suited for the job and she has excellent attendance. The panel felt her demeanor and confidence would make her a great candidate for the ACSR position in Adjudications. She is the #3 recommended candidate for Middletown Adjudications.

1WF non-goal candidate **promoted** started with the Department of Labor in 2009 working as an Intermittent Claims Interviewer in the Hartford Call Center until 2011. She returned to the Department of Labor in September of 2020. Since returning, she has worked as a customer service representative in both Claims Processing and BPCU. She recently voluntarily transferred to the Benefit Payment Control Unit where she has been exposed to the hearing process involving both fraud and non-fraud overpayments. She was relaxed and composed during the interview. She gave a thorough explanation of the adjudications function and the work performed. Her last performance appraisal indicated she is very well organized and understands the need to prioritize work. Her appraisal also indicated that she is willing to assist and train staff to perform their duties in a more efficient way. It is apparent that she takes her job very seriously and is a team player. Based on her diverse UI experience, the

panel felt she was a suitable candidate for the ACSR position in Adjudications. She is the #4 recommended candidate for Middletown Adjudications.

1HM non-goal candidate **promoted** started with the Department of Labor in 2009 working as an Intermittent Claims Interviewer in the Hamden Call Center until 2014 at which time he was laid off due to a reduction in force. He returned to the Department of Labor in 2020 and is currently working as a CSR in the Hamden American Job Center. He has more than five years of UI knowledge and currently uses that knowledge daily to assist the walk-in UI customers in the Hamden AJC. His current position requires him to conduct RESEA appointments which has exposed him to various adjudications issues such as able and available and work search. He had a very good interview and gave a thorough explanation of the Adjudications process and its goals. His last performance appraisal was rated as excellent indicating he is very cooperative, is always willing to help and is an asset to the team. He has excellent attendance. Based on the above, he is the #2 recommended candidate for Middletown Adjudications.

Bridgeport Adjudications

1WF non-goal candidate accepted a **voluntary demotion** from ACSR-CDS. She has more than ten years' work experience with the Department of Labor. She started her DOL employment working in the Hamden Call Center for a little less than four years. She gained considerable experience processing claims and speaking with UI customers in that role. For the next four years, she worked as a Customer Service Representative providing outreach services to qualified veterans with significant barriers to employment. In August of 2020, she was promoted to the position of Associate CSR in the Hamden office. In that role, she gained adjudications experience while working in the RESEA program. Specifically, as part of that program, she became well-versed on issues such as able and available, work search requirements and disqualifying income. She had an excellent interview and showed a clear understanding of the adjudications function and the work performed. She also gave a clear and correct response when asked to explain the difference between a taxable employer and reimbursable employer. Her performance appraisal indicates she is eager to learn, is very conscientious and a detailed worker and her attendance is excellent. Based on her interview and diverse work experience, the panel felt she would be an excellent candidate for a position in Adjudications. She is the #1 recommended candidate for Bridgeport Adjudications.

1HF goal candidate not selected started with the Department of Labor in 2009 working as an Intermittent Claims Interviewer in the Hartford Call Center until 2014 at which time she was laid off due to a reduction in force. She returned to the Department of Labor in April of 2020, working in the Claims Processing Unit. All her DOL experience has been in unemployment insurance. During the interview she displayed a professional demeanor however, she did not answer many of the interview questions to the panel's satisfaction. Specifically, she did not know the Agency's goals as it relates to the Adjudications process. She only indicated it was to be fair and solve the claimant's issues. Also, she gave a wrong answer to the question if she would schedule a hearing when a separation verification form is returned by the employer indicating the claimant did not work all available hours. She indicated a hearing was not needed and that she would just have to verify if the claimant was filing partials. Additionally, she did not explain the difference between a taxable employer and a reimbursable employer. She has a very pleasant personality but based on her answers to the interview questions, she was not recommended for a position.

Associate Community Services Representative target class LD Resource Associate – WIOA Unit

Recruitment # 220125-5243SH-EW (1/25/2022)

This position was Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Workforce Innovation and Opportunity Act (WIOA) Administration Unit is seeking to reclassify one Department of Labor employee to Labor Department Associate Community Services Representative in Wethersfield, CT. The individual appointed at Labor Department Associate Community Services Representative level must serve at least one year in that class- performing work in the target area before qualifying for promotion to Labor Department Resource Associate. Appointment to Labor Department

Resource Associate classification is contingent upon successful performance of duties and availability of funding. This is a first shift, full-time, Monday through Friday position.

Examples of Duties:

- *Function as an intra-agency liaison between fiscal departments within DOL, workforce development board contractors, and WIOA contract team members.*
- *Support all aspects of grants/contracts and related financial reporting.*
- *Assist the Unit Director and Operations Coordinator with planning, coordination and administration of multiple Federal and State grant program activity duties including, but not limited to, innovative program development, implementation, reporting, monitoring, compliance of existing programs and initiatives.*
- *Coordinate and maintain documents related to the agency fiscal policy/procedures as they pertain to the WIOA unit functions; including coordinating comprehensive input from relevant internal parties, recommending revisions based on experience and expertise, and assisting the Unit Director in the delivery and dissemination of updated materials as needed.*
- *Utilize existing tools and collaborate with the Office of Research to determine regional allocations.*
- *Collaborate with Business Management, Grants and Contracts Specialists, the Unit Director, and other internal parties to deliver contract issuances to contractors that include comprehensive guidance on the use of funds and limitations, along with specialized recommendations from the agency and Unit Director.*
- *Issue notices of fund availability/NFAs in coordination with Business Management.*
- *Serve as primary contact for initial review of invoices for all grants and contracts within the WIOA Administration unit, including the review of backup documentation and correspondence with the Workforce Development Board and other contractor's assigned Fiscal contacts to resolve issues or questions prior to escalation to Fiscal Monitors in WIOA Administration and Business Management.*
- *Coordinate communication and needs, internal and external, during the contract closeout period.*
- *Gather state programmatic and capacity reports as required by individual contracts.*
- *Review programmatic and capacity reports for comparison against expenditures on a monthly or quarterly basis in collaboration with Fiscal Monitors.*
- *Perform related duties as required.*

The ideal candidate will have considerable knowledge of a specialized area of Job Service, Unemployment Compensation or Employment and Training functions including pertinent laws, regulations, policies and procedures; knowledge of Job Service, Unemployment Compensation and Employment Training agency programs; knowledge of interviewing techniques and principles; knowledge of employment problems of special groups and behavioral problems hindering employment; interpersonal skills; oral and written communication skills; analytical skills; considerable ability to understand, apply and explain relevant laws, regulations, policies, programs and procedures; ability to establish cooperative relationships with staff, employers, diverse client population and the public; decision making ability; ability to use automated systems; ability to maintain good public relations; ability to lead teams; ability to create and maintain case management records.

Minimum Qualifications – General Experience includes six (6) years of technical level experience in counseling, employment placement, public contact work, human service programs, community action programs, Job Service, Unemployment Insurance or Employment and Training functions. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. For State employees, one (1) year of experience as a Labor Department Community Services Representative may be substituted for the General Experience.

Special Requirements: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents in this class may be required to speak a foreign language and may be required to travel.

8 total applicants: 2WF, 1BF, 1HM, **2HF**, 1F(2+), 1UF.

4 applicants did not meet the minimum qualifications of being a permanent status as agency employees, and were eliminated: 1BF, **1HF**, 1F(2+), 1UF.

4 qualified applicants were offered interviews: 2WF, 1HM, **1HF**.

2 applicants withdrew as they had accepted other employment: 1WF, 1HM.

2 qualified candidates were interviewed: 1WF, **1HF**.

1WF non-goal candidate **promoted** to Associate Community Services Representative was based on her work experience, skills, education, and technical knowledge evidenced in her interview question responses and application materials. She shared her experience in the technical functions of invoicing, reviewing backup fiscal documentation, analyzing expenditures, and working with other departments to research and investigate problems. She works with Office of Research to understand the formula used for WIOA funding and regularly consults with the Fiscal Monitors (Accounts Examiners) in WIOA Administration and Business Management when contractor questions occur. She has shared her expertise to inform policy and procedures in a group setting, such as the Finance workgroup that meets biweekly to discuss consistency on policy and procedures within the Department. The job posting described duties of reviewing and examining financial records/documents, collaborating with other units and external contractors, consulting on budgets, communicating concerns, and being a liaison between the programmatic and financial activities within DOL and with external contractors, and she provided examples of her skills in context to the task at hand with each interview response. Due to her work experience, knowledge of the WIOA program and contracts within WIOA Administration, and evidenced ability to collaborate effectively with internal and external partners, she is the recommended candidate for the position.

1HF goal candidate was not recommended for the position. Her application materials show she has current experience as a Community Services Representative in the Benefit Payment Control Unit where she investigates fraud, but the connection to similar work for fiscal auditing in WIOA contracts showed some skill gaps which would show there would not be an immediate ability to fulfill the job duties listed in the posting. Her interview answers showed a familiarity with the American Job Centers, and it was apparent she conducted research on the WIOA legislation, as well as our case management system, CTHires. Her banking experience meets many of the general analytical and fiscal skills, but she lacked the specific experience for items like budget reviews, invoicing, and contract management needs such as expenditure reports and closeouts. If the WIOA Administration determines in the future that two positions would be required to meet unit needs, she could receive additional training to gain experience in Labor Department procedures and parameters of WIOA and our state programs within WIOA Administration. However, with our current capacity and number of staff still in training due to newer staff being pulled for unemployment/pandemic activities that put their own WIOA-specific training on pause, we would not be able to pursue this level of training at this time.

Operations Coordinator – Merit Rating Unit

Recruitment # 220215-5247SH-JB (2/15/2022)

This position was Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

We have an opportunity for a Labor Department Operations Coordinator. This position will be in our Merit Rating Unit located in Wethersfield, CT. This is a first shift, full-time, Monday through Friday position.

The Mission of the Merit Rating Unit is to produce unemployment tax rates annually for each taxable employer in the State of Connecticut. Unemployment Insurance is a tax paid by the employer on each of its employees. It is not a payroll deduction. An employer's tax rate is calculated by a formula which divides an employer's unemployment benefits charged to them (sent to employers, on a quarterly basis, by MRU) by taxable payroll (reported each calendar quarter to the Cashiers Unit by the employer). This is known as an "experience account" and a three-year period is used to make this calculation.

Examples of Duties:

- *Assign work duties/reassign as workloads increase.*
- *Monitor employee production and performance.*
- *Review and Assist with all employer charge decisions.*
- *Schedule, monitor, and audit quarterly charge reports.*
- *Schedule, monitor, and audit Tax Rate process*
- *Assign and monitor tax unit requests.*
- *Train and cross-train all responsibilities in Merit Rating.*
- *Respond to all general Merit Rating/ Employer Charging inquires/emails.*
- *Review and approve timesheets and attendance.*
- *Also perform related duties as required.*

The ideal candidate will have considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of modern office methods and procedures; knowledge of techniques of statistical analysis; knowledge of data processing systems and their capabilities; considerable interpersonal skills; considerable oral and written communication skills; problem solving skills; ability to analyze and interpret laws, policies and regulations; ability to analyze organizational problems, conduct studies and determine effective solutions.

Minimum Experience – General Experience includes eight (8) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. Special Experience includes Two (2) years of the General Experience must have been in coordinating complex programs, agency operations and/or acting in a consultative capacity in problem resolution. For State Employees this is interpreted at the level of a Labor Department Adjudications Specialist, Labor Department Business Services Specialist, Labor Department Career Development Specialist, Labor Department Resource Associate or Labor Department Programs and Services Coordinator. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. A Master's degree in business administration or public administration or a closely related area may be substituted for one (1) additional year of the General Experience.

4 total internal applicants: 1WM, 1WF, **1HF**, 1UU.

1HF goal applicant did not meet the minimum qualifications and was eliminated.

