

Section J

Element No. 10

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**IDENTIFICATION OF  
PROBLEM AREAS**

Sec. 46a-68-87

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## Identification of Problem Areas

Under Section 46a-68-87(a) of the Affirmative Action Regulations of the Connecticut State Agencies, the University has established an examination where within 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 University has examined its personnel policies and practices to identify those non-quantifiable 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 University shall address the following aspects of employment:

### (1) Employment Applications

For positions in the Executive/Administrative, Faculty, and Professional/Non-Faculty categories, candidates apply by sending a resume, cover letter, and reference information. This process enables prospective candidates to present extensive information about their candidacy to search committees (“committees”), thereby enabling committees to review candidates with alternative experience or qualifications where possible. Advertisements state that the University may consider an equivalent combination of credentials and/or experience to meet the specified qualifications.

Several years ago, the University implemented procedure to solicit demographic data/information in which applicants are asked for this information via email. Applicants may voluntarily decline to provide the requested information, but this electronic process has led to a tremendous increase in participation. Additionally, the use of a search consultant for some searches ensured 100% of candidates responded to the University’s request for demographic data/information as the consultant encouraged applicants to respond to all of the University’s requests for any type of information.

Beginning in September 2017, the Office of Diversity and Equity has included the use of a document named the “University Search Plan” to map out networking and recruitment opportunities to increase the number of applications for positions in the Executive/Administrative, Faculty, and Professional/Non-Faculty categories. With this new endeavor, the University has seen we will report the outcomes in the next Affirmative Action Plan reporting period.

Western Connecticut State University’s employment application contains information necessary for employment and does not request discriminatory data or other known information deemed discriminatory by law. The University has examined the employment application for compliance with the Americans with Disabilities Act. The University’s employment application has been updated in order to collect applicants’ email addresses, commercial driver’s license information, as well as to add additional space for information from Police Officer applicants.

### (2) Job Qualifications

#### Executive/Administrative

The positions in this occupational category are unclassified and highly specialized in that each one is a one of a kind position and involves major areas of higher education administration. Recruitment for these positions can be difficult because extensive qualifications are required. The educational expectation is usually a doctorate or terminal degree.

This requirement may reduce the number of underrepresented group candidates. However, in addition to recruiting within various professional affinity organizations, the University does advertise for and considers comparable alternative credentials and experience to improve access. Additional impediments to recruiting for this category are some of the employment conditions imposed on the Management & Confidential Employees by the Connecticut State Colleges and Universities (CSCU). These conditions include the inability to confer academic rank or tenure to non-teaching administrators. Loss of tenure is a critical issue to those who move from the teaching academic ranks to the administrative ranks.

Administrators want to have the ability to move between the two different employment classes as their careers move on an upward trajectory. In 2013, we were pleased that the Connecticut State Colleges and Universities (CSCU) changed their policy and revoked a three (3) month non-continuation notice policy which had been imposed in 2006. This meant that with proper notification, after the first year of employment, executives and administrators could be terminated with ninety (90) days' notice. This employment condition, combined with the lack of tenure and the high cost of living in Fairfield County, has made recruiting very difficult for the University, particularly as they are conditions over which the University has no control. The cost of living is a very difficult obstacle. The salary ranges that Connecticut State Colleges and Universities (CSCU) and the State of Connecticut use are consistent across the state. However, the cost of living differs greatly from Fairfield County to Willimantic County. It is difficult to find satisfactory solutions within the boundaries of the State. We are able to offer some relocation assistance to Management/Confidential and instructional faculty from underrepresented minority groups but that does not counteract the day-to day demands.

### Faculty

Job requirements for faculty members are usually demanding. The applicants must possess doctorates or have all requirements for their doctorates completed except for their dissertations ("All but Dissertation" status) or other terminal degrees in order to meet accreditation standards for the School and/or discipline.

Search committees seek applicants who meet not only the minimum qualifications but also the preferred qualifications. The quality of the applicants' credentials significantly impacts the selection of the final candidates. Setting high levels of educational and experiential qualifications may limit the number of applicants who are members of underutilized groups. Competition to recruit minority candidates is intense. Collective bargaining salary caps, high course loads, and limited research funds all impact the University's ability to recruit. However, the University has considered candidates who have not yet obtained their terminal degree, contingent upon receiving the appropriate degree by the time appointment has been offered. Department members who attend professional conferences and workshops are also encouraged to conduct interest discussions with potential candidates.

### Professional/Non-Faculty

The Professional/Non-Faculty category consists of administrative faculty members who support all aspects of the University in divisions such as Student Affairs, Finance and Administration, Academic Affairs, and University Computing.

The job qualifications for each administrative faculty position are set out in a job description reviewed by the State University Organization of Administrative Faculty (SUOAF/AFSCME)

union and management. All positions require a minimum of a Bachelor's degree, with many positions requiring a Master's degree and several years of relevant administrative experience.

The recruitment and selection process mandated by the SUOAF/AFSCME collective bargaining agreement requires that any vacancy or promotional opportunity must be posted internally so that bargaining unit members of the Connecticut State University System are afforded the opportunity to apply for the opportunity before external recruitment can be initiated. The bargaining unit member must communicate their interest to Human Resources within ten (10) working days of the vacancy notification. This process facilitates upward mobility but can result in a limited pool of candidates.

Or (or around) November 2017, the Department of Administrative Services for the State of Connecticut implemented the use of JobAps, the new applicant recruitment system to improve the State's hiring process with classified positions. Therefore, the review of applications and credentials/qualifications for classified positions has been changed to permit for equitable review of applications through this new system. Civil service certification lists are no longer commonly used upon the implementation of this new system.

#### Clerical

Job qualifications and specifications are set by the State of Connecticut's Department of Administrative Services for these positions. Candidates are often selected from SEBAC and/or re-employment lists. Recruitment for clerical positions is often difficult because it is defined by the regulatory framework within which recruitment and selection must be conducted. Until recently, the state certification examinations were held only in Hartford, making it inconvenient for potential local applicants who lacked transportation to get to the examination, but would be able to utilize mass transit for commuting to local job opportunities. The addition of more testing sites by DAS has begun to ease this difficulty.

#### Technical/Paraprofessional

Positions within this category are specialized and require experience and/or education in specific types of work. Candidates for these positions must be on the appropriate state certification list at the time of appointment to the position. It can be difficult to effectively target recruitment efforts towards underrepresented group members with the intent of advising them on how to apply for and take the appropriate state certification examination as the vacancies occur rarely and the examinations are given even more infrequently.

#### Skilled Crafts

The stringent qualifications for positions in this category may prevent some underutilized class members from applying for employment opportunities if they lack the requisite skills. Management makes information available to its employees regarding education, skills, and experience needed for each job in the career ladder. In addition, the Connecticut Employee Union Independent bargaining agreement requires that each vacancy shall first be filled by transfer from within the agency then filled by promotion from within the agency. Any employee who is seeking a transfer or promotion to another position within the agency shall be given preference over new hires unless he/she is not qualified to perform the job. Affirmative Action/EEO gains through external hires are compromised when vacancies within this category are generally filled by transfer or promotion.

Salary rates are an important factor that impacts the University's recruitment efforts in this category. Salary rates in this occupational category are not competitive with the local job market. Consequently, local minority skilled crafts workers are able to earn more in the private sector than

at the University. Therefore, where possible, the University uses in-house training opportunities to develop internal pools of minority group members.

#### Service Maintenance

As with the Skilled Crafts classification the Connecticut Employee Union Independent bargaining agreement requires that each vacancy shall first be filled by transfer from within the agency then filled by promotion, based on seniority, from within the agency. Any employee who is seeking a transfer or promotion to another position within the agency shall be given preference over new hires unless he/she is not qualified to perform the job. Affirmative Action/EEO gains through external hires are compromised when vacancies within this category are generally filled by transfer or promotion. These contractual requirements can serve to limit the University's ability to recruit minority group members for positions in this category.

