



STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES

Office of Diversity & Equity

MEMORANDUM

TO: Department of Revenue Services Employees
FROM: Penny Potter, Equal Employment Opportunity Manager
DATE: June 7, 2019
RE: Department of Revenue Services Affirmative Action Plan

Please be advised that the Department of Revenue Services' January 2019 Affirmative Action Plan has been approved by the CT Commission on Human Rights & Opportunities (CHRO). Employees have the right to review and comment on the plan; we welcome your perusal.

Attached is the Summary of Objectives. A copy of the entire plan can be obtained at the Office of Diversity & Equity at the address below, and comments are welcome. All comments are to be put in writing. The review period is from June 21, 2019 thru July 21, 2019. Review of the plan is not limited to the review period.

Please address comments to:

Penny Potter
Equal Employment Opportunity Manager
Office of Diversity & Equity
Department of Revenue Services
450 Columbus Blvd. Suite 1
Hartford, CT 06103
(860) 297-5708

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

SUMMARY OF OBJECTIVES

January 2019 Affirmative Action Plan

- 1) Make the Affirmative Action Plan available for review by all employees, employee unions and other interested parties.
- 2) Implementation of the attached Hiring and Promotion goals.
- 3) Contact minority and women's organizations to increase the availability of minority applications.
- 4) Continue the use of open competitive examinations, where appropriate, to increase the availability of minority applicants.
- 5) The Human Resources Office will review all non-competitive and competitive positions as they become vacant to determine if they are properly classified. This will improve the promotional and entry-level opportunities available to protected group members.

2019 HIRING AND PROMOTIONAL GOALS

Administrative Official

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

Professional - Remainder

Hiring Goals: 5 Hispanic males, 1 other male
Promotional Goals: 1 white male, 1 white female, 1 Hispanic male

Accounting Careers Trainee/Revenue Examiner 1/Revenue Examiner 2

Hiring Goals: 7 white males, 8 white females, 1 black male

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

Hiring Goals: 19 white males, 1 white female, 2 other females
Promotional Goals: 3 white males

Revenue Examiner 3

Promotional Goals: 1 white female, 4 black males, 3 black females, 5 other females

Revenue Services Tax Supervisor

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

Technicians

Hiring Goal: 1 white female

Protective Services: Sworn

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

Administrative Support

Hiring Goals: 4 white females, 3 Hispanic females

Skilled Craft

Hiring Goal: 1 white female

Service/Maintenance

Hiring Goals: 1 white female, 1 black male