3 qualified candidates were interviewed: 1WM, 1WF, 1UU.

1UU withdrew from consideration.

1WM non-goal candidate **promoted** has twelve years of experience with the Department of Labor and has spent his entire DOL career working in UI programs. Since 2013, he has been working in the Merit Rating Unit where he currently holds the position of Resource Associate. His responsibilities include processing and reviewing employer appeals, setting up employer protest hearings and charge only cases, issuing decision letters from employer protests, and adjusting employer charges to ensure accuracy. He has also been instrumental in training new staff on all the facets of Merit Rating. He had an excellent interview and gave thoughtful and intelligent answers to the interview questions. Specifically, he provided a complete explanation of the five tax units at DOL and how Merit Rating interacts with those units. Also, he described in detail the importance of attendance in the unit and how work needs to be reassigned when someone is absent. His last two performance appraisals were rated as excellent noting his dedication and commitment to the unit. It should be noted that, he has been involved in the UIM training sessions acting as a subject matter expert for Merit Rating. His exposure and experience with the new Re-Employ system is critical as he leads the Merit Rating unit through the system implementation period later this year. Based on all those factors, he is the #1 recommended candidate for the position.

Professional (25+)

Programs and Services Coordinator

Promotion Goals	**4BM, 1BF, 3HF, 1AF**
Actual Promotions	2WM, 5WF, 1BM, 1BF, 1HM, 2HF, 1AF

1HM was promoted via reclassification to PSC (System Operations Support Unit) per general letter 226.

PSC Consumer Contact Center

Recruitment # 210407-5247SH-JN (4/12/2021)

This position was open to agency employees. Notice was sent via email to all agency employees, posted on DOL's intranet and DAS Job Aps.

DOL has promotional opportunities for Labor Department Programs and Services Coordinator positions in our Virtual Call Center. These opportunities are available to permanent agency employees, who meet all the minimum qualifications outlined below. We are looking for someone who is proficient in Microsoft Office products, including Word, Outlook, Excel, and Teams.

The ideal candidate will have considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of management principles and techniques; knowledge of labor market trends and conditions; knowledge of effective interviewing techniques; considerable oral and written communication skills; considerable interpersonal skills; problem solving skills; ability to analyze and interpret laws, regulations, legal precedents and court decisions; ability to assess staff training needs and conduct training; supervisory ability.

The Minimum Qualifications - General Experience includes eight (8) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. Special Experience: One (1) year of the General Experience must have been in an advanced working level capacity at the level of Labor Department Adjudications Specialist, Labor Department Business Services Specialist, Labor Department Career Development Specialist or Labor Department Resource Associate. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one half (1/2) year of experience to maximum of four (4) years for a bachelor's degree. A Master's degree in public administration, business administration or a closely related field may be substituted for one (1) additional year of the General Experience.

Preference will be given to applicants who have:

- *Experience working with and troubleshooting Connecticut Tax and Benefits System (CTABS).*
- *Experience working with and troubleshooting Telephone Initial Claims System (TICS).*
- *Experience working with and troubleshooting Amazon Connect.*
- *Experience working with and troubleshooting Salesforce Classic/Lightning.*
- *Experience working with and troubleshooting Virtual Hold Technology (VHT).*
- *Experience working with and troubleshooting Microsoft Teams communication platform.*
- *Experience in high volume Call Center assisting diverse populations.*

11 internal candidates applied, qualified and were interviewed: 1WM, 4WF, **2BF**, 1HM, **2HF**, **1AF** for the six open positions.

1HF who was a PSC in another unit took an open position in a **lateral move** within the same labor market area. In addition, 5 candidates were **promoted**: 1WM, 1WF, **1BF**, **1HF**, **1AF.**

With these promotions the **BF and AF goals were achieved.**

1WM non-goal candidate **promoted** currently holds the position of Programs & Services Coordinator (TSHC) in the Consumer Contact Center. He had a very good interview and demonstrated a thorough understanding of the entire Consumer Contact Center processes. He possesses 20 years of experience with the unemployment insurance program with 17 years as an Adjudicator. He has been working in the role of Programs and Services Coordinator and Team Lead in the Consumer Contact Center. He has extensive knowledge of using and applying Virtual Hold Technology, Amazon Connect, Salesforce and Salesforce Lightning. He has the responsibility of opening/closing the Claimant queues. He also uses Microsoft Teams and Zoom to meet with staff and provide supervision. He has presented in front of large groups for BRI in the American Job Centers and the Commissioner's Weekly Productivity Report. In the original Call Center, he taught new staff in the overall operations of the Center. He has worked with vendors to identify project objectives and outcomes. He has represented the Consumer Contact Center when working with UI Modernization to create a new bot for when we launch our new applications of reemploy. Based on the criteria he is the #4 recommended candidate.

1WF non-goal candidate **promoted** had a very good interview and provided a thorough understanding of the entire Consumer Contact Center processes during her interview. She has been working in the Consumer Contact Center since inception in July 2020, additionally she participated in the processing of OAC's since March 2020. She holds the position of a Programs and Services Coordinator (TSHC) in the Consumer Contact Center. She is overseeing a staff of 20 working remotely. She is well-versed in both the unemployment insurance and employment service programs. She often assists other Team Leads/Supervisors in the Consumer Contact Center. She uses Virtual Hold Technology daily to manage all calls into the Contact Center. This includes turning the claimant queues on/off, monitoring "ASAP" calls, and deleting future calls. She is very comfortable with the various platforms: Amazon Connect, Salesforce and Salesforce Lightning and works with each to perform her duties. She has facilitated numerous workshops in the American Job Center for JFES and Trade Act customers as well as its job seekers. She has presented many times on the Contact Center productivity to the Commissioners and other leadership staff. Based on the criteria she has been recommended as the #5 candidate.

PSC Special Programs

Recruitment # 210629-5249SH-EI (6/30/2021)

Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Unemployment insurance (UI) Special Programs unit is seeking to reclass one (1) DOL employee to the classification of Labor Department Programs and Services Coordinator. In this role, you would work Monday through Friday, 8:00 am to 4:30 pm, out of our office in Wethersfield.

As a Labor Department Programs and Services Coordinator, we would entrust you to provide direct supervision of program staff to ensure that our customers are receiving the care and attention they deserve. Additionally, along with other duties as advised, we would empower you to:

- *Assist the Operations Coordinator in the planning and coordination of the Shared Work program*
- *Conduct and attend routine staff and/or vendor meetings*
- *Act as a liaison with internal and external partners to promote the Shared Work program*

The ideal candidate will have considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of management principles and techniques; knowledge of labor market trends and conditions; knowledge of effective interviewing techniques; considerable oral and written communication skills; considerable interpersonal skills; problem solving skills; ability to analyze and interpret laws, regulations, legal precedents and court decisions; ability to assess staff training needs and conduct training; supervisory ability.

The Minimum Qualifications - General Experience includes eight (8) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. Special Experience: One (1) year of the General Experience must have been in an advanced working level

capacity at the level of Labor Department Adjudications Specialist, Labor Department Business Services Specialist, Labor Department Career Development Specialist or Labor Department Resource Associate. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one half (1/2) year of experience to maximum of four (4) years for a bachelor's degree. A Master's degree in public administration, business administration or a closely related field may be substituted for one (1) additional year of the General Experience.

Special Requirements: incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents may be required to speak a foreign language and may be required to travel.

4 total internal applicants: 1WM, 1WF, **1BM** and **1HF**.

All 4 applicants qualified and were interviewed.

1HF goal applicant **promoted**.

With this promotion the HF goals were achieved.

PSC Welfare to Work Unit (JFES)

Recruitment # 210728-5249SH-JR (7/28/2021)

Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

Our Welfare to Work-Job First Employment Services (JFES) Unit is seeking to reclassify a qualified DOL employee to Labor Department and Services Coordinator. This is a full time, Monday through Friday position on first shift.

In this role, you will discover the opportunity to:

- *Assist Jobs First Employment Services (JFES) Program Manager and/or Operations Coordinators in planning and coordination of activities related to the administration and oversight of the JFES program*
- *Lead program development and implementation of initiatives*
- *Assist in the development of agency wide plans*
- *Serve as a resource and provides support to the five Workforce Development Boards (WDBs) and their direct service providers including 70 JFES Case Managers*
- *Function as a team leader*
- *Monitor the JFES program and/or functional areas ensuring goals met*
- *Identify problems in assigned areas and oversees development of corrective action plans to effect resolution*
- *Act as a resource and facilitator to teams and provides problem solving guidance on a routine basis*
- *Monitor program performance indicators to continually assess adequacy of service delivery in terms of customer perceived quality, timeliness and compliance with legal mandates and agency objectives*
- *Use DOL's business system (CTHires) to run reports and monitor WDB performance*
- *Assess need for JFES staff development and conducts or arranges for training*
- *Oversee development of procedural manuals and informational memorandums*
- *Lead customer and/or public relations activities as assigned*
- *Review, interpret, analyze, and adapt state and federal legislation or regulations to determine need for new or revised policies, procedures, or regulations*

- *May have accountability as resource specialist for the JFES program or providing staff support statewide for a program or service of agency*
- *May play a lead role in the development of contracts and the review and monitoring of these contracts*
- *May serve as a liaison to state or federal agencies with jurisdiction over the JFES program or as a liaison to other community-based organizations*
- *Write and monitor Memorandum of Agreements (MOAs) with partner agencies*
- *May oversee monitoring and evaluation process for sub-unit or participate in overall statewide monitoring activities*
- *May oversee provision of data processing and automation of support activities*
- *May represent DOL and the JFES Unit at regional JFES partner meetings*
- *Other related duties as required*

The ideal candidate will have considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of management principles and techniques; knowledge of labor market trends and conditions; knowledge of effective interviewing techniques; considerable oral and written communication skills; considerable interpersonal skills; problem solving skills; ability to analyze and interpret laws, regulations, legal precedents and court decisions; ability to assess staff training needs and conduct training; supervisory ability.

Minimum Qualifications - General Experience includes eight (8) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. Special Experience: One (1) year of the General Experience must have been in an advanced working level capacity at the level of Labor Department Adjudications Specialist, Labor Department Business Services Specialist, Labor Department Career Development Specialist or Labor Department Resource Associate. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one half (1/2) year of experience to maximum of four (4) years for a bachelor's degree. A Master's degree in public administration, business administration or a closely related field may be substituted for one (1) additional year of the General Experience.

Special Requirements: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents may be required to speak a foreign language and may be required to travel.

3 total internal applicants: 2WF, 1HM.

1HM did not meet the minimum qualifications and was disqualified.

2 applicants qualified and were interviewed: 2WF

1WF non-goal candidate **promoted** was prepared and answered all our questions very thoughtfully. She has 31 years of experience working at the Department of Labor and she has extensive experience working directly with both job seekers and employers in the American Job Centers in multiple offices throughout her career. Her understanding of how employers think about job applicants helps to fill a void that currently exists in our unit and brings a perspective that would be incredibly helpful to us as we try to place some of the most challenging clients in the workforce system into jobs. She also has the experience of having been an Operations Coordinator in the WIOA unit for a year, so she is comfortable interpreting and implementing policies and has worked closely with the Workforce Development Board administrators on policy changes and contracts throughout the state. She also has experience writing training contracts and has extensive experience reviewing invoices which is an area where our unit needs to build capacity. She is familiar with the CTHires system from both the job seeker side and the employer side. She is very comfortable multi-tasking and juggling competing priorities and has a very thoughtful, deliberate approach to handling any potential employee personnel issues. She has an excellent track record of collaborating with others which is a necessity in the JFES program. She has no apparent weaknesses and many strengths. Her firsthand experience in serving job seekers and employers is invaluable to what we do in

the JFES program and her supervisory experience as an Operations Coordinator and familiarity with contracts and invoicing make her an ideal candidate for the PSC position.