#### Protective Services

The recruitment of females, especially minority females, into positions traditionally held by males, such as Police Officer, is difficult statewide. Additionally, at the University level, salary rates are not competitive with the local market. Consequently, many females and minority group members are able to earn more through salary and overtime with municipal and county agencies. However, Department members who attend professional conferences and workshops are encouraged to conduct interest discussions with potential candidates.

### **(3) Recruitment Practices**

Western Connecticut State University has a sound and extensive affirmative action recruitment structure and is attentive to expanding its recruitment sources. During the reporting period, the University has implemented new procedures with the use of search committee participants to recruit at conferences, events and/or publicized areas for potential applicants that target women, minorities, disabled individuals, and/or veterans. The University continuously strives to increase the affirmative action applicant flow and has developed a recruitment base for all race/sex groups, persons with physical disabilities, veterans, and older persons. Recruitment strategies include memberships in organizations with minority memberships and/or affiliations, professional websites that target women and minorities, disabled individuals, and/or veterans, posting notices on the University's website as well as the State of Connecticut Department of Administrative Services website, including the use and executed actions of JobAps, and mailing of E-alert notices to candidates on the state JobAps submission(s).

### **(4) Personnel Policies**

Western Connecticut State University's personnel policies are designed to ensure fair and equal treatment.

The Chief Human Resources Officer is charged with conducting a final review of all personnel policies and procedures prior to implementation in order to ensure that no policy or procedure impedes or prevents the full and fair participation of protected race/sex group members, persons with physical or other disabilities, veterans, and older persons in the employment process and work force. The Chief Diversity Officer and the Chief of Human Resources Officer review personnel policies and procedures to ensure validation and made modifications where appropriate. Those personnel policies that are determined by collective bargaining obligations may be changed only through that process.



## **(5) Orientation**

All new hires receive an employment orientation from Human Resources Department as part of the employment process. This entails an orientation on all pertinent aspects of the individual's employment at Western Connecticut State University. Members from the Human Resources Department provides all new employees the New CSCU web-based training portal, employee guide to employment related university policies, the employee benefits handbook, as well as a copy of one or more of the appropriate Collective Bargaining Agreement, as it is applicable. Hiring Managers/Supervisors provide new employees with a separate departmental/divisional/office orientation to the work location, department/divisional staff and other areas. All pertinent Affirmative Action/EEO policies are regularly provided to new and continuing employees through the University's Human Resources Department/Office of Diversity and Equity website and general poster(s) and signage throughout the University.

## **(6) Training**

The University fosters and encourages employees to participate in training programs which will assist in their job responsibilities and their professional growth. To that end, the University provides in-house training in computer skills, blood borne pathogens, and supervisory skills, as well as makes available information on in-service training offered by the State of Connecticut Department of Administrative Services. An increasing number of trainings are offered through on-line resources. This increases the ability of the University to make training more accessible to a broader audience. Through programs such as tuition reimbursement, tuition waivers, and collective bargaining agreements, employees have the opportunity to pursue other training options including college courses. All training is provided to all occupational categories in a non-discriminatory manner. There are no discriminatory or access barriers with attendance at training events. Seminars, workshops, and other training aspects of the University are available throughout the academic year and are widely publicized. Mandatory training for sexual misconduct and cultural diversity trainings are also widely disseminated and publicized to all employees.

## **(8) Counseling**

Counseling is available to all employees from either the Office of Diversity & Equity and Human Resources staff on an ongoing basis. The Office of Diversity and Equity as well as the members of the Human Resources Department are easily accessible to employees for this purpose as is the staff of Career Services Personal counseling services are available through the Employee Assistance Program (EAP). More specific information is available in Section N, Element No. 14, Career Mobility.

## **(9) Discrimination Complaint Process**

All employees have access to grievance procedures through their collective bargaining agreement and/or the Connecticut State Colleges and Universities ("CSCU") Personnel Policies. Fair and equitable treatment is the objective of the grievance procedures. The Office of Diversity & Equity and Human Resources staff work closely to accomplish these objectives. Additionally, all employees are provided with a copy of the University's Discrimination Complaint Procedures. These documents are also available in the Office of Diversity & Equity and are also been posted on the website at [www.wcsu.edu/diversity](http://www.wcsu.edu/diversity).

**(10) Evaluation**

Performance appraisals are required for all University positions, in accordance with State of Connecticut Human Resources system. Performance appraisals are posted and available on the Human Resources Department website at [http://www.wcsu.edu/hr/forms/WCSU\\_HRForms.asp](http://www.wcsu.edu/hr/forms/WCSU_HRForms.asp), under section III re: Evaluation Forms. Union contract provisions provide that performance evaluations less than satisfactory may be grieved.

The performance of unclassified Management/Confidential staff are evaluated on an annual basis. Based on the Human Resource Policies for the Connecticut State Colleges and Universities, the appropriate University President and Chief Executive Officers will review the performance appraisals. Information about performance appraisals can be found at : <http://www.ct.edu/files/pdfs/hr-policies-management-confidential.pdf>

**(11) Layoffs**

During the reporting period, the University *did not* experience any layoffs.

**(12) Termination**

The Office of Diversity & Equity has conducted an exit interview conference with separated employees in order to gain firsthand knowledge of the reasons employees are ending their employment with the University. During the reporting period, there were *no* exit interview conferences with separating employees regarding the reason(s) why the employee was terminating employment and if the action was due to discriminatory treatment.

During this reporting period, the primary reason(s) given by many employees were the uncertainty of economic conditions in the State, and changes to State retiree benefits. The University will continue its exit interview practice in order to assure that disparities do not exist in this area. Moving forward, and as a (continued) program goal, the Office of Diversity and Equity has been reviewing a series of exit interview forms/templates from varying university systems as a point of reference and review during the exit interview conference. This review is likely to conclude by or before December 31, 2018.

- (b) The University has undertaken an examination for each occupational category or job title examined in subsection (a) of this section, the University's Affirmative Action Plan listed all non-quantifiable elements of the employment process that were identified as a problem area.
- (c) The University has examined 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. The University did not identify any employment policy and/or practice that adversely affected any minority group candidates, including any self-identified, physically disabled persons and/or older persons.

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Sec. 46a-68-87

(ATTACHMENTS AND DOCUMENTATION)

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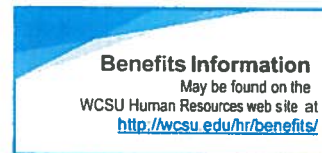


## APPLICATION FOR EMPLOYMENT

WCSU is committed to excellence through diversity, and as such, we encourage applications from all people, including members of ethnic/racial minorities from veterans, and from persons with disabilities.

### Employment Application Procedure

1. Complete all applicable sections of the application.
2. Type or print in ink all requested information.
3. Sign and date the application.
4. Submit application in one of the following ways:
  - MAIL or DROP OFF:  
Western Connecticut State University  
Human Resources Department  
University Hall  
181 White Street  
Danbury, CT 06810
  - EMAIL: [hrpositions@wcsu.edu](mailto:hrpositions@wcsu.edu)
  - FAX: 203-837-8613



### Position Applying For

Position Title \_\_\_\_\_

### Contact Information

Name (first, middle initial, last) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Best contact number to reach you during business hours of M - F - 8:00 a.m. – 5:00 p.m. \_\_\_\_\_

**Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and individuals with physical or mental disabilities:**  
Government contractors are subject to 38 USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment, qualified disabled individuals.

If you require special accommodations for interviewing, please contact the Human Resources department 48 hours in advance

Human Resources may be reached at 203-837-8678  
Monday – Friday 8:00 a.m. – 5:00 p.m.

