

POLICY STATEMENT

Section 46a-68-78

Role of the Equal Employment Opportunity Officer:

- A. Management determines that a position should be refilled or that a new position is needed. The position title is established, and if necessary, a job description is written, after the applicable job description is approved by the System Office.
 1. Review the job description and comment on inclusion that might directly or indirectly impact negatively on protected group members. The Equal Employment Opportunity Officer also reviews the job description prior to the System Office's approval.
 2. Check advertisements (job announcements) for dates to ensure the position is open for a minimum of 30 days as mandated by Board policy.
 3. Check and assist with the development of proposed ad copy for:
 - a. statement of equivalence (where applicable); and
 - b. inclusion of agency's commitment to affirmative action.
 4. Review suggested media and other recruiting sources to be certain they target protected group members:
 - a. As appropriate, suggest additional recruiting sources for potential applicants.
- B. After the search committees are developed, the Equal Employment Opportunity Officer will:
 1. Review the composition of all search committees and make recommendations as necessary to establish diverse committee membership, including protected group and hire goal members.
 2. Meet with each search committee chairperson and:
 - a. arrange to meet with the committee at initial convening;
 - b. discuss status of position in terms of utilization;
 - c. request a copy of proposed interview questions and evaluation forms and provide guidance for changes and/or deletions; and
 - d. present a copy of the System Office's guidelines for conducting the interview.
 3. As the applicant information is received, the Equal Employment Opportunity Officer will mail the supplemental information to all applicants.

- C. After the closing date for applications, the search committee will begin its review of the applicant files and the Equal Employment Opportunity Officer will:
1. review applicant files;
 2. receive the applicant interview list from the committee and review it for inclusion of protected group members;
 3. ask the committee to include protected group members who, from the applicant files, appear to meet the requirements for the position.
- D. At this point, the Equal Employment Opportunity Officer may discuss her/his impressions of the search procedure and any misgivings thereof, and s/he will:
1. submit the applicant flow sheet with names of all applicants to the committee chair for completion after the interviews are conducted, and
 2. may attend the search interviews.
- E. After the search is completed and an applicant is hired, the hiring information is forwarded to the Equal Employment Opportunity Officer, s/he will:
1. compile the final data for the applicant flow sheet and complete the Affirmative Action Position Report, and
 2. transfer data to the appropriate affirmative action files.
- F. Classified position searches will include a small committee and the searches will be conducted according to individual bargaining unit agreements and DAS guidelines. The Equal Employment Opportunity Officer will oversee these searches and will complete applicant flow tables.