PSC Adjudications Unit

Recruitment # 210903-5249SH-EW (9/03/2021)

Open to Agency Employees advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

DOL is seeking to fill two LD Programs and Services Coordinators for the Central Office Adjudications unit. These two candidates will be assigned to the CO Adjudications and their responsibilities will be to co-supervise the Bridgeport Adjudications unit. The candidates will be required to work in the Bridgeport office 1-2 days per week and can either telecommute or work in the Central Office the remaining part of the week. Duties include:

- *Train new Adjudications Specialists on all facets of Adjudications.*
- *Assign staff job responsibilities including hearing assignments, customer call-backs, answering emails and responding to complaints.*
- *Review existing cases for accuracy and timeliness.*
- *Perform BTQ (Benefit, Timeliness and Quality) reviews in accordance with USDOL performance measures.*

Minimum Qualifications – General Experience include eight (8) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. Special Experience requirements include one (1) year of the General Experience must have been in an advanced working level capacity at the level of Labor Department Adjudications Specialist, Labor Department Business Services Specialist, Labor Department Career Development Specialist or Labor Department Resource Associate. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one half (1/2) year of experience to maximum of four (4) years for a bachelor's degree. A Master's degree in public administration, business administration or a closely related field may be substituted for one (1) additional year of the General Experience.

Special Requirements: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Programs and Services Coordinator in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents in this class may be required to speak a foreign language and may be required to travel.

5 total internal applicants: 1WM, 3WF, **1BM**.

1WF candidate did not meet the minimum qualifications and was eliminated.

4 qualified applicants were interviewed: 1WM, 2WF, **1BM** for the 2 open positions.

1WM non-goal candidate a PSC in another unit took a **lateral move (within the same labor market)** to this unit.

1WF non-goal candidate **promoted** was the #2 ranked candidate for the position. She has almost ten years of experience with the Department of Labor and has spent her entire DOL career working in UI programs. She was promoted to the position of Adjudications Specialist in June of 2020 and has gained considerable knowledge in all facets of adjudications. In addition to having a firm grasp on all UI eligibility issues, she also was assigned as a team lead on the UC-61a team in Middletown Adjudications. She was responsible for overseeing a team of five in coordinating, reviewing, and processing the thousands of separation verification forms returned by employers. This was especially challenging during the pandemic as the UC-61a workload substantially increased. She had an excellent interview and showed confidence when answering questions. Many of her answers focused on strong supervision and addressing personnel issues head on without hesitation. Specifically, when asked how she would address an employee who received a behavioral complaint from a claimant, she indicated she would

meet with the employee and specifically explain which behavior is and is not acceptable and that poor customer service would not be tolerated. Also, when asked to explain a performance improvement plan for an employee who continued to carry a large backlog, she was specific on how she would create goals and utilize time management. She also indicated she would offer assistance and provide additional training where necessary. Her last performance appraisal was rated as excellent including improvements in cooperation and quality and quantity of work. Although she has not been a long-term employee in Adjudications, it was evident she understands the entire process, goals and objectives and is certainly ready for a supervisory role. Therefore, she is the #2 recommended candidate.

1BM goal candidate not selected has more than ten years of experience with the Department of Labor all of which have been spent in UI programs. Despite his UI background, he does not possess any experience in Adjudications. During the interview he was composed, relaxed and confident when answering questions. He was forthcoming in his lack of adjudications experience but did an excellent job explaining how he would handle many of the supervisory responsibilities once he received the training needed. His last performance appraisal was rated as excellent indicating he successfully performed numerous tasks associated with his responsibilities. The panel felt he will be an excellent candidate for promotion in the near future but due to his lack of adjudications experience, he is not recommended for the position at this time.

PSC Apprenticeship and Training Unit

Recruitment # 211006-5249SH-JR (11/06/2021)

Open to Agency Employees advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The State of Connecticut, Department of Labor (DOL), Apprenticeship and Training unit is seeking to re-class a qualified DOL employee to Labor Department Programs and Services Coordinator. This is a full time, Monday through Friday position on first shift.

Components of this Role:

- *Assigning, training, managing and supervising day to day unit staff and operational activities necessary to provide optimal service delivery, achieve positive objective goal outcomes and lead lean exercises for continuous improvement.*
- *Unit lead team coordinator and trainer of unit staff, in collaboration with USDOL staff, for implementing unit and employer policy and procedure reform to current required standards of compliance with CFR 29.29 and 30, program review, affirmative action and EEO/DEI compliance.*
- *Assisting the unit director and Operations Coordinator with planning, coordination and administration of multiple Federal and State apprenticeship grant program activity duties including, but not limited to, innovative program development, implementation, reporting, monitoring, compliance of existing and correlated registered apprenticeship programs and initiatives.*
- *Apprenticeship database enhancement and maintenance ability, unit system automation development and administrative oversight of unit's data collection, participant tracking, data reporting and distribute reports as directed.*
- *Maintain and schedules unit processing tasks and support activities and procedures for unit staff.*
- *Serve as technical assistance lead to Registered Apprenticeship employer sponsors and unit staff to conform with recently enacted and current registered apprenticeship federal and state statute, policies and regulations.*
- *Lead unit consultant for, but not limited to, various other agencies, Workforce Development Board partners, Community Based Organizations, registered apprenticeship employer associations, certification and licensing partners and boards, and education providers regarding program scope, credential issuance and facilitating innovative program development and implementation.*
- *Registration and data collection/reporting of all apprentices and programs as assigned by unit director.*
- *Develop deliverable timelines, detect issues within programs, present remediation solutions to complex issues, analyze and continually assess progress of program development for achievement of agency goals.*

- *Assist in the administration and submittal of all program activity and monitoring as required inclusive of Quarterly Program Narrative reports and program detail report submissions utilizing the federal Participant Individual Record Layout (PIRL) reporting data system.*
- *Manage assigned staff in utilizing required automated reporting systems to meet federal detailed reporting requirements.*
- *Assist Unit Director with development and application of policy to conform with agency programs and goals, improvement of administrative and operating procedures, develop multiple innovative Registered Apprenticeship programs and design of significant changes in operating systems including, but not limited to, internal Access database, module for federal reporting system and data elements for programs.*

The ideal candidate will have considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of management principles and techniques; knowledge of labor market trends and conditions; knowledge of effective interviewing techniques; considerable oral and written communication skills; considerable interpersonal skills; problem solving skills; ability to analyze and interpret laws, regulations, legal precedents and court decisions; ability to assess staff training needs and conduct training; supervisory ability.

Minimum Qualifications – General experience includes eight (8) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. Special Experience: one (1) year of the General Experience must have been in an advanced working level capacity at the level of Labor Department Adjudications Specialist, Labor Department Business Services Specialist, Labor Department Career Development Specialist or Labor Department Resource Associate. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to maximum of four (4) years for a bachelor's degree. A Master's degree in public administration, business administration or a closely related field may be substituted for one (1) additional year of the General Experience.

Special Requirements: incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents may be required to speak a foreign language and may be required to travel.

6 total internal applicants: 1WM, 1WF, **2BM**, 1BF, 1HM.

1HM did not meet the minimum qualifications and was disqualified.

5 qualified applicants were interviewed: 1WM, 1WF, **2BM**, 1BF.

1BM goal candidate **promoted**.

PSC Integrity Division / Agency Security

Recruitment # 211203-5249SH-JR (12/03/2021)

Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The State of Connecticut, Department of Labor (DOL) is seeking to re-class a qualified DOL employee to a Labor Department Programs and Services Coordinator in the Integrity Division/Agency Security, located at Wethersfield, CT. This opportunity is full time, Monday through Friday. The first shift hours will be 8:00 AM to 4:30 PM. Telework may be available for this position but is at the discretion of the agency and agency need.

Examples of Duties:

- *Coordinate's agency wide UI Internal Security program, the scope of which includes but is not limited to, the protection of confidential information, UI funding, and the systems and business processes used to create, transmit, process and store UI data across all areas where UI data traverses.*
- *Develops strategy for the continuous monitoring of internal control effectiveness to ensure program integrity and security in all UI systems.*
- *Recommends implementation of new and stronger internal controls.*
- *Conducts investigations of alleged data breaches and other related security violations, both internal and external.*
- *Develops and maintains UI Internal Security manual and central repository for related documents.*
- *Conducts status meetings and maintain communication.*
- *Submits mandated security reports, corrective action plans, plans of actions and milestones, and inspections for other federal safeguard security programs, including FTI and NDNH.*
- *Conducts audits on UI usage by outside agencies.*
- *Develops and administers agency training on appropriate use of confidential data, including UI, FTI, NDNH, and SSA.*

The ideal candidate will have considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of management principles and techniques; knowledge of labor market trends and conditions; knowledge of effective interviewing techniques; considerable oral and written communication skills; considerable interpersonal skills; problem solving skills; ability to analyze and interpret laws, regulations, legal precedents and court decisions; ability to assess staff training needs and conduct training; supervisory ability.

Minimum Qualifications – General Experience includes eight (8) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. Special Experiences: one (1) year of the General Experience must have been in an advanced working level capacity at the level of Labor Department Adjudications Specialist, Labor Department Business Services Specialist, Labor Department Career Development Specialist or Labor Department Resource Associate. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one half (1/2) year of experience to maximum of four (4) years for a bachelor's degree. A Master's degree in public administration, business administration or a closely related field may be substituted for one (1) additional year of the General Experience.

Preference will be given to candidates who have the following experience:

- *Demonstrated ability to work independently*
- *Conducting internal compliance audits and in responding as program contact during external audits*
- *Creating and conducting enterprise-wide training*
- *Administering safeguarding principles related to confidential data and other related internal security concepts*

4 internal applicants applied: 1WM, 1WF, **1BM**, 1BF.

1BF applicant did not meet the minimum qualifications and was disqualified.

3 qualified applicants were interviewed: 1WM, 1WF, **1BM**.

1WM non-goal candidate **promoted** was the recommended candidate for this position. He was thoughtful, confident, and complete in his responses to all interview questions, answering each from a supervisory perspective. He provided meaningful and detailed answers, demonstrating how his skills and experience match up with the selection criteria. His last two service ratings were excellent, and his attendance is excellent. He has experience in Claims Intake, BPCU and as the agency's Integrity Data Hub (IDH) investigator since November 2020. He understood internal security concepts and the role of the Programs and Services Coordinator, offering insightful opinions on what he sees as significant

challenges facing the agency in this area. In his interview he demonstrated his experience, ability, and comfort with interacting with many different internal units and external entities, including vendors, which is important in this position. He has worked with multiple vendors, including Bluewolf and RSI; NASWA; and with multiple units within DOL and with DAS/BEST. For over a year, he has been acting as the agency's IDH investigator, which involves him being responsible for monitoring UI initial claims for signs of fraudulent filing. This is a new position to the agency, funded by NASWA, and he has helped garner CTDOL national recognition in fraud detection and prevention through his work as the IDH investigator. He takes the role very seriously and uses strategies such as prioritization of his work and setting a daily schedule for himself with time built in for unexpected tasks to stay organized and on track. In addition to meeting the challenge of working in a brand-new position as IDH investigator, he also took on the critical role of training an influx of new entry level staff that were brought on to address pandemic volumes of UI claims. In this training role, which was also new to him, he trained 100+ new employees remotely and developed training materials designed to help them keep their logins secure. He believes in training by example and the importance of sharing knowledge. His roles as IDH investigator and trainer for new staff and the balance involved in these have prepared him well for the Agency Security PS&C position which requires proficiency in multitasking and prioritizing work items, along with interacting with multiple entities in a professional, independent, and efficient way. In his response to the interview question asking how he would handle a security violation, he cited the need for the agency to be "trustworthy enough for the public to trust us with their information", a great way of summing up the agency's security responsibility. His strengths include knowledge and experience in UI and BPCU, excellent service ratings, excellent attendance, a calm and mature demeanor, an ability to work independently, dedication to his job, and good instincts for internal security which have helped him to improve the integrity of UI. He is more than capable of meeting current and future expectations as a Programs and Services Coordinator in UI Integrity/Agency Security. Through his knowledge, experience, temperament, and interview responses, he has emerged as the best candidate to coordinate the tasks required by this position.