Western Connecticut State University is an Equal Opportunity Educator/Employer

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

**Personal Information**

If employed, and you are under 18, can you furnish a work permit?  Yes  No

Have you ever been employed by any Connecticut State Agency?  Yes\*  No

\*If yes Employer(s) and date(s) \_\_\_\_\_  
 \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

Referral Source:  Self  Ad  WCSU employee  Other \_\_\_\_\_

Is any member of your family an employee of WCSU?  Yes \*\*  No

\*\*If yes: Name \_\_\_\_\_

Department \_\_\_\_\_

Relationship \_\_\_\_\_

**Education**

	Name & Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree/Diploma/Certificate or Credits Earned
High School					
Business/Trade/Technical					
2-Year College					
4-Year College					
Other					

Describe professional or school offices held, other activities, any scholarships, awards, etc. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Military Experience**

Branch \_\_\_\_\_ Rank \_\_\_\_\_ Dates of service \_\_\_\_\_

(Please note: A dishonorable discharge or general discharge is not an absolute bar to employment )

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

**Work Experience** - Present or most recent position first. It is necessary to complete each item below.

**Current Employer**

Company Name \_\_\_\_\_ From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Job Title/Duties \_\_\_\_\_

Annual Salary or Hourly Rate \_\_\_\_\_

**Former Employers**

Company Name \_\_\_\_\_ From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Job Title/Duties \_\_\_\_\_

Annual Salary or Hourly Rate \_\_\_\_\_

Company Name \_\_\_\_\_ From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Job Title/Duties \_\_\_\_\_

Annual Salary or Hourly Rate \_\_\_\_\_

Company Name \_\_\_\_\_ From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Job Title/Duties \_\_\_\_\_

Annual Salary or Hourly Rate \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

**Additional Information**

Summarize special job-related skills, qualifications, or training acquired. (Example: Bi-Lingual, Military Training, etc.) \_\_\_\_\_

\_\_\_\_\_

Machinery/Equipment Operated \_\_\_\_\_

\_\_\_\_\_

**Licenses or Certificates**

Occupational Licenses or Certificates \_\_\_\_\_

Do you have a valid Driver's License?  Yes  No

Do you have a valid Commercial Driver's License (CDL):  Yes  No

**Police Officer Applicants Only**

Are you a Certified Police Officer?  Yes - State: \_\_\_\_\_  No

Name of Police Academy attended \_\_\_\_\_ Date of attendance \_\_\_\_\_ to \_\_\_\_\_

**Note** If employment is offered, you will be required to submit documents to establish your identity and verification of your legal right to work in the United States, as well as successfully completing a background check. Certain positions will also require successfully passing a pre-employment/drug screening.

**Applicant's Statement** *Please Sign*

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the University.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

The security of all members of the campus community is of vital concern to Western Connecticut State University. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, information concerning campus security can be found online at <https://www.wcsu.edu/police/ucreport> or may be requested from the Western Connecticut State University's Police Department - 203-838-9304.



# Connecticut State Department of Administrative Services

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- Interest Cards >
- Closed Jobs >

## Job Openings

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### STATE OF CONNECTICUT EXECUTIVE BRANCH ONLINE EMPLOYMENT CENTER

To quickly find current job openings of interest, you may narrow your job search by using the filter options: Keyword, Location, Agency, Recruitment Type and/or Job Category. To receive an e-mail about future job openings, fill out interest cards.

Applicant Tips on [How to Apply](#)

Learn about our employer value proposition, watch our employees speak about their careers and how they MAKE AN IMPACT!

Narrow Your Job Search ...

How do I...

Choose a He

### Open Job Quick Links

- Open to the Public (155)
- Open Only to Statewide Employees (6)
- Open Only to Agency Employees (14)

### Application Template

Job Title	Description
Master Application Keep updated for copying	You can update your Master Application at any time to keep it up-to-date. You can use it to copy into any new application.

top of page



Job Title	Location	Department	Type	Cl
Accountant 180718- 0026AR-001	Middletown, CT	Department of Emergency Services & Public Protection	Full-Time	Wec Au 20:
Accounts Examiner  180717- 0030AR-001	Hartford, CT	Department of Mental Health & Addiction Services	Full-Time	M Au 20:
Advanced Nurse Practitioner (35 Hour) 180718- 2697HC-001	Somers, CT	Department of Correction	Full-Time	Wec Au 20:
Advanced Nurse Practitioner (35 Hour) 180716- 2697HC-001	Montville, CT	Department of Correction	Full-Time	M Ji 20:
Advanced Nurse Practitioner (40 Hour) 180620- 2697FP-001	Middletown, CT	Department of Mental Health & Addiction Services	Full-Time	Wec Au 20:
Buildings And Grounds Patrol Officer (Part- Time) (University of Connecticut) 180711- 1248PS-001	Mansfield, CT	UCONN	Temporary	Wec Ji 20:
Clerk Typist 180720- 0001AR-001	Meriden, CT	Office of the Comptroller of Revenue	Full-Time	F Au



180720- 2008CL-001	Farmington, CT	Chief Medical Examiner	Durational	20:
Clinical Social Worker (35 Hour) 180716- 0966HC-001	Norwich, CT	Department of Mental Health & Addiction Services	Full-Time	Tu Ji 20:
Clinical Social Worker (35 Hour) 180717- 0966HC-001	New Haven, CT	Department of Mental Health & Addiction Services	Full-Time	Tu Ji 20:
Clinical Social Worker (37.5 Hour) (Second Shift) 180712- 0966XC-001	East Lyme, CT	Department of Correction	Full-Time	Th Ji 20:
Clinical Social Worker Associate (37.5 Hour) 180719- 0965XC-001	New Haven, CT	Department of Children & Families	Full-Time	M Ji 20:
Clinical Social Worker Associate (37.5 Hour) 180720- 0965XC-001	Hartford, CT	Department of Children & Families	Full-Time	M Au 20:
Connecticut Careers Trainee (Engineering And Related ) (40 Hour) 180719- 1993FS-001	Newington, CT	Department of Transportation	Full-Time	Sa Au 20:
Developmental Services Case Manager (35 Hour) (North Region) 180711- 5660HC-001	Newington, CT	Department of Developmental Services	Full-Time	We Ji 20:

Developmental Services Director Of Service Development & Support 180719-5676MP-001	Hartford, CT	Department of Developmental Services	Full-Time	F Au 20:
Director Of Nursing 1 180713-2751MP-001	Bridgeport, CT	Department of Mental Health & Addiction Services	Full-Time	Tu Ji 20:
Director of State Fleet Operations 180703-2738MP-001	Hartford, CT	Department of Administrative Services	Full-Time	F Ji 20:
DMHAS Assistant Medical Director 180720-2732MD-001	Middletown, CT	Department of Mental Health & Addiction Services	Full-Time	Th Au 20:
DMHAS Behavioral Health Clinical Manager 180709-6215MP-001	Hartford, CT	Department of Mental Health & Addiction Services	Full-Time	Tu Ji 20:
DMHAS Local Mental Health Authority Medical Director 180628-2729MD-001	Hartford, CT	Department of Mental Health & Addiction Services	Full-Time	We Au 20:
Electronic Integrated Control Systems Technician (Industrial Cont (University of	Mansfield, CT	UCONN	Full-Time	St Au 20:

Connecticut) 180713- 0799FM-001				
Energy and Environmental Protection Office Director (Program) (Public Utilities Regulatory Authority) 180706- 1753MP-001	New Britain, CT	Department of Energy & Environmental Protection	Full-Time	F J 20:
Engineer Intern (35 Hour) (Target Class - Air Pollution Control Engineer 1) 180713- 3389ES-002	Hartford, CT	Department of Energy & Environmental Protection	Full-Time	M J 20:
Engineer Intern (35 Hour) (Target Class - Sanitary Engineer 1) 180717- 3389ES-001	Hartford, CT	Department of Energy & Environmental Protection	Full-Time	Th Al 20:
Engineer Intern (35 Hour) (Target Class - Air Pollution Control Engineer 1) 180719- 3389ES-001	Hartford, CT	Department of Energy & Environmental Protection	Full-Time	Th Au 20:
Environmental Intern (35 Hour) (Target Class - Environmental Analyst 1) 180716- 0196ES-001	Hartford, CT	Department of Energy & Environmental Protection	Full-Time	M J 20:

Environmental Intern (35 Hour) (Target Class - Environmental Protection Wildlife Biologist 1) 180629-0196ES-001	Franklin, CT	Department of Energy & Environmental Protection	Full-Time	M J 20:
Environmental Intern (35 Hour) (Target Class - Environmental Analyst 1) 180711-0196ES-001	Hartford, CT	Department of Energy & Environmental Protection	Full-Time	We A 20:
Environmental Protection Dispatcher 180710-7903CL-001	Hartford, CT	Department of Energy & Environmental Protection	Full-Time	T J 20:
Environmental Protection Fisheries Biologist 1 (Inland) (35 Hour) (Diadromous Fish Restoration Program)  180723-3911EE-001	Old Lyme, CT	Department of Energy & Environmental Protection	Full-Time	M A 20:
Environmental Protection Forester 1 (35 Hour) (Private and Municipal Lands) 180713-3992EE-002	Marlborough, CT	Department of Energy & Environmental Protection	Full-Time	F A 20:
Environmental Protection				

Forester 1 (35 Hour) (Forest Practices Act) 180713-3992EE-001	Hartford, CT	Department of Energy & Environmental Protection	Full-Time	M Au 20:
Environmental Protection Forester 1 (35 Hour) (State Lands Management Unit) 180712-3992EE-001	Portland, CT	Department of Energy & Environmental Protection	Full-Time	M Au 20:
Environmental Protection Radiation Control Physicist (35 Hour) (Radiation Division) 180716-3441ES-001	Hartford, CT	Department of Energy & Environmental Protection	Full-Time	F Au 20:
Environmental Protection Seasonal Resource Assistant (Eastern District Headquarters) 180702-3492VR-001	Marlborough, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
Environmental Protection Seasonal Resource Assistant (Pleasant Valley Field Office) 180702-3492VR-002	Barkhamsted, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
Environmental Protection Seasonal				

Resource Assistant (Engineering and Field Support) 180627-3492VR-001	Thomaston, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
Environmental Protection Seasonal Resource Assistant (Topsmead State Forest/Black Rock State Park) 180309-3492VR-001	Litchfield, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
Environmental Protection Seasonal Resource Assistant (Mashamoquet Brook State Park) 180309-3492VR-002	Pomfret, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
Environmental Protection Seasonal Resource Assistant (Putnam Memorial State Park) 180312-3492VR-001	Redding, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
Environmental Protection Seasonal Resource Assistant (Macedonia Brook State Park) 180312-	Kent, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:



3492VR-002

Environmental  
Protection  
Seasonal  
Resource  
Assistant  
Marlborough, CT  
Department of  
Energy &  
Environmental  
Protection  
Seasonal  
Tu  
Ji  
20:

(Salmon River  
State Forest)  
180308-  
3492VR-001

Environmental  
Protection  
Seasonal  
Resource  
Assistant  
Hamden, CT  
Department of  
Energy &  
Environmental  
Protection  
Seasonal  
Tu  
Ji  
20:

(Sleeping Giant  
State Park)  
180308-  
3492VR-002

Environmental  
Protection  
Seasonal  
Resource  
Assistant  
Madison, CT  
Department of  
Energy &  
Environmental  
Protection  
Seasonal  
Tu  
Ji  
20:

(Hammonasset  
Beach State  
Park)  
180308-  
3492VR-003

Environmental  
Protection  
Seasonal  
Resource  
Assistant  
Griswold, CT  
Department of  
Energy &  
Environmental  
Protection  
Seasonal  
Tu  
Ji  
20:

(Hopeville  
Pond State  
Park)  
180314-  
3492VR-001

Environmental  
Protection  
Seasonal  
Resource  
Assistant  
New London, CT  
Department of  
Energy &  
Environmental  
Protection  
Seasonal  
Tu  
Ji  
20:

(Fort Trumbull  
State Park)  
180315-  
3492VR-001

3492VR-UU1

Environmental  
Protection  
Seasonal  
Resource  
Assistant  
Barkhamsted, CT  
Department of  
Energy &  
Environmental  
Protection  
Seasonal  
Tl  
Jl  
20:

(Peoples State  
Forest)  
180315-  
3492VR-002

Environmental  
Protection  
Seasonal  
Resource  
Assistant  
Derby, CT  
Department of  
Energy &  
Environmental  
Protection  
Seasonal  
Tl  
Jl  
20:

(Osbornedale  
State Park)  
180315-  
3492VR-003

Environmental  
Protection  
Seasonal  
Resource  
Assistant  
East Haddam, CT  
Department of  
Energy &  
Environmental  
Protection  
Seasonal  
Tl  
Jl  
20:

(Gillette Castle  
State Park)  
180315-  
3492VR-004

Environmental  
Protection  
Seasonal  
Resource  
Assistant  
Kent, CT  
Department of  
Energy &  
Environmental  
Protection  
Seasonal  
Tl  
Jl  
20:

(Lake  
Waramaug  
State Park)  
180315-  
3492VR-005

Environmental  
Protection  
Seasonal  
Resource  
Assistant  
Killingworth, CT  
Department of  
Energy &  
Environmental  
Protection  
Seasonal  
Tl  
Jl  
20:

(Cockaponset  
State Forest)  
180315-  
3492VR-006

Environmental  
 Protection  
 Seasonal  
 Resource  
 Assistant  
 (Sherwood  
 Island State  
 Park)  
 180315-  
 3492VR-007

Westport, CT

Department of  
 Energy &  
 Environmental  
 Protection

Seasonal

Tu  
 Ji  
 20:

Environmental  
 Protection  
 Seasonal  
 Resource  
 Assistant  
 (Harkness  
 Memorial State  
 Park)  
 180315-  
 3492VR-008

Waterford, CT

Department of  
 Energy &  
 Environmental  
 Protection

Seasonal

Tu  
 Ji  
 20:

Environmental  
 Protection  
 Seasonal  
 Resource  
 Assistant  
 (Shenipsit  
 State Forest)  
 180316-  
 3492VR-001

Stafford, CT

Department of  
 Energy &  
 Environmental  
 Protection

Seasonal

Tu  
 Ji  
 20:

Environmental  
 Protection  
 Seasonal  
 Resource  
 Assistant  
 (Rocky Neck  
 State Park)  
 180316-  
 3492VR-002

East Lyme, CT

Department of  
 Energy &  
 Environmental  
 Protection

Seasonal

Tu  
 Ji  
 20:

Environmental  
 Protection  
 Seasonal  
 Resource  
 Assistant  
 (Burr Pond  
 State Park)  
 180316-  
 3492VR-003

Torrington, CT

Department of  
 Energy &  
 Environmental  
 Protection

Seasonal

Tu  
 Ji  
 20:

Environmental

Protection  
 Seasonal  
 Resource  
 Assistant Bloomfield, CT Department of  
 (Penwood Energy & Environmental Seasonal  
 State Park) Protection  
 180316-  
 3492VR-004

Environmental

Protection  
 Seasonal  
 Resource Voluntown, CT Department of  
 Assistant Environmental Seasonal  
 (Pachaug State Forest) Environmental Protection  
 180316-  
 3492VR-005

Environmental

Protection  
 Seasonal  
 Resource New Fairfield, CT Department of  
 Assistant Environmental Seasonal  
 (Squantz Pond State Park) Environmental Protection  
 180309-  
 3492VR-003

Environmental

Protection  
 Seasonal  
 Resource Southbury, CT Department of  
 Assistant Environmental Seasonal  
 (Kettletown State Park and Campground) Environmental Protection  
 180320-  
 3492VR-002

Environmental

Protection  
 Seasonal  
 Resource Rocky Hill, CT Department of  
 Assistant Environmental Seasonal  
 (Dinosaur State Park) Environmental Protection  
 180320-  
 3492VR-004

Environmental  
 Protection

Seasonal Resource Assistant (Goodwin State Forest) 180320-3492VR-005	Hampton, CT	Department of Energy & Environmental Protection	Seasonal	Sa Se 15 11
Equal Employment Opportunity Assistant 180705-0142CR-001	Wethersfield, CT	Department of Correction	Full-Time	M J 20:
Equal Employment Opportunity Specialist 1 180706-0159MP-001	Wethersfield, CT	Department of Correction	Full-Time	M J 20:
Financial Examiner 180711-1158AR-001	Hartford, CT	Department of Banking	Full-Time	F J 20:
Head Nurse ((35 hours bi-weekly) North Region) 180718-4356HC-001	Newington, CT	Department of Developmental Services	Part-Time	We J 20:
Health Program Assistant 1 (35 Hour) 180713-4404HC-001	Hartford, CT	Department of Public Health	Full-Time	Tu J 20:
Information Technology Analyst 2 (40 Hour) 180719-7604FD-001	Hartford, CT	State Department of Education	Full-Time	F Au 20:
Information Technology Manager 1 180709-1561MP-001	Hartford, CT	Department of Administrative Services	Full-Time	Tu J 20:

180719-5344AR-001	Law Enforcement Systems Analyst	Middletown, CT	Department of Emergency Services & Public Protection	Full-Time	Th At 20:
180309-4315VR-001	Lifeguard (Black Rock State Park)	Watertown, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
180309-4315VR-002	Lifeguard (Hammonasset Beach State Park)	Madison, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
180309-4315VR-003	Lifeguard (Rocky Neck State Park)	East Lyme, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
180309-4315VR-004	Lifeguard (Burr Pond State Park)	Torrington, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
180309-4315VR-005	Lifeguard (Sherwood Island State Park)	Westport, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
180309-4315VR-006	Lifeguard (Indian Well State Park)	Shelton, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
180309-4315VR-007	Lifeguard (Silver Sands State Park)	Milford, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
	Lifeguard (Squantz Pond)		Department of Energy &		Tu Ji



State Park) 180314- 4315VR-001	New Fairfield, CT	Environmental Protection	Seasonal	20:
Lifeguard Supervisor (Burr Pond State Park) 180406- 4316VR-001	Torrington, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
Lifeguard Supervisor (Hammonasset Beach State Park) 180406- 4316VR-002	Madison, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
Lifeguard Supervisor (Rocky Neck State Park) 180406- 4316VR-003	East Lyme, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
Lifeguard Supervisor (Silver Sands State Park) 180406- 4316VR-004	Milford, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
Lifeguard Supervisor (Sherwood Island State Park) 180406- 4316VR-005	Westport, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
Lifeguard Supervisor (Black Rock State Park) 180406- 4316VR-006	Watertown, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:
Lifeguard Supervisor (Squantz Pond State Park) 180406- 4316VR-007	New Fairfield, CT	Department of Energy & Environmental Protection	Seasonal	Tu Ji 20:

4310VR-007

Motor Vehicle  
Division Chief  
180628-  
5802MP-001  
Wethersfield, CT  
Department of  
Motor Vehicles  
Full-Time  
F  
J  
20:

Nurse  
(Correctional  
Facility)  
(Bridgeport 1st  
Shift)  
180719-  
2294HC-001  
Bridgeport, CT  
Department of  
Correction  
Part-Time  
Th  
Au  
20:

Nurse  
(Correctional  
Facility)  
(Bridgeport -  
1st Shift)  
180717-  
2294HC-002  
Bridgeport, CT  
Department of  
Correction  
Full-Time  
We  
Au  
20:

Nurse  
(Correctional  
Facility)  
(Bridgeport -  
2nd Shift)  
180717-  
2294HC-003  
Bridgeport, CT  
Department of  
Correction  
Full-Time  
We  
Au  
20:

Nurse  
(Correctional  
Facility)  
(Bridgeport -  
3rd Shift)  
180717-  
2294HC-004  
Bridgeport, CT  
Department of  
Correction  
Full-Time  
We  
Au  
20:

Nurse  
(Correctional  
Facility)  
(Cheshire 2nd  
Shift)  
180717-  
2294HC-005  
Cheshire, CT  
Department of  
Correction  
Full-Time  
We  
Au  
20:

Nurse  
(Correctional  
Facility)  
(Corrigan 1st  
Shift)  
180717-  
2294HC-006  
Montville, CT  
Department of  
Correction  
Full-Time  
We  
Au  
20:

Nurse  
 (Correctional Facility)  
 (Garner 2nd Shift)  
 180717-2294HC-007  
 Newtown, CT  
 Department of Correction  
 Full-Time  
 Weekly Allowance: 20:

Nurse  
 (Correctional Facility)  
 (Garner 1st Shift)  
 180717-2294HC-008  
 Newtown, CT  
 Department of Correction  
 Part-Time  
 Weekly Allowance: 20:

Nurse  
 (Correctional Facility)  
 (Garner 2nd Shift)  
 180717-2294HC-009  
 Newtown, CT  
 Department of Correction  
 Part-Time  
 Weekly Allowance: 20:

Nurse  
 (Correctional Facility)  
 (MacDougal 2nd Shift)  
 180717-2294HC-010  
 Suffield, CT  
 Department of Correction  
 Full-Time  
 Weekly Allowance: 20:

Nurse  
 (Correctional Facility)  
 (MacDougal 3rd Shift)  
 180717-2294HC-011  
 Suffield, CT  
 Department of Correction  
 Full-Time  
 Weekly Allowance: 20:

Nurse  
 (Correctional Facility)  
 (Manson Youth 2nd Shift)  
 180717-2294HC-012  
 Cheshire, CT  
 Department of Correction  
 Full-Time  
 Weekly Allowance: 20:

Nurse  
 (Correctional Facility)  
 (Manson Youth  
 Cheshire, CT  
 Department of Correction  
 Full-Time  
 Weekly Allowance: 20:

3rd Shift) 180717- 2294HC-013		Department of Correction	20:
Nurse (Correctional Facility) (Northern 2nd Shift) 180717- 2294HC-014	Somers, CT	Department of Correction	Full-Time We Al 20:
Nurse (Correctional Facility) (York 2nd Shift) 180717- 2294HC-015	East Lyme, CT	Department of Correction	Full-Time We Al 20:
Nurse (Correctional Facility) (York 3rd Shift) 180717- 2294HC-016	East Lyme, CT	Department of Correction	Full-Time We Al 20:
Nurse Clinical Instructor (General) (35 Hour) 180720- 5914HC-001	Southbury, CT	Department of Developmental Services	Full-Time M J 20:
Occupational Therapist (35 Hour) (West Region) 180720- 5971HC-001	Norwalk, CT	Department of Developmental Services	Full-Time Sa J 20:
Office Assistant 180713- 7086CL-001	Bridgeport, CT	Department of Mental Health & Addiction Services	Part-Time Tu J 20:
Office Assistant (Part- Time) 180711- 700001-001	Hartford, CT	Department of Children & Families	Part-Time Th J 20:

/U86CL-001					
Paralegal Specialist 180712-6142AR-001	Hartford, CT	Department of Banking	Full-Time	M J 20:	
Physical Therapist (40 Hour) 180720-6251FP-001	Norwalk, CT	Department of Developmental Services	Full-Time	Sa J 20:	
Physician (Per Diem) 180720-4666HD-001	Farmington, CT	Office of the Chief Medical Examiner	Per Diem	F Au 20:	
Police Officer (Eastern Connecticut State University) 180719-9035PS-001	Windham, CT	State Colleges & Universities - Board of Regents	Full-Time	F Au 20:	
Principal Human Resources Specialist 180717-6168MP-001	New Britain, CT	Department of Children & Families	Full-Time	Tu J 20:	
Principal Physician 180703-4661RW-001	Rocky Hill, CT	Department of Veterans Affairs	Full-Time	Tu J 20:	
Principal Physician 180716-4661RZ-001	Hartford, CT	Department of Correction	Full-Time	M J 20:	
Principal Physician 180716-4661RZ-002	Suffield, CT	Department of Correction	Full-Time	M J 20:	
Principal Physician (DMHAS) 180625-4663RW-001	Middletown, CT	Department of Mental Health & Addiction Services	Full-Time	Sa Au 20:	

Principal  
 Psychiatrist -  
 Part-Time  
 (Albert J.  
 Solnit  
 Children's  
 Center)  
 180703-  
 6186RW-001

Middletown, CT

Department of  
 Children &  
 Families

Part-Time

F  
 J  
 20:

Principal  
 Psychiatrist -  
 Part-Time  
 (Albert J.  
 Solnit  
 Children's  
 Center - South  
 Campus)  
 180703-  
 6186RW-002

Middletown, CT

Department of  
 Children &  
 Families

Part-Time

Tu  
 Ji  
 20:

Principal  
 Psychiatrist  
 (DMHAS)  
 180626-  
 6184RW-003

Torrington, CT

Department of  
 Mental Health  
 & Addiction  
 Services

Full-Time

Sa  
 Ji  
 20:

Principal  
 Psychiatrist  
 (DMHAS)  
 180625-  
 6184RW-001

Bridgeport, CT

Department of  
 Mental Health  
 & Addiction  
 Services

Full-Time

Si  
 Au  
 20:

Principal  
 Psychiatrist  
 (DMHAS)  
 180626-  
 6184RW-001

Middletown, CT

Department of  
 Mental Health  
 & Addiction  
 Services

Full-Time

M  
 Au  
 20:

Principal  
 Psychiatrist  
 (DMHAS)  
 180626-  
 6184RW-002

Middletown, CT

Department of  
 Mental Health  
 & Addiction  
 Services

Full-Time

M  
 Au  
 20:

Principal  
 Psychiatrist  
 (DMHAS)  
 180521-  
 6184RW-001

Bridgeport, CT

Department of  
 Mental Health  
 & Addiction  
 Services

Full-Time

Wet  
 Au  
 20:

Qualified Craft  
 Worker



(Automotive And Mech Equip) (37.5 Hours)  
180713-6727TC-001

Thomaston, CT

Department of Energy & Environmental Protection

Full-Time

F  
Ji  
20:

Qualified Craft Worker  
(Plumbing and Steamfitting)  
(37.5 Hour)  
(Engineering and Field Support)  
180716-6827TC-001

Marlborough, CT

Department of Energy & Environmental Protection

Full-Time

M  
Ji  
20:

Regional Mental Health Director (DOC)  
180712-2743MD-001

East Lyme, CT

Department of Correction

Full-Time

Th  
Ji  
20:

Regional Mental Health Director (DOC)  
180712-2743MD-002

Wethersfield, CT

Department of Correction

Full-Time

Th  
Ji  
20:

Secretary 2 (Western Connecticut State University)  
180719-7539CL-001

Danbury, CT

State Colleges & Universities - Board of Regents

Full-Time

Wec  
Ac  
20:

Secretary 2 (Western Connecticut State University)  
180719-7539CL-002

Danbury, CT

State Colleges & Universities - Board of Regents

Full-Time

Wec  
Ac  
20:

Secretary 2  
180717-7539CL-001

Hartford, CT

Department of Mental Health & Addiction Services

Full-Time

Wec  
Ac  
20:

Secretary 2 (Western

Connecticut State University)	Danbury, CT	State Colleges & Universities - Board of Regents	Full-Time	Si Au 20:
180720-7539CL-001				
Special Investigator (Medical Examiner)	Farmington, CT	Office of the Chief Medical Examiner	Full-Time	F Au 20:
180720-7803AR-001				
Staff Attorney 2	Hartford, CT	Office of Health Strategy	Full-Time	Tu J 20:
180713-0088AR-001				
Supervising Clinician (35 Hour)	Bridgeport, CT	Department of Mental Health & Addiction Services	Full-Time	Tu Ji 20:
180716-3293HC-001				
Supervising Psychologist 1 (Clinical) (37.5 Hour)	East Lyme, CT	Department of Correction	Full-Time	F Au 20:
180720-6630XC-001				
Telephone Operator (37.5 Hour)	New Haven, CT	Department of Mental Health & Addiction Services	Full-Time	Si Ji 20:
180719-8700TC-001				
Toxicologist (35 Hour)	Hartford, CT	Department of Public Health	Full-Time	We Au 20:
180716-8801HC-001				
Trainer	Hartford, CT	Department of Mental Health & Addiction Services	Full-Time	Th Ji 20:
180709-7717AR-001				
Transportation Engineer Trainee (40 Hour)	Newington, CT	Department of Transportation	Full-Time	F Au 20:
180720-				

8741FS-001					
<b>Transportation Landscape Designer 1 (40 Hour)</b>	Newington, CT	Department of Transportation	Full-Time		Sa Au 20:
180719- 5284FT-001					
<b>Transportation Maintainer 1 (37.5 Hour)</b>	Bolton, CT East Hartford, CT East Windsor, CT Vernon, CT	Department of Transportation	Full-Time		Tu Ji 20:
180713- 2345TC-011	Willington, CT Windsor, CT				
<b>Transportation Maintainer 1 (37.5 Hour)</b>	Farmington, CT Glastonbury, CT Meriden, CT Middletown, CT Southington, CT	Department of Transportation	Full-Time		Tu Ji 20:
180713- 2345TC-013	Wethersfield, CT				
<b>Transportation Maintainer 1 (37.5 Hour)</b>	Canterbury, CT Colchester, CT Mansfield, CT Marlborough, CT Pomfret, CT Putnam, CT	Department of Transportation	Full-Time		Tu Ji 20:
180718- 2345TC-021					
<b>Transportation Maintainer 1 (37.5 Hour)</b>	Groton, CT Haddam, CT Norwich, CT Old Saybrook, CT Waterford, CT	Department of Transportation	Full-Time		Tu Ji 20:
180718- 2345TC-023					
<b>Transportation Maintainer 1 (37.5 Hour)</b>	Branford, CT Guilford, CT New Haven, CT North Haven, CT Orange, CT Wallingford, CT	Department of Transportation	Full-Time		Tu Ji 20:
180718- 2345TC-031					
<b>Transportation Maintainer 1 (37.5 Hour)</b>	Darien, CT Milford, CT New Canaan, CT Stratford, CT Trumbull, CT Westport, CT	Department of Transportation	Full-Time		Tu Ji 20:
180718- 2345TC-033					
<b>Transportation Maintainer 1 (37.5 Hour)</b>	Avon, CT Cornwall, CT East Granby, CT Litchfield, CT North Canaan, CT Torrington, CT	Department of Transportation	Full-Time		Tu Ji 20:
180718- 2345TC-035					