1BM goal candidate not selected has a little over 8 years' experience in the agency's Special Programs Unit, where he is currently a Resource Associate. He has been working with the Shared Work program and with SSA verification. He briefly referenced experience in taking claims in his interview but did not reference that experience on his application. He has one good and one excellent for his past two service ratings and has very good attendance. His interview responses lacked detail in terms of demonstrating his experience in areas such as working independently, working with various internal and external units, handling a security violation, and methods for managing multiple work items. His lack of experience and incomplete answers to interview questions do not make him a good candidate and he was not recommended for the position.

PSC BPCU

Recruitment # 220120-5249SH-JR (1/20/2022)

This position was Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Department of Labor (DOL) is seeking to re-class a qualified DOL employee to a Labor Department Programs and Services Coordinator in the Benefit Payment Control unit, located in Wethersfield, CT. This opportunity is full time, Monday through Friday. The first shift hours will be 8:00 AM to 4:30 PM. Teleworking will be available; reporting to the work location may be necessary for training and to meet some of the duties of the position.

Examples of Duties:

- *Supervise Benefit Payment Control (BPC) program, incorporating Prevention, Detection and Recovery of unemployment compensation overpayments.*
- *Coordinate multiple responsibilities/functions within the listed program areas.*
- *Function as a resource and mentor to staff and leadership on these program areas.*
- *Assist with state and federal audits and compliance reviews.*
- *Understand and ensure that all relevant FTI requirements are adhered to in administration of unemployment compensation overpayments, according to IRS Publication 1075.*
- *Complete and submit federal reports, including but not limited to ETA 227.*

- *Understand and monitor unit functions and productivity to meet state and federal requirements.*
- *Operate all relevant software tools including but not limited to BOTS, EDMS, IBM Benefits, Microsoft Outlook, Excel, Word, and CashPro.*
- *May serve as a liaison to Attorney General's Office, Judicial and other state or federal agencies on overpayment related work items.*
- *Develop and monitor performance metrics for staff.*
- *Address staff deficiencies as related to performance metrics.*
- *Develop and conduct training for staff as needed.*
- *Meet relevant UI performance and integrity measures from the United States Department of Labor and provide continual support to maintain positive progress on agency's rates.*
- *May require in-state and/or out-of-state travel.*

The ideal candidate will have considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of management principles and techniques; knowledge of labor market trends and conditions; knowledge of effective interviewing techniques; considerable oral and written communication skills; considerable interpersonal skills; problem solving skills; ability to analyze and interpret laws, regulations, legal precedents and court decisions; ability to assess staff training needs and conduct training; supervisory ability.

Minimum Qualifications – General Experience includes eight (8) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. Special Experiences: one (1) year of the General Experience must have been in an advanced working level capacity at the level of Labor Department Adjudications Specialist, Labor Department Business Services Specialist, Labor Department Career Development Specialist or Labor Department Resource Associate. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to maximum of four (4) years for a bachelor's degree. A Master's degree in public administration, business administration or a closely related field may be substituted for one (1) additional year of the General Experience.

Special Requirements: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Programs and Services Coordinator in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents in this class may be required to speak a foreign language and may be required to travel.

7 total internal applicants: 2WM, 4WF, 1HF.

1WF applicant did not meet the minimum qualification of having one year in advanced working level and was eliminated.

1WM withdrew from consideration.

5 qualified applicants were interviewed: 1WM, 3WF, 1HF.

1WF non-goal candidate **promoted** was poised, confident, and complete in her responses to all interview questions, answering each from a supervisory perspective. She provided meaningful and detailed answers, demonstrating how her skills and experience match up with the selection criteria. Her last two service ratings were excellent. She has experience in the Call Center, BPCU, PUA and, for the last 4 years, as the agency's subject matter expert (SME) for BPCU/overpayments on its UI modernization project (ReEmployCT). As such, she is well positioned to lead BPCU in the effort to prepare for and adjust to the major change of learning and using a new UI system. Through her experience as an RA in BPCU and in working on ReEmployCT, she has a great understanding of BPCU's role in unemployment insurance and of the differences between fraud and nonfraud overpayments. She was the only candidate to directly refer to the duties in the job posting when outlining what she saw as the roles and responsibilities of a BPCU PSC and expressed interest in many of these tasks. In her role as a THSC Operations Coordinator for the PUA program, she has gained great experience in leading staff,

contributing ideas, implementing new procedures, training, and has taken advantage of opportunities to show initiative in creating training materials and learning the complicated rules of this new program. She also has experience in a lead role in her time on the ReEmployCT project, overseeing other staff on testing the system. She offers skills that would make her an effective PSC in BPCU, citing patience, clear communication, organization, and a proven ability to work well with staff. She has developed good strategies for managing multiple responsibilities and priorities. Lastly, she displayed a strong interest in this position, citing her prior experience in BPCU and on ReEmployCT, her interest in organizing work and monitoring production and her desire for a position in Integrity due to her enjoyment for this type of work. Her strengths include knowledge and experience in UI and BPCU, excellent service ratings, a calm and mature demeanor, an ability to handle multiple priorities, and a dedication to the integrity of UI. She is more than capable of meeting current and future expectations as a Programs and Services Coordinator in UI Integrity/BPCU. Through her knowledge, experience, temperament, and interview responses, she has emerged as the best candidate to coordinate the tasks required by this position.

PSC Contact Center and Claims Processing Unit

Recruitment # 220209-5249SH-EW (2/14/2022)

This position was Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

DOL is seeking to reclassify one agency employee to a Labor Department Programs and Services Coordinator. In this role the LD PSC will serve as a supervisor for the Contact Center and Claims Processing front line staff for all services necessary for determination of monetary eligibility for Unemployment Compensation benefits; assists program manager in planning and administrative coordination of the Contact Center; provides oversight with regard to scheduling and determines unit staffing requirements; prepares reports and correspondence; acts as a resource and facilitator and provides problem solving guidance on a routine basis; monitors program performance indicators to continually assess adequacy of front-line staff service delivery, timeliness and compliance with the Contact Center objectives; participates in development of long range planning aimed at meeting agency and Contact Center goals; may act as a representative of Contact Center for community or public relations contacts; performs related duties as required.

The ideal candidate will have considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of management principles and techniques; knowledge of labor market trends and conditions; knowledge of effective interviewing techniques; considerable oral and written communication skills; considerable interpersonal skills; problem solving skills; ability to analyze and interpret laws, regulations, legal precedents and court decisions; ability to assess staff training needs and conduct training; supervisory ability.

Minimum Qualifications – General Experience includes eight (8) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. Special Experience: one (1) year of the General Experience must have been in an advanced working level capacity at the level of Labor Department Adjudications Specialist, Labor Department Business Services Specialist, Labor Department Career Development Specialist or Labor Department Resource Associate. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one half (1/2) year of experience to maximum of four (4) years for a bachelor's degree. A Master's degree in public administration, business administration or a closely related field may be substituted for one (1) additional year of the General Experience.

Preferred Qualifications:

- *Experience with the claim's intake Salesforce platform.*
- *Experience with TICS and IBM claims systems.*

- *Experience with the Adjudications processes and determinations.*
- *Experience with report generation and claims/call metrics.*
- *Experience with the work search waiver process and data entry.*
- *Experience with Remote TICS and the offline scheduling process.*
- *Experience with the "ReEmploy" new claim process.*
- *Experience with CTABS and all its Administration functions.*
- *Experience with the appeal process.*
- *Experience with supervising staff.*
- *Experience performing Telework.*
- *Experience with Microsoft products including – Word, Outlook, Excel, and Teams.*
- *Experience providing information to and interacting with diverse populations.*
- *Experience in high volume call center.*

Special Requirements: Incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Programs and Services Coordinator in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents in this class may be required to speak a foreign language and may be required to travel.

10 total internal applicants: 2WM, 3WF, **1BM**, 3BF, 1HF.

All 10 applicants qualified and were interviewed.

1WF non-goal candidate **promoted** has been with the Department of Labor for more than ten years. She has spent much of that time working in the Call Center, Unemployment Insurance (UI) Claims Intake Unit, and the Adjudications Department. She is currently working as a Programs and Services Coordinator (Temporary Service in a Higher Class) in the Claims Intake Unit where she is performing all the functions outlined in the job description with limited supervision. She possesses a clear understanding of the claim intake coordinator position in general and had an excellent interview. During the interview, she mentioned her years of experience in customer service at American Airlines and with the Department of Labor, specifically her ability to deal successfully with difficult people. She also explained her extensive working knowledge of **all** the various UI systems. She is well liked by her peers and her understanding of the claim intake and adjudications process is second to none. Based on all those factors including her excellent performance reviews and attendance – she is our number one candidate for the position. Moreover, she possesses all the required system experience required such as Salesforce Lightning, Amazon Connect and VHT.

1BM goal candidate not selected had a good interview and provided a thorough understanding of the Consumer Contact Center process during his interview. He possesses extensive Unemployment Insurance programs experience having worked in various units. He has experience with the previous Call Center, Claims Intake, Adjudications, and all the UI Special Program areas. He also has skill presenting Shared Work information to both claimants and employers - in person and via Teams. However, he lacks the experience and knowledge of the Consumer Contact Center systems: Salesforce Lightning, Amazon Connect and VHT, applications, processes, and procedures and for these reasons was not selected for the position.

Resource Associate

Promotion Goals	**12BF, 4HM**
Actual Promotions	3WM, 3WF, 1BF, 1HF

1WF non-goal candidate promoted to target class from ACSR.

LD Resource Associate, Virtual Call Center, Middletown

Recruitment # 210412-5250SH-JN (4/12/2021)

This promotional opportunity was open to agency employees. Notice was sent via email to all agency employees, posted on DOL's intranet and DAS Job Aps.

DOL has promotional opportunities for Labor Department Resource Associate positions in our Virtual Call Center. These opportunities are available to permanent agency employees, who meet all the minimum qualifications outlined below. We are looking for someone who is proficient in Microsoft Office products, including Word, Outlook, Excel, and Teams.

The ideal candidate will have knowledge of Job Service, Unemployment Compensation or Employment and Training programs; knowledge of relevant state and federal laws, statutes, and regulations; knowledge of effective interviewing techniques; interpersonal skills; oral and written communications skills; problem solving skills; ability to interpret and analyze laws, policies, regulations, and legal precedents; training ability.

The Minimum Qualifications - General Experience includes seven (7) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. Special Experiences: One (1) year of the General Experience must have been in program development, automation support, grants, and contract development, monitoring and evaluation or training and/or technical assistance. Note: For State employees, this is interpreted at the level of a Labor Department Associate Community Services Representative performing work in the targeted program area. College training may be substituted for the General experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. A Master's degree in public administration, business management or a closely related area may be substituted for one (1) additional year of the General Experience. For State employees, one (1) year of experience as a Labor Department Adjudications Specialist, Labor Department Career Development Specialist or Labor Department Business Services Specialist performing technical work in the targeted program area may be substituted for the General and Special Experience.

Preference will be given to applicants who have:

- *Experience with unemployment compensation programs and procedures.*
- *Experience with providing training to staff*
- *Experience working with Connecticut Tax and Benefits System (CTABS)*
- *Experience working with Telephone Initial Claims System (TICS)*
- *Experience working with Amazon Connect*
- *Experience working with Salesforce Classic/Lightning*
- *Experience working with Virtual Hold Technology (VHT)*
- *Experience in high volume Call Center assisting diverse populations*

Special Requirements: incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents may be required to speak a foreign language and may be required to travel.

8 internal candidates applied: 1WM, 2WF, **2BF**, 1HF, 1UM, 1UF.

1WM, 1UM, 1UF did not meet the minimum qualifications and were eliminated.

5 qualified applicants were interviewed: 2WF, **2BF,** 1HF.

1BF goal candidate **promoted**.

1WF non-goal candidate **promoted** currently holds the position of Career Development Specialist. She possesses ten years of extensive experience preparing and conducting workshops and training programs. In addition, she worked in the Consumer Contact Center for six months conducting training to new staff. She has worked extensively for more than ten years with the Agency's Connecticut Tax and Benefits System (CTABS) and the Microsoft Office suite including PowerPoint, Word, Excel, and Outlook.

She has facilitated many meeting and training sessions using Microsoft Teams both in the American Job Center and in the Consumer Contact Center. She is very proficient (four years of experience) with Salesforce Classic and Salesforce Lightning virtual platforms to assist Claimants and more than six years of experience working in the Unemployment Compensation program. From 2015 to present, she has worked one on with Claimant's to assist with their specific claims. She also held the role of Team Mentor/Trainer for a group of twenty staff in the Consumer Contact Center from July 2020 to June 2021. She has vast experience using Microsoft Teams and Zoom to facilitate training and is very adept at incorporating updates into curriculum to correlate with legislative/program changes. These skills make her a well-qualified candidate for the position of RA Trainer in the Consumer Contact Center.

1HF non-goal candidate **promoted** currently holds the position of Associate Community Services Representative/Adjudicator. She had a great interview in which she thoroughly expressed her qualifications for the position. It was very clear that she had done research prior to the interview and was well prepared and aware of the position requirements. She offers extensive experience as a trainer as she has trained new hires in the Consumer Contact Center in her role as a Team Lead. She provided Unemployment Insurance program training to new Customer Service Representatives at the local American Job Center and the agency's Claims Processing Unit. She can offer training through Microsoft Teams in a group setting as well as one on one. She possesses extensive working knowledge of the Connecticut Tax and Benefits System (CTABS) and is very proficient in Microsoft PowerPoint, Word, Excel, and Outlook which are all requirements of the position of RA in the Consumer Contact Center. She also has extensive knowledge of Salesforce Classic and Salesforce Lightning. She possesses vast knowledge of the Unemployment Compensation program and has worked with the program for more than twenty years.

1BF goal candidate not selected currently holds the position of Associate Community Services Representative in the Montville American Job Center. She possesses experience with training staff and reviewing their work to ensure standards and quality. She has working knowledge of Salesforce Classic but no experience with Salesforce Lightning. She struggled to provide an appropriate response to interview question #3 stating that she would need a policy in writing to schedule training for staff not available for a training session due to unforeseen circumstances, instead of responding as the lead trainer with the responsibility to make alternative arrangements for training. Based upon her lack of experience with Salesforce Lightning and her response to question #3 she was not recommended for a position.

LD Resource Associate, Internet Claims Processing Unit-Hamden

Recruitment # 210714-5250SH-EW (7/16/2021)

Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

The Internet Claims Processing Unit is seeking to reclass one (1) DOL employee to Labor Department Resource Associate in Hamden, CT.

Examples of Duties:

- *Prepares and conducts training courses.*
- *Teach unemployment law and claims processing procedures to new and existing staff: TICS, IBM, Salesforce, CTABS, Call Center Assistant, and all computer programs associated with claim intake, weekly certifications, and processing.*
- *Designs course objectives, contents and develops procedural desk aids and training materials.*
- *Provides technical assistance and consultation.*
- *Maintains and organizes library of training materials.*
- *Provides technical assistance to staff.*
- *Identifies problem areas, recommends corrective action to remedy deficiencies.*
- *Monitor, answer staff questions via Microsoft Teams group chat.*
- *Instruct employees on all monetary and non- monetary eligibility requirements, availability, dependency, separations regulations, data entry and system procedures.*

- *Instruct employees on continued claim procedures in addition to new extended benefit guidelines.*
- *Develop and present training sessions for both new and current staff in-person and via TEAMs.*
- *Update staff with all changes to policy and procedures via email, memo and TEAMS sessions.*
- *Provider seasonal and special training to staff (example: 31-227, holiday rush, etc.).*
- *Organize and distribute unemployment desk aids.*
- *Review resource materials with new and existing staff.*
- *Provide training to staff on proper data entry and customer service systems procedures (telephone, email, and text messaging).*
- *Identify specific topics for future training.*
- *Assist in the daily operation of the Claims Processing Unit.*
- *Lead teams when not training.*
- *Answer all questions in relation to claims taking.*
- *Attend meetings and provide input for special projects.*
- *Review staff performance and provide much needed feedback.*
- *Performs related duties as required.*

The ideal candidate will have knowledge of Job Service, Unemployment Compensation or Employment and Training programs; knowledge of relevant state and federal laws, statutes, and regulations; knowledge of effective interviewing techniques; interpersonal skills; oral and written communications skills; problem solving skills; ability to interpret and analyze laws, policies, regulations, and legal precedents; training ability.

Minimum Qualifications - General Experience includes seven (7) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. Special Experiences: One (1) year of the General Experience must have been in program development, automation support, grants, and contract development, monitoring and evaluation or training and/or technical assistance. Note: For State employees, this is interpreted at the level of a Labor Department Associate Community Services Representative performing work in the targeted program area. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. A Master's degree in public administration, business management or a closely related area may be substituted for one (1) additional year of the General Experience. For State employees, one (1) year of experience as a Labor Department Adjudications Specialist, Labor Department Career Development Specialist or Labor Department Business Services Specialist performing technical work in the targeted program area may be substituted for the General and Special Experience.

Preference will be given to those candidates who have:

- *Experience with unemployment compensation programs and procedures.*
- *Experience with providing training to staff.*
- *Experience working with Connecticut Tax and Benefits System (CTABS).*
- *Experience working with Telephone Initial Claims System (TICS).*
- *Experience working with Salesforce Classic and all computer programs associated with claim intake, weekly certifications, and processing.*
- *Experience Microsoft products including – Word, Outlook, Excel, and Teams.*
- *Experience in high volume Claim Intake assisting diverse populations.*

Special Requirements: incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents may be required to speak a foreign language and may be required to travel.

3 total internal applicants: 1WM, 1F(2+), 1UM.

2 applicants did not meet the minimum requirements and were eliminated: 1F(2+), 1UM.

1 applicant qualified, interviewed, and was promoted: 1WM.

1WM non-goal candidate **promoted** is currently performing the job of the Claims Processing Trainer in both Hamden and Wethersfield. He has ten years of initial claims experience in addition to five years of experience as an Associate Community Services Representative. He has been the durational claims processing unit trainer for the past year and has done an outstanding job. In addition, he was well-spoken and has excellent interpersonal skills. He is well versed in all DOL computer systems including Salesforce, CTABS, IBM, TICS, Outlook, EDMS and TEAMS. Moreover, he developed and implemented most of the training curriculum and presentations currently used to train all new and existing staff. He is an excellent candidate and is highly recommended for the position of the Claims Processing Trainer.

LD Resource Associate, UI Tech Unit

Recruitment # 210730-5250SH-EW (8/10/2021)

Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

DOL Integrity/UI Tech Unit is seeking to reclassify a DOL employee to Labor Department Resource Associate in Wethersfield, CT. This is a full-time, first shift position. After training, this position can be part in the office and part telework.

Examples of duties:

- *Performs such activities as program development, automation support, grants, and contract development, monitoring and evaluation or training and/or technical assistance to field staff within various units or program areas.*
- *Develops and presents training programs in assigned functional areas.*
- *Identifies problem areas and recommends corrective action to remedy deficiencies in meeting program goals.*
- *Monitors programs and activities for completeness, compliance with legal mandates, fiscal requirements, efficiency, and customer satisfaction.*
- *Assists in planning and development of new programs.*
- *Analyzes need for new or enhanced data processing capability within programs and facilitates development or modification of systems to meet program needs.*
- *Analyzes impact of state and/or federal legislation and regulations on departmental programs and procedures.*
- *Adapts federal regulations for state use and develops appropriate procedures for implementation; develops procedural manuals and drafts informational memorandums.*
- *Prepares federal, state and/or agency reports.*
- *May speak before professional groups and labor organizations, municipalities, employers or community groups regarding programs and services.*
- *May serve as a team leader assigned to conduct program reviews of various unit operations.*
- *May provide input regarding budget requests within functional and/or program areas.*
- *May conduct investigations and monitor internal security procedures.*
- *Performs related duties as required.*

The ideal candidate will have knowledge of Job Service, Unemployment Compensation or Employment and Training programs; knowledge of relevant state and federal laws, statutes, and regulations; knowledge of effective interviewing techniques; interpersonal skills; oral and written communications skills; problem solving skills; ability to interpret and analyze laws, policies, regulations, and legal precedents; training ability.

Minimum Qualifications -General Experience includes seven (7) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. Special Experiences: One (1) year of the General Experience must have been in program development, automation support, grants, and contract development, monitoring and evaluation or training and/or technical assistance. For State employees, this is interpreted at the level of a Labor Department Associate Community Services Representative performing work in the targeted program area. College

training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. A Master's degree in public administration, business management or a closely related area may be substituted for one (1) additional year of the General Experience. For State employees, one (1) year of experience as a Labor Department Adjudications Specialist, Labor Department Career Development Specialist or Labor Department Business Services Specialist performing technical work in the targeted program area may be substituted for the General and Special Experience.

Preferred Qualifications

- *Process TRA and RTAA applications, including determining eligibility.*
- *Approve or deny extensions for TRA training enrollment deadlines.*
- *Issue TRA denials.*
- *Establish TRA overpayments.*
- *Act as liaison to field staff for TRA program/questions.*
- *Coordinate Interstate TRA claims processing.*
- *Prepare and submit reports.*
- *Maintain messaging in TICS and other UI system.*
- *Conduct user acceptance testing in UI systems.*
- *Develop, run, and disseminate queries of UI data to business units.*
- *Maintain and update UI forms using Elixir software.*
- *Maintain and update various DOL forms/posters/brochures.*
- *Process various UI reports.*
- *Analyze and resolve mainframe issues in payment of claims.*
- *Analyze and process requests for transfers of weeks of unemployment benefit payments.*
- *Work with unemployment benefit debit card vendor, claimants, and agency staff on issues with cards and payments.*
- *Assist in resolving banking issues related to unemployment benefit payments.*
- *Function as a resource for 1099G questions, reprints, and corrections.*
- *Submit requests for database fixes to IT.*
- *Update messages on CT Tax and Benefits System.*
- *Performs related duties as required.*

4 internal applicants applied: 1WM, **1BF**, **1HM** and 1HF.

1HM and 1HF did not meet the minimum qualifications and were eliminated.

2 qualified applicants were interviewed: 1WM and **1BF.**

1WM non-goal candidate accepted a **voluntary demotion** into this position. His application and interview responses combined to demonstrate that he best meets the criteria considered in this selection. His answers to the interview questions showed he has a comprehensive understanding of the RA position in the UI Integrity/UI Tech Unit. His prior experience working in this unit has given him valuable experience in many of the tasks associated with this position, including user acceptance testing on UI systems; processing of UI reports; working with IT on resolving system issues impacting claims; working with the agency's debit card vendor staff and application; reprinting and amending 1099G forms for claimants; and payment of TRA claims. In addition, he is a certified user of Elixir software, the agency's tool for creating and maintaining its hundreds of mainframe IBM forms and he has experience handling Forms Management. His recent experience as an Adjudicator has given him additional IBM screen knowledge and this, combined with previous experience in working with IT to resolve system issues, will make his contribution to the position even more effective. Though his experience in processing TRA work items was limited to processing payments, he demonstrated a good description of the TRA program and the tasks that this position would be responsible for related to the program. He demonstrated experience with and direct knowledge of many of the preferred qualifications for this posting, which positions him to be able to be effective very quickly.

1BF goal candidate not selected indicated experience with UI and with assisting claimants with claim issues, however, her experience is limited to helping specific claimants with using UI and not in working

with IT on resolving mainframe system issues; she has minimal experience in working with TRA as a Career Development Specialist and none with the system program; she has no knowledge of UI Tech's role in the 1099G process; very limited experience with or knowledge of resolving direct deposit/debit card issues; and no experience in testing UI systems or in test script writing or execution. Some of her answers to interview questions meandered off the topic of the question and seemed to indicate a lack of understanding of the position she was applying for. For example, she referenced a temporary assignment she had in BPCU multiple times, despite this position having no relevance to BPCU. Based on these reasons, she is not recommended for this position.

LD Resource Associate, BPCU

Recruitment # 210914-5250SH-MG, (9/13/2021)

Open to Agency Employees and advertised on JobAps, internally on DOL's intranet and via email notification to all DOL employees.

DOL Integrity/BPCU Unit is seeking to reclassify a DOL employee to Labor Department Resource Associate in Wethersfield, CT. Telework is available for this position. Incumbents will be required to be in the office for training and for part of the job duties after training.

Duties include, but are not limited to:

- *Conducts overpayment audits*
- *Finalizes overpayment hearing cases received from Adjudications and Appeals*
- *Issue's overpayment decisions of mail hearings*
- *Enters overpayment cases in IBM*
- *Processes overpayment appeals*
- *Acts as a resource/mentor to the CSR's and clerical staff*
- *Answers phones and emails from both DOL staff and customers*
- *Reviews daily error report and correct any records*
- *Oversees Interstate Recovery Program*
- *Detects, investigates, and processes overpayments caused by identity theft*
- *Analyzes information in agency processing systems to determine suspicious activity or possible schemes against the UI system*
- *Assists OCSA staff with requests for information regarding prosecution cases*
- *Works as a liaison with law enforcement agents regarding overpayment cases*
- *Reviews online tips received from public to determine if individuals are potentially filing fraudulent claims while working off the books for employers or in self-employment*
- *Conducts special investigations to detect industry-related or other patterns of individuals being paid improperly*

The ideal candidate will have knowledge of Job Service, Unemployment Compensation or Employment and Training programs; knowledge of relevant state and federal laws, statutes, and regulations; knowledge of effective interviewing techniques; interpersonal skills; oral and written communications skills; problem solving skills; ability to interpret and analyze laws, policies, regulations, and legal precedents; training ability.

Minimum Qualifications – General Experience includes seven (7) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. Special Experiences: One (1) year of the General Experience must have been in program development, automation support, grants, and contract development, monitoring and evaluation or training and/or technical assistance. Note: For State employees, this is interpreted at the level of a Labor Department Associate Community Services Representative performing work in the targeted program area. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree. A Master's degree in public administration, business management or a closely related area may be substituted for one (1) additional year of the General Experience. For State employees, one (1) year of experience as a

Labor Department Adjudications Specialist, Labor Department Career Development Specialist or Labor Department Business Services Specialist performing technical work in the targeted program area may be substituted for the General and Special Experience.

Preferred qualifications:

- *Experience conducting overpayment audits*
- *Experience reviewing overpayment audits and system records for accuracy*
- *Experience working with the Interstate Recovery Program*
- *Experience detecting, investigating, and processing overpayments caused by identity theft*
- *Experience analyzing information in agency processing systems to determine suspicious activity or possible schemes against the UI system*
- *Experience working with law enforcement on overpayment cases referred for prosecution*
- *Experience working with vendors and the Integrity Data Hub on detecting imposter claims*
- *Experience conducting special investigations to detect industry-related or other patterns of individuals being paid improperly*

Special Requirements: incumbents in this class assigned to veteran's program positions will be required to meet the qualifications set forth in Title 38, i.e., must be veterans, preferably disabled veterans, or other qualified, eligible persons. Any employee who bumps a Labor Department Associate Community Service Representative in a veteran's program position must meet the eligibility requirements under Title 38. Incumbents may be required to speak a foreign language and may be required to travel.

3 internal candidates applied: 1WM, 1WF, **1HM.**

1HM did not meet the minimum qualifications and was disqualified.

2 applicants qualified and were interviewed: 1WM, 1WF.

1WF non-goal candidate accepted a **voluntary demotion** into this position. Her experience, application and interview responses combined to demonstrate that she meets the criteria considered in this selection. Her last two service ratings were excellent and there are no issues with her attendance. Her answers to the interview questions showed her comprehensive understanding of the Benefit Payment Control Unit (BPCU) and the role it plays in Unemployment Insurance, including establishment and collection of overpayments. Her prior experience in BPCU as a Resource Associate has given her great insight into the role of this position. She gave a great answer on her preference for working independently versus as part of a team, stating she likes both which is critical in BPCU. She gave an excellent answer to how she would mentor entry level staff which was based both on her prior experience as an RA in BPCU as well as her own personal philosophy on mentoring. She has prior experience working with significant backlogs in BPCU, having worked in the unit post-Great Recession when workloads were very high and she was able to maintain core production standards while also handling additional duties, such as processing overpayment appeals. She has demonstrated experience in working with vendors to enhance agency integrity tools through her work with BPCU's Integrity Software tool, which is a vendor-built product and through her experience as the BPCU point person with the agency's surveillance vendor which required her to interact regularly on investigation cases. Although she is not as familiar with newer BPCU concepts, such as the Integrity Data Hub and investigating imposter fraud, that have arisen in the years since she last worked in the unit, her prior BPCU experience and her keen instinct for investigative work made her answers to interview questions on these topics impressively insightful. She is highly recommended for the position of RA in UI Integrity/BPCU.

1WM non-goal candidate **promoted** is highly recommended for this position. His experience, application and interview responses combined to demonstrate that he meets the criteria considered in this selection. His last two service ratings were excellent and there are no issues with his attendance. His answers to the interview questions showed his understanding of the Benefit Payment Control Unit (BPCU) and the role it plays in Unemployment Insurance, especially in the areas of detecting and preventing imposter fraud. He has prior experience in BPCU as an Associate Resource Associate and is currently working in BPCU in a TSHC capacity as the IDH investigator. These roles have given him great insight into the role of this position. He gave a great answer on his preference for working independently versus as part of a

team, stating that he can adapt to either, which is critical in BPCU. In his role as IDH investigator, he is doing both successfully. He has current experience working with significant backlogs in his work in both Claims Intake and BPCU and understands the need to address the volume while also focusing on the quality of the work in doing so. He has demonstrated experience in working with vendors to enhance agency integrity tools through his current role as the agency's IDH investigator which has him working successfully with multiple vendors, including Salesforce/Bluewolf and Revenue Solutions Inc (RSI). He is very familiar with newer BPCU concepts, such as the Integrity Data Hub and investigating imposter fraud, as this has been his focus in the past year in his role as IDH investigator. His work on this special project has helped the agency stop thousands of claims from being paid improperly. His knowledge of the investigative steps for detecting and preventing imposter claims reveals a keen instinct for investigative work which would make him an asset as an RA in BPCU. He is highly recommended for the position of RA in UI Integrity/BPCU.

Adjudications Specialist

Promotion Goals	**11BF, 6HM**
Actual Promotions	1HM

LD Adjudications Specialist-Bridgeport

Recruitment # 210405-5242SH-JN (4/4/2021)

This position was open to agency employees. Notice was sent via email to all agency employees and was posted internally on DOL's intranet site and on DAS JobAps.

The DOL is seeking to reclassify one (1) agency employee to a Labor Department Adjudications Specialist position in our Bridgeport office.

The ideal candidate will have considerable knowledge of relevant state and federal Unemployment Insurance and Labor Laws, statutes, regulations, precedents; knowledge of Job Service, Unemployment Insurance and Employment and Training functions, policies, and procedures; knowledge of employment problems and practices; considerable oral and written communication skills; interpersonal skills; analytical skills.

Minimum Qualifications - General Experience includes seven (7) years of technical level experience performing Job Service, Unemployment Insurance or Employment and Training functions. Special Experience includes one (1) year as a Labor Department Associate Community Services Representative performing basic fact-finding examination in Unemployment Insurance. College training may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a bachelor's degree.

Special Requirements: incumbents may be required to speak a foreign language.

5 internal candidates applied: 1WM, 1WF, **1BF**, **1HM** and 1HF.

3 did not meet the minimum qualifications and were eliminated: 1WM, 1WF and 1HF.

1BF, 1HM applicants qualified and were interviewed.

1HM goal applicant **promoted**.

Community Services Representative

Promotion Goals	**1WM, 4WF, 6BF, 1HM, 1AF**
Actual Promotions	1HF

1HF promoted from Secretary 1 to CCT position Hamden American Job Center, recruitment # 210302-1992SH-001 (see write-up in *Hires Section)*

Category 3: Technicians

Promotion Goals	**0**
Actual Promotions	0

No promotional activity occurred in this category

Category 5: Paraprofessionals

Promotion Goals	**0**
Actual Promotions	1WF, 1HF

1HF non-goal candidate **promoted** from Processing Technician to Fiscal Administrative Assistant in the ETAU, recruitment # 210330-1317AR-001 (see write-up in *Hires Section*)

1WF non-goal candidate **promoted** from Administrative Assistant to Fiscal Administrative Assistant in the Business Management unit, recruitment # 211213-1317AR-EI (12/13/2021)

Category 6: Clerical / Administrative Support - Hartford

Promotion Goals	**0**
Actual Promotions	0

There was no promotional activity in this category.

Category 6: Clerical / Administrative Support – Waterbury

Promotion Goals	**0**
Actual Promotions	0

There was no promotional activity in this category.

Category 7: Service / Maintenance

Promotion Goals	**1WM, 4WF, 6BF, 1HM, 1AF**
Actual Promotions	0

There was no promotional activity in this category.

Category 8: Skilled Craft

Promotion Goals	**0**
Actual Promotions	0

There was no promotional activity in this category.

CAREER MOBILITY
Pursuant to Connecticut Agency Regulations
Section 46a-68-91

Sec. 46a-68-91. Career Mobility (a) All departments and agencies of state government shall, pursuant to section 4-61u of the Connecticut General Statutes, establish an effective program of career mobility as part of their affirmative action program, as required by section 46a-68 of the Connecticut General Statutes, for occupational groups, which shall include, but not be limited to, secretarial, clerical, supervisory clerical, semiskilled, crafts and trades, supervisory crafts and trades, custodial, supervisory custodial and laborers. All departments and agencies of state government shall provide, or make provision for, career counseling for such occupational groups. (b) Each department and agency of state government shall establish an effective program of accommodation and entry level training of persons with disabilities. Such programs shall be part of department and agency affirmative action programs required by section 46a-68 of the Connecticut General Statutes. (Effective April 17, 2015)

CAREER MOBILITY

Pursuant to Connecticut Agency Regulations
Section 46a-68-91

In accordance with Connecticut General Statutes section 4-61u, Career Mobility is a fundamental principle of Affirmative Action. An effective career mobility program establishes conditions in which employees can achieve career advancement from sub-professional positions to professional positions from which they may have been excluded in the past. This is generally accomplished through efforts to eliminate discriminatory barriers and through training programs. It is also an effort that focuses personnel policy and practices on the development and implementation of career opportunities for employees who, (1) exhibit the desire, potential and ability to perform higher-level work, and (2) are in lower-level positions without much room for growth.

Despite the lack of state and federal funds for training purposes, DOL, recognizes training is an important factor in preparation for advancement. To address this need DOL continues to add courses to its no cost/low-cost *SABA Learning Management System (SABA)* an online learning initiative managed by the Employee & Organization Development Unit (EOD). Employees are also encouraged to take advantage of the courses offered through the Employee Assistance Program as well as those offered through *State In-Service Training* and if eligible and available to make use of *Union Conference and Workshop* funds to pay for courses.

When possible the Human Resources Administrator, the Human Resources Generalist and the EEO Specialist provide career counseling and advise employees of available training opportunities. During the reporting period there were no request for career counseling.

Additionally, DOL continually reviews job specifications to determine if experience and training requirements are realistic and job-related to eliminate or revise artificial or non-job-related qualification requirements.

During the Plan period such a review was undertaken to revise and expand the experience and training requirements for Labor Department Community Services Representative (LD CSR) and Labor Department Associate Community Services representative (LD ACSR).

Our objective in revising the qualifications for these positions were to provide the agency with greater flexibility in qualifying applicants from a wider range of occupations with a wider variety of qualifying professional experience. These modifications to the job specifications resulted in a more diversified recruitment pool with a greater number of candidates and ultimately, provided the agency with more opportunities to recruit, hire and promote. Opportunities that did not exist before.

We also proposed the re-establishment of the Labor Department Community Service Trainee (LD CST) classification. This classification would be utilized for individuals who currently do not meet the work experience requirement for Social Services Trainee (SST), but otherwise have work experience that demonstrates a potential aptitude for successful performance. The training period for individuals in this classification is dependent on the number of college level credits resulting in either a two (2) year or three (3) year training program with an increment in salary for each completed year. The re-establishment of the LD CST classification with these proposed changes will enable our agency to be able to consider a whole new population of the workforce.

As a result of the adoption of the proposed changes in December 2021, we envision the agency hiring individuals directly into the LD CSR and LD Associate CSR classifications while having the flexibility to consider individuals as a CCT, SST or CST.

Finally, DOL has an established policy and procedure for accommodation for persons with disabilities, which applies to both existing and prospective employees and applicants (**attachment**). All entry level employees receive the same training, but those with disabilities who need accommodation are provided with it. Such accommodations may include an extension of the working test period, working with a job coach, adaptive equipment, or an adjusted work schedule.

ATTACHMENT

REASONABLE ACCOMODATION POLICY & PROCEDURE

I. Purpose

The Department of Labor (DOL) is committed to providing and promoting equal opportunities in its programs and services. This commitment includes adhering to the American with Disabilities Act (ADA) of 1990 as amended by the ADA Amendments Act of 2008, section 504 of the Rehabilitation Act of 1973, and the Connecticut Fair Employment Practices Act (CFEPA), and the requirement to provide reasonable accommodations to qualified persons with disabilities to ensure the full and fair participation of all employees and the public in its programs and activities, unless to do so would cause undue hardship.

II. Definitions

- *Reasonable Accommodation* – modifications or adjustments:

    1. to a job application process to enable a qualified applicant to be considered for the position being applied for;
    2. to the work environment or to the manner or circumstances of the way the position is performed to enable a qualified individual to perform the essential functions of the position;
    3. to enable the qualified individual to enjoy equal benefits and privileges of employment.

- *Person with a Disability* – under the ADA, an individual with a disability is any person who:

    1. has a physical or mental impairment that substantially limits one or more major life activities;
    2. has a record of such an impairment; or
    3. is regarded as have such impairment.

- *Disability* - physical or mental impairment is defined as any physiological or mental impairment, or condition, cosmetic disfigurement, or anatomical loss; OR any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

- *Substantially Limited* - Unable to perform, or significantly restricted in the ability to perform major life activities compared to the average person with comparable training, skills and ability.

- *Learning Disability* – under CFEPA, an individual who exhibits a severe discrepancy between educational performance and measured intellectual ability and who exhibits a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written,

which may manifest itself in a diminished ability to listen, speak, read, write, spell or to do mathematical calculations.

- *Qualified Individual with a Disability* – an individual with a disability is qualified if:

  1. s/he satisfies the requisite skill, experience, education, and other job-related requirements of the position s/he holds or desires; and
  2. s/he can perform the essential functions of the position, with or without a reasonable accommodation.

- *Essential Functions* – the fundamental job duties of the position that the individual holds or desires, but does not include the marginal functions of the position.

- *Undue Hardship* – if the specific type of reasonable accommodation causes significant difficulty or expense incurred by a covered entity. (See section XI).

III. Making a Request for Reasonable Accommodation

A request for reasonable accommodation is a statement that an individual needs an adjustment or change at work, in the application process, or in a benefit or privilege of employment for a reason related to a medical condition. The reasonable accommodation process begins as soon as the request for accommodation is made.

A request does not have to use any special words, such as "reasonable accommodation," "disability," "Americans with Disabilities Act" or "Rehabilitation Act." An individual with a disability may request a reasonable accommodation whenever s/he chooses, even if s/he has not previously disclosed the existence of a disability. Any DOL employee or applicant may consult with Human Resources for further information or assistance in connection with requesting or processing a request for reasonable accommodation.

- An employee may request a reasonable accommodation orally or in writing from his/her supervisor; another supervisor or manager in his/her immediate chain of command; or his/her Human Resources Representative.

- An applicant may request a reasonable accommodation orally or in writing from any DOL employee with whom the applicant has contact in connection with the application process.

- A family member, health professional, or other representative may request an accommodation on behalf of a DOL employee or applicant. The request should go to one of the same persons to whom the employee or applicant would make the request.

Employees seeking a reasonable accommodation must follow up an oral request by completing the attached "Request for Accommodation" form and providing it to his/her Human Resources Representative. Once the written request is received, his/her Human Resources Representative will send the employee a confirmation of receipt. However, DOL will begin processing the request as soon as it is made, whether or not the "Request for Accommodation" form has been provided.

When an individual needs a reasonable accommodation on a repeated basis, the individual is not required to submit additional forms after the first request. However, the employee must give appropriate notice each time the accommodation is needed.

IV. Persons to Receive Request

As stated above, an employee's request for reasonable accommodation may be made directly to an employee's supervisor, office manager, division director, or his/her Human Resources Representative, and in the case of an applicant's request, to any agency employee with whom s/he has contact with in the application process. The individual who receives the request must forward the request to Human Resources who will handle processing the request, including providing the employee or applicant the "Request for Accommodation" form and "Medical Provider Report Form in Response to Accommodation Request" (if necessary), as well as any additional written communications.

The decision of whether to grant or deny the request will be reviewed and made by Human Resources and, if necessary, the Reasonable Accommodation Committee, which will be comprised of the employee's supervisor and/or office director (for applicants, supervisor of position and/or director of office of position), the employee's Human Resources Representative and a representative from the Office of Program Policy or his/her designee. Human Resources' address is as follows:

CT Department of Labor
Attn: Human Resources
200 Folly Brook Blvd.
Wethersfield, CT 06109

Requests should be forwarded as soon as possible, but in no more than 5 business days. Any supervisor, manager or director who is not in the applicant or employee's chain of command and receives a request for reasonable accommodation, shall forward the request to Human Resources.

V. Time Limits

DOL will process requests for reasonable accommodation and provide accommodations, where they are appropriate, in as short a time frame as possible. The time necessary to process a request will depend on the nature of the accommodation requested and whether or not it is necessary to obtain supporting information or to purchase equipment.

Requests will be processed, and approvals/denials issued within a reasonable time following the receipt of all necessary documentation and allowing for any extenuating circumstances such as the purchase of equipment, or other issues outside of the agency's control. If a lengthy delay in the decision is expected, DOL may provide a temporary and/or provisional accommodation.

Decision makers should also be aware of any time-sensitive requests, such as if an applicant is applying for a job or an employee is seeking to participate in upcoming training or an agency activity. In the event that such a time-sensitive request is made, DOL shall provide for expedited processing of the request in order to ensure that a decision is made prior to the need for the accommodation. The decision makers shall notify the employee as soon as possible if such request is received too late and cannot be accommodated.

VI. Interactive Process

After a request for a reasonable accommodation is made the parties are obliged to engage in an "interactive process" to determine what, if any, accommodation should be provided. Initially, his/her Human Resources Representative, will promptly notify the applicant or employee and explain the process involved. Thereafter, the individual requesting the accommodation and his/her Human Resources Representative, and must continue to engage in ongoing communication to determine:

- Whether the person requesting the accommodation is a qualified individual with a disability. For example, DOL is entitled to seek clarification regarding the request, including medical information that is specific to the request (i.e., what restrictions the applicant or employee may have);

- Possible alternative accommodations, particularly if the accommodation being requested is an undue hardship. DOL should take a proactive approach

in searching out possible alternative accommodations, although the individual should also participate to identify an effective accommodation;

- Additional resources that are available to aid in identifying possible accommodations; and

- Whether reassignment/transfer should be considered as a possible accommodation (*see* section IX for detailed guidance on Reassignment/Transfer).

VII. Requests For Medical Information

DOL is entitled to know that the employee or applicant making the request has a covered disability that requires a reasonable accommodation. In some cases the disability and need for accommodation will be obvious or known to the decision maker. In these cases, DOL does not require further medical information. However, when a disability and/or need for reasonable accommodation is not obvious or known, DOL will require that the individual provide information about the disability and his/her functional limitations by having the individual's health care provider complete the attached "Medical Provider Report Form in Response to Accommodation Request (including attachments)."

When making a request to the individual for such medical information, DOL will provide the individual the "Medical Provider Report Form," with the job description attached (if applicable), and:

- Explain that DOL has a right to the information and that it will assist the agency in processing the request for reasonable accommodation;

- Explain the types of information DOL may seek, such as:

    1. the past, present and expected future nature, severity and duration of the impairment,
    2. the activities the impairment limits,
    3. the extent of the limitations, and
    4. why the individual requires reasonable accommodation and how such accommodation would assist the individual;

- Explain that if the original Medical Provider Report Form provides insufficient information to determine whether an accommodation is appropriate:

1. DOL may request supplemental documentation from the individual's health care provider, or
2. the individual can sign a limited release allowing DOL to directly contact the individual's health care provider for supplemental information;

- Explain that DOL has a right to have any medical information provided by the individual's health care provider be reviewed by its own medical expert at DOL's expense;

- Explain that if, after a reasonable amount of time, there still is not sufficient information to demonstrate that the individual has a disability and needs an accommodation, the individual can be asked to be examined by a health care provider chosen by DOL; and

- Explain that the individual's failure to provide appropriate medical documentation or to cooperate in this regard can result in a denial of his/her request for reasonable accommodation.

VIII. Confidentiality of Medical Information

All medical information obtained in connection with a request for reasonable accommodation must be kept confidential. Any agency employee who obtains this information is strictly bound by these confidentiality requirements. Such information shall be kept in Human Resources in files separate from the individual's personnel file.

The information may be disclosed only as follows:

- The Reasonable Accommodation Committee, supervisors and managers, employees in Facilities and Business Management, and any other employees involved in meeting the accommodation with a need to know may be told about necessary restrictions on the duties of the employee and the necessary accommodations;

- first aid and safety personnel, if disability might require emergency treatment;

- government officials, if investigating agency's compliance;

- workers' compensation offices or insurance carriers in certain circumstances.

Whenever medical information is disclosed, the individual disclosing the information shall inform the recipients of the information about the confidentiality

requirements.

IX. Reassignment/Transfer

Reassignment/transfer is a form of reasonable accommodation that, absent undue hardship, is provided to employees who, because of a disability, can no longer perform the essential functions of their job with or without a reasonable accommodation. Reassignment/transfer is a last resort and is not to be considered unless the employee cannot be accommodated in his/her position or the employee voluntarily agrees. However, even if not specifically requested by the employee, reassignment/transfer must be considered by the agency prior to terminating his/her employment because the employee cannot be accommodated in his/her current position. DOL is not required to create a position for the employee; rather, this process only involves searching for vacant positions.

In searching for a possible reassignment/transfer for an employee as a reasonable accommodation, DOL shall:

- explain to the employee why DOL has concluded that s/he cannot be accommodated in his/her current position;
- speak with the employee to determine the employee's skills and abilities, the limits the employee may want to place on the search (e.g., geography) and other types of jobs within the agency the employee may be able to perform, with or without an accommodation;
- first consider positions equal in pay, status and other factors to the employee's current position, and then only if no such positions are vacant, consider lower level positions;
- consider positions currently vacant or those that are projected to be vacant within a reasonable time;
- discuss any vacant positions with employee and, where an appropriate position is identified, make a formal offer by providing the attached "Offer of Reassignment/Transfer" letter;
- if employee refuses offer of reassignment/transfer, fill out and provide to the employee the attached "Denial of Accommodation Request" form.

X. Granting the Request

As soon as a decision is made that a reasonable accommodation will be provided, the decision will be communicated and the individual will be notified in writing. If

the accommodation cannot be provided immediately, the individual will be informed of the projected time frame for providing accommodation.

XI. Undue Hardship

The agency may deny a request for a reasonable accommodation if to grant such a request would cause the agency undue hardship on the operation of its business. Determination of undue hardship is made on a case-by-case basis considering the following factors:

- the nature and net cost of the accommodation needed;
- the overall financial resources of DOL or the division involved in the provision of the reasonable accommodation, the number of persons employed in the division, the number, type and location of its facilities and the effect on expenses and resources;
- the type of operation of DOL or the division involved, including the composition, structure and functions of the workforce, and the geographic separateness and administrative or fiscal relationship of the division involved to DOL; and
- the impact of the accommodation upon the operation of DOL and the division involved, including the impact on the ability of other employees to perform their duties and the impact on DOL's or the division's ability to conduct business.

XII. Denial of Request

As soon as it is determined that a request for reasonable accommodation will be denied, the Human Resources Director will provide the applicant or employee requesting the accommodation the reason for the denial. Also included in the denial, a notice of the individual's rights to file a complaint to the Office of Diversity and Equity Program, 200 Folly Brook Boulevard, Wethersfield, CT 06109, telephone (860) 263-6520, within thirty (30) days in accordance with DOL's complaint resolution procedures.

XIII. Relation of Procedures with Statutory and Collective Bargaining Claims

This policy is in addition to any statutory and collective bargaining protections for persons with disabilities and the remedies they provide for the denial of requests of reasonable accommodations. Requirements governing the initiation of statutory and collective bargaining claims, including time frames for filing such claims, remain unchanged.

XIV. No Retaliation

DOL strictly forbids retaliation against individuals who request an accommodation or otherwise exercise their rights under the ADA or Connecticut law. Agents of DOL shall not retaliate against, coerce, intimidate, threaten, harass or interfere with any individual exercising or enjoying his or her rights under the ADA or Connecticut law or because an individual aided or encouraged any individual in exercise of rights granted or protected by the ADA or Connecticut law.

Web Links:

Connecticut CHRO Website
How to File a CHRO Discrimination Complaint
Discrimination Complaint - FAQs
Equal Employment Opportunity Commission - Boston Office
State of Connecticut Workers' Compensation Commission

DOL-304
Rev. 1/2022

Department of Labor

REQUEST FOR REASONABLE ACCOMMODATION

Employee Name:

Position Title:

Employee ID:

Hours of Work:

Region/Work Location:

Shift (circle one):
(1) (2) (3)

In support of your request for an accommodation, please provide the following information:

Nature of Disability:

Accommodation Requested (attach additional pages if needed):

Reason for Request:

If the request is time sensitive, please explain:

Depending upon the nature of your request additional information may be requested from your medical provider.

I understand that you may have questions about my request and may need to contact my medical provider. I hereby give you permission to do so: ☐ **Yes** ☐ **No**

Employee/Applicant Signature: _____ Date: _____

HUMAN RESOURCES DIRECTOR REVIEW:

ADA Definition Met: _____ Yes _____ No

Essential Functions Impacted:

_____

_____

_____

_____

_____

Operations Impact:

_____

_____

_____

_____

_____

Cost Impact:

_____

_____

_____

_____

_____

Recommended_____ Not Recommended_____

Reason:

_____

_____

_____

_____

_____

_____ _____

(HR Director or Designee's Signature) **(Date)**

Request for Reasonable Accommodation (continued):

IMPORTANT NOTE:

If not approved, employee/applicant has right of appeal to:

Muriel Carpentier, EEO Specialist II
CT Department of Labor
200 Folly Brook Blvd.
Wethersfield, CT 06109

Tel:(860)263-6520
Fax: (860) 263-6699

Rev. 1/22
DOL-306

Department of Labor

Medical Provider Report for Reasonable Accommodations Requests

(This form must be executed by a physician or practitioner whose method of healing is recognized by the State, except where otherwise indicated.)

Employee Name: _____ Date: _____

1. Does the employee have a mental or physical impairment? Yes ☐ No ☐
   If yes, what is the impairment?

2. Describe the nature, severity, and anticipated duration of the impairment.

   ☐ Temporary (explain)

   ☐ Temporary but will take longer than normal to heal (explain)

   Anticipated healing period:

   ☐ Temporary with residual effects (explain)

   ☐ Permanent

   ☐ Chronic (explain)

3. What functions or activities does the employee have difficulty performing because of his/her condition(s) and why?

4. Regarding each function or activity listed above, describe in detail how and to what extent each is limited.

5. If you answered "Yes" to question 1, are there any reasonable accommodations you would suggest that may enable him/her to perform the essential functions identified? If so, what suggestions do you have? If you are suggesting teleworking, please explain how working from home would enable him to perform his job duties.

6. If the employee was required to be in the office 1 to 2 days per week. Please explain how this would impact the disability issue.

7. If you are suggesting a sit to stand accommodation, please be advised that the employee is provided with two (2) fifteen (15) minute breaks, typically one in the morning and one in the afternoon, a thirty (30) minute lunch period and is at liberty to stand periodically. If this is not sufficient, please provide a detailed explanation.

Please be advised, employees at the DOL are provided an ergonomic chair and workstation to accommodate recommended positions for work. Recommended ergonomic positioning information is available to all staff via the agency intranet. A personal visit to review their understanding and adjust the provided furnishings is available upon request. If physical accommodation beyond these provisions is medically required, it is requested you provide detailed information regarding what is not presently provided (e.g. neck support, supplemental lumbar cushioning, etc.).

If health conditions require a computer hardware or software accommodation, please provide detailed specification and manufacturer information to expedite provision and minimize expenditures. The Agency IT Department cannot proceed with only generic descriptions of accommodations to be provided (e.g. larger monitor, ergonomic keyboard, etc.). This type of limited information can result in provision of an inappropriate and potentially harmful item.

Physician Declaration:

I understand I am providing information to assist the Department of Labor in determining whether it can provide a reasonable accommodation for my patient _____ as in accordance with the definitions of Americans with Disabilities (ADA), as Amended 2008. I certify that the information I am providing is true and correct and accurately reflects my medical assessment and opinion.

Physician Name (please print clearly): _____

Address: _____

Phone number: _____

Physician signature: _____

Date: _____

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Please return the completed form to:

Muriel Carpentier
Equal Employment Opportunity Specialist/ ADA coordinator
Connecticut Department of Labor
200 Folly Brook Blvd.
Wethersfield CT 06109
860-263-6520 phone
860-263-6699 fax
Muriel.carpentier@ct.gov

ESSENTIAL JOB FUNCTIONS TOOL
(To be completed by Employee's immediate manager)

Employee Name:_____ Position Title:_____

Employee ID:_____ Hours of Work: _____

Region/Work Location:

_____

1. What are the essential functions (tasks) of the job?

2. Would removing that function fundamentally change the job?

3. How much time, approximately, is spent performing the function? What is the degree of importance to the overall job success?

4. How many employees perform this function?

5. What is the degree of expertise (knowledge, skills, and abilities) required to perform the function (e.g., special training, license, or certification) upon entry to the job?

6. Is the function performed a critical part of the job and does it preclude accommodations?

7. Additional Comments:

_____ _____

(Signature of Manager) Date

INNOVATIVE PROGRAMS
Pursuant to Connecticut Agency Regulations
Section 46a-68-93

(a) The development and implementation of programs not covered elsewhere in the plan is an important part of the road to equal employment opportunity. Accordingly, within the framework of the affirmative action plan is an open invitation to each agency to structure comprehensive programs to create opportunities not otherwise available to achieve the full and fair participation of all protected group members. Such programs may include, but are not limited to:

(1) summer employment programs;
(2) youth programs;
(3) apprenticeships;
(4) work-study programs;
(5) job sharing arrangements;
(6) internships;
(7) day care programs;
(8) creation of new positions;
(9) outreach for high school and college students;
(10) reassignments; or
(11) any positive, result-oriented program designed to achieve affirmative action.

(b) The plan shall describe any program planned or operated pursuant to this section and report the results achieved. (Effective April 17, 2015)

INNOVATIVE PROGRAMS
Pursuant to Connecticut Agency Regulations
Section 46a-68-93

The Department of Labor (DOL) continues in its efforts to develop and implement innovative, comprehensive programs that are essential for creating opportunities to achieve full and fair participation for all protected groups.

Most of the programs that DOL sponsors are public facing geared towards serving the public and business communities. In March of 2020, the *Consumer Contact Center* was established and staffed by Employment Security Intermittent Interviewers (ESII) who since inception have handled over 2.1 million calls and cases equating to 10 years' worth of work for departments throughout the agency.

While DOL remains committed to promoting from within and to provide fair and impartial opportunities for advancement to its staff and opportunities for new employees, prior to March 2020 staffing levels were decreased 35% over prior years reducing the available pool of qualified employees for promotional opportunities. However, because of the increased claim volume and other work associated with the effects of the Pandemic the agency made use of *Temporary Services in A Higher-Class* designations to fill critical positions. Because of these temporary reclassifications, employees gained experience and knowledge that they would not ordinarily have. When promotional opportunities opened, some of these employees qualified for and were promoted to higher positions. A benefit of the movement of employees to higher level positions has been the opening of lower-level positions to backfill the vacancies created.

As DOL moves forward to increase staffing and plan for retirements expected to occur throughout the next few years, we are making a conscious decision to consider affirmative action goals when hiring ES Intermittent Interviewers. We recognize that these temporary employees represent the future workforce of our agency. As these employees gain experience and program expertise, they will become eligible to apply for Social Services Trainee (SST), Connecticut Career Trainee (CCT), Community Services Trainee (CST) or Community Services Representative (CSR) positions. The development and use of these classifications are discussed in detail in the *Career Mobility Section* of this Plan.

The Office of the Unemployed Workers' Advocate is a new unit being built within the CT DOL, separate from the Consumer Contact Center, to assist unemployed residents. Through direct contact with the unemployed worker, the Advocate Unit will support individuals in such areas as understanding documents provided by CTDOL, reducing barriers to receipt of benefits, and navigating the appeals process. Beyond assistance on individual cases the unit will also be tracking reported issues to support the Department in improving client communications and recommend policy changes. The creation of this new unit has provided another avenue for intermittent employees to apply for permanent positions.

CONCLUDING STATEMENT

Pursuant to Connecticut Agency Regulations
Section 46a-68-94

I acknowledge that as the appointing authority for the Connecticut Department of Labor the ultimate responsibility for promoting and enforcing affirmative action and the success or failure of the Plan rests with me.

I attest to the fact that, for Affirmative Action purposes, the EEO officer reports directly to me.

I have read this *Affirmative Action Plan*, dated August 30, 2022. Its contents are true and correct to the best of my knowledge and belief.

I pledge and commit myself, and the Agency, to making every good faith effort to achieve the objectives, goals, and timetables set forth in this *Plan*.

August 30, 2022

Dante Bartolomeo
Labor Commissioner