23451C-041	Torrington, CT Winchester, CT				
Transportation Maintainer 1 (37.5 Hour) 180718- 2345TC-043	Beacon Falls, CT Danbury, CT New Milford, CT Southbury, CT Thomaston, CT Waterbury, CT	Department of Transportation	Full-Time	Tu Ji 20:	
Transportation Maintainer 2  (37.5 Hour) 180718- 2346TC-001	Newington, CT	Department of Transportation	Full-Time	Th Au 20:	
Transportation Maintainer 2 (37.5 Hour) 180719- 2346TC-001	Old Saybrook, CT	Department of Transportation	Full-Time	F Au 20:	
Transportation Supervisor's Assistant (37.5 Hour) 180712- 8765TC-001	Colchester, CT	Department of Transportation	Full-Time	F J 20:	
Transportation Supervisor's Assistant (37.5 Hour) 180712- 8765TC-002	Franklin, CT	Department of Transportation	Full-Time	F Ji 20:	
Transportation Supervisor's Assistant (37.5 Hour) 180713- 8765TC-001	Vernon, CT	Department of Transportation	Full-Time	F J 20:	
Transportation Supervisor's Assistant (37.5 Hour) 180713- 8765TC-002	Bolton, CT	Department of Transportation	Full-Time	F Ji 20:	
Veterans Health Care Services Administrator	Rocky Hill, CT	Department of Veterans Affairs	Full-Time	Th Ji 20:	

180711-  
4715MP-001

Water Systems  
Operator (37.5  
Hour)

Middletown, CT

Department of  
Mental Health  
& Addiction  
Services

Full-Time

Sa  
Ji  
20:

180716-  
0264TC-001

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## Open Only to Statewide Employees

Job Title	Location	Department	Type	Close Date
Human Resources Associate (Central Office) 180717-6163MP-001	Wallingford, CT	Department of Developmental Services	Full-Time	Thursday, August 2, 2018 11:59 PM
Human Resources Manager 180717-0191MP-001	Wethersfield, CT	Department of Correction	Full-Time	Tuesday, July 31, 2018 11:59 PM
Leadership Associate (Confidential) 180718-5989VR-001	Middletown, CT	Department of Mental Health & Addiction Services	Full-Time	Monday, July 30, 2018 11:59 PM
Manager of Operations Judicial Selection Commission 180713-0200MP-001	Hartford, CT	Department of Administrative Services	Full-Time	Friday, July 27, 2018 11:59 PM
Principal Human Resources Specialist	Wethersfield, CT	Department of Correction	Full-Time	Monday, July 30, 2018

180716-6168MP-001				11:59 PM
Secretary 2 (Eastern Connecticut State University)	Windham, CT	State Colleges & Universities - Board of Regents	Full-Time	Monday, July 30, 2018 11:59 PM
180713-7539CL-001				

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## Open Only to Agency Employees

Job Title	Location	Department	Type	Close Date
Administrative Assistant 180717-3591CL-001	Hartford, CT	Department of Social Services	Full-Time	Tuesday, July 31, 2018 11:59 PM
Administrative Assistant (Confidential) 180717-3591CA-001	Hartford, CT	Department of Social Services	Full-Time	Tuesday, July 31, 2018 11:59 PM
Associate Retirement And Benefits Officer 180712-4731AR-001	Hartford, CT	Office of the State Comptroller	Full-Time	Thursday, July 26, 2018 11:59 PM
Correctional Food Services Supervisor 3 180711-2365CO-001	Enfield, CT	Department of Correction	Full-Time	Wednesday, July 25, 2018 11:59 PM
Developmental Services Investigator (West Region) 180716-6434SH-001	Waterbury, CT	Department of Developmental Services	Full-Time	Wednesday, August 1, 2018 11:59 PM
Educational				Tuesday



Projects Coordinator 180713- 1120EA-001	Hartford, CT	Department of Rehabilitation Services	Full- Time	Wednesday, July 24, 2018 11:59 PM
Information Technology Manager 1 180716- 1561MP-001	Wethersfield, CT	Department of Motor Vehicles	Full- Time	Wednesday August 1, 2018 11:59 PM
Lead Mail Handler (37.5 Hour) 180719- 5504TC-001	Wethersfield, CT	Department of Motor Vehicles	Full- Time	Friday, August 3, 2018 11:59 PM
Leadership Associate (Confidential) (Target Class - Human Resources Associate) 180717- 5989VR-001	Hartford, CT	Department of Energy & Environmental Protection	Full- Time	Tuesday, July 31, 2018 11:59 PM
Motor Vehicle Analyst 180719- 1865AR-001	Wethersfield, CT	Department of Motor Vehicles	Full- Time	Friday, August 3, 2018 11:59 PM
Motor Vehicle Hub Branch Manager 180718- 5793MP-DM		Department of Motor Vehicles		Thursday, August 2, 2018 11:59 PM
Social Work Supervisor 180719- 7761SH-001	Norwalk, CT	Department of Children & Families	Full- Time	Friday, August 3, 2018 11:59 PM
Transportation Supervisor's Assistant (37.5 Hour) 180717- 8765TC-001	Darien, CT	Department of Transportation	Full- Time	Tuesday, July 31, 2018 11:59 PM
Transportation Supervisor's Assistant (37.5 Hour)	Branford, CT	Department of Transportation	Full- Time	Tuesday, July 31, 2018 11:59 PM

180717-  
8765TC-002

PM

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## Welcoming New Staff

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Here is a quick checklist of things needed to prepare for new personnel coming onboard in your area. This is a list of things most new employees will need.

- Assign a location (desk, office, etc.) and have it cleaned by facilities. Order or make a sign to indicate the new employee's name, title, room location
- If furniture is needed (desk, chair, filing cabinet, etc.) arrange with facilities to set it up
- Request phone line, phone, and/or voicemail. This requires a TSR form, which can be found at: [https://www.wcsu.edu/technology/telecomm/TSR%20-%20Ver%202\\_0.pdf](https://www.wcsu.edu/technology/telecomm/TSR%20-%20Ver%202_0.pdf)
- Request necessary building access, keys, and/or pin codes to offices and buildings. This requires an Access Control form, which can be found at: <http://www.wcsu.edu/westconnect/Access%20Request%20Form.xlsm>
- Request a computer (desktop, laptop, tablet) and equipment (docking station, printer, etc.), along with any necessary software specific to your department. Requests can be made through ITI. Please refer to <http://support.wcsu.edu/customer/en/portal/articles/2097335-how-do-i-get-started-with-information-technology-and-innovation-faculty-and-staff>
  - WestConn account (Windows)
  - Email
  - WestConduit
  - E-Learning (Blackboard)
  - Banner Self-Serve
  - Web Banner
  - File Shares (K, X, H, N drives)
  - Remote access
- If appropriate, order business cards for the new employee
- Collect and place office supplies for the new employee's office
  - Pens
  - Notebooks
  - Paper
  - Pencils
  - Highlighters
  - Paper clips
  - Stapler
  - Tape Dispenser
  - Scissors
  - File Folders
- Campus Map
- Information on campus Dining Services, along with local dining locations
- Instructions for using phones, setting up and accessing voicemail, etc.
- Policies and procedures for your department
- List of pertinent people/offices and their locations so that the new employee is able to answer general questions
- Information on who to contact for computer, telephone, printer and copier issues
- Arrange for training on computers and WCSU systems
- Training on CORE-CT and payroll
- Locations and contacts for important offices or people
  - Union representatives
  - Mailroom
  - Police
  - Payroll
  - Human Resources
  - Admissions
  - Cashier
  - Financial Aid
  - Libraries
  - Department secretaries for departments they will need to work with frequently
- Information on where to get ID card
- Information on where to get staff parking hang tag and parking information
- Information on payroll/direct deposit
- Information on who to contact when calling out sick
- Information on Emergency Notification system and how to sign up for it.



## Welcoming New Staff

There may be specific needs that different employees also need, based on their status. Here are a few things you'll want to review to see if your new employee needs any of these things:

- Training to make room reservations
- Authorization and training on purchasing (supplies or other purchases)
- Travel – paperwork and policies
- Contracts
- Forms and where to find them: Begin at the Faculty Handbook Table of Forms (<https://www.wcsu.edu/facultystaff/handbook/forms.asp>)
  - Food service
  - Student employment
  - Purchase requisition form
  - Disbursement form
  - Equipment Loan form
  - Mileage form
  - Personal Services Agreement & Honorarium Request form
  - Tuition Waiver form
- List of academic departments, locations, and contact #
- List of administrative departments, locations, and contact #
- How to place an order for textbooks
- Information about the University Senate

### You may also want to consider the following:

- Give a campus tour (both campuses) during the first few days of work
- Tour the offices and introduce the employee to the staff of your offices/departments. This should also include the location of the dean/department chair or director/supervisor offices.
- Show the employee where restrooms are located, as well as vending machines and other areas of interest in your office area
- Special training specific to your area
  - Equipment training in facilities
  - Use of key boxes
  - AAUP
    - Academic Advising responsibilities

- Tenure
- Committee opportunities
- University Senate
- Release time
- Research and grant opportunities
- Training on special computer program
- Training on LMS system (Blackboard)
- Tour of where their work may take place (i.e., classrooms, assigned floors or buildings)

### Other things you know that you will need to make sure to do:

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## WCSU New Employee Guide (/employeeguide)

You are here: [Home \(/\)](#)

[WCSU Welcoming Committee \(/employeeguide/welcoming-committee/\)](/employeeguide/welcoming-committee/)

[Your First Day \(/employeeguide/your-first-day/\)](/employeeguide/your-first-day/)

[FAQs – Faculty asked-questions-faculty \(/employeeguide/frequently-asked-questions-faculty/\)](/employeeguide/frequently-asked-questions-faculty/)

[A-Z Resources \(/employeeguide/resources/\)](/employeeguide/resources/)

[Staff and Clerical Resources \(/employeeguide/staff-and-clerical-resources/\)](/employeeguide/staff-and-clerical-resources/)

**Welcome!** We are so happy you are here to join our community. This guide was created to help you familiarize yourself with the university, its buildings and services. If there is anything you cannot find on here, please feel free to contact anyone on the Welcoming Committee (<http://www.wcsu.edu/employeeguide/welcoming-committee/>).

### History and Maps

- [Two Campuses One Sprint \(/staging.www.wcsu.edu/studenthandbook/two-campuses-one-sprint/\)](http://staging.www.wcsu.edu/studenthandbook/two-campuses-one-sprint/)
- [Midtown and Westside Campus Maps \(/http://www.wcsu.edu/campstour/\)](http://www.wcsu.edu/campstour/)

### Contact Information

- [Administration \(/staging.www.wcsu.edu/studenthandbook/administration/\)](http://staging.www.wcsu.edu/studenthandbook/administration/)
- [Department Secretary Information \(/staging.www.wcsu.edu/studenthandbook/department-secretary-information/\)](http://staging.www.wcsu.edu/studenthandbook/department-secretary-information/)
- [Directory \(/https://vebapp.wcsu.edu/directory/directory-faculty.jsp?mode=term\)](https://vebapp.wcsu.edu/directory/directory-faculty.jsp?mode=term) – you can sort by name, department or even print the directory
- [Student Affairs \(/http://www.wcsu.edu/stuaffairs/personnel.asp\)](http://www.wcsu.edu/stuaffairs/personnel.asp)



### Academic Schools/Departments

- [Ancell School of Business \(/http://staging.www.wcsu.edu/studenthandbook/ancell-school-of-business/\)](http://staging.www.wcsu.edu/studenthandbook/ancell-school-of-business/)
- [Macriostas School of Arts & Sciences \(/http://staging.www.wcsu.edu/studenthandbook/macriostas-school-of-arts-sciences/\)](http://staging.www.wcsu.edu/studenthandbook/macriostas-school-of-arts-sciences/)
- [School of Professional Studies \(/http://staging.www.wcsu.edu/studenthandbook/school-of-professional-studies/\)](http://staging.www.wcsu.edu/studenthandbook/school-of-professional-studies/)
- [School of Visual & Performing Arts \(/http://staging.www.wcsu.edu/studenthandbook/school-of-visual-performing-arts/\)](http://staging.www.wcsu.edu/studenthandbook/school-of-visual-performing-arts/)
- [Graduate Admissions \(/https://www.wcsu.edu/graduate/degrees/degrees.asp\)](https://www.wcsu.edu/graduate/degrees/degrees.asp)

### On your First Day (and beyond)

- [Getting acclimated \(/http://www.wcsu.edu/employeeguide/your-first-day/\)](http://www.wcsu.edu/employeeguide/your-first-day/)
- [Academic Calendar \(/http://staging.www.wcsu.edu/studenthandbook/academic-calendar/\)](http://staging.www.wcsu.edu/studenthandbook/academic-calendar/)
- [A-Z of R \(/http://www.wcsu.edu/employeeguide/resources/resources\)](http://www.wcsu.edu/employeeguide/resources/resources) (<http://www.wcsu.edu/employeeguide/resources/>)
- [A-Z for Staff and Clericals \(/http://www.wcsu.edu/employeeguide/staff-and-clerical-resources/\)](http://www.wcsu.edu/employeeguide/staff-and-clerical-resources/)
- [A-Z of Student Services \(/http://www.wcsu.edu/studenthandbook/a-z-of-student-services/\)](http://www.wcsu.edu/studenthandbook/a-z-of-student-services/)
- [Faculty Handbook \(/http://www.wcsu.edu/facultystaff/handbook/\)](http://www.wcsu.edu/facultystaff/handbook/)
- [Frequently Asked Questions – Faculty Specific \(/http://www.wcsu.edu/employeeguide/frequently-asked-questions-faculty/\)](http://www.wcsu.edu/employeeguide/frequently-asked-questions-faculty/)
- [Frequently Asked Questions – Faculty Specific printable guide \(/http://staging.www.wcsu.edu/employeeguide/Faculty%20FAC%208-4-17.pdf\)](http://staging.www.wcsu.edu/employeeguide/Faculty%20FAC%208-4-17.pdf)
- [Glossary \(/http://www.wcsu.edu/hub/glossary.asp\)](http://www.wcsu.edu/hub/glossary.asp)

### University Policies and Where to Find Them (selected policies only)

- [University Policies \(/http://staging.www.wcsu.edu/studenthandbook/university-policies-and-where-to-find-them/\)](http://staging.www.wcsu.edu/studenthandbook/university-policies-and-where-to-find-them/)
- [Travel Policy \(/http://www.wcsu.edu/travel/\)](http://www.wcsu.edu/travel/)

### Student Code of Conduct

- [Student Code of Conduct \(/http://www.wcsu.edu/stuaffairs/forms/StudentCodeofConduct16.pdf\)](http://www.wcsu.edu/stuaffairs/forms/StudentCodeofConduct16.pdf)

### Fun Info

- [Discover Downtown Danbury – Photo Gallery \(/http://staging.www.wcsu.edu/studenthandbook/downtown-danbury-photo-gallery/\)](http://staging.www.wcsu.edu/studenthandbook/downtown-danbury-photo-gallery/)
- [Best of Danbury Great Things to Do in and Around Danbury \(/http://staging.www.wcsu.edu/studenthandbook/best-of-danbury-great-things-to-around-danbury/\)](http://staging.www.wcsu.edu/studenthandbook/best-of-danbury-great-things-to-around-danbury/)
- [Connecticut Fairs and Festivals \(/http://staging.www.wcsu.edu/studenthandbook/fun-info-maps-index/\)](http://staging.www.wcsu.edu/studenthandbook/fun-info-maps-index/)
- [Recreation – Activities for Students, Faculty, and Staff \(/https://www.wcsu.edu/recreation/\)](https://www.wcsu.edu/recreation/)
- [The WCSU Bucket List \(/http://staging.www.wcsu.edu/employeeguide/The+20WCSU%20Bucket%20List%208-4-17.pdf\)](http://staging.www.wcsu.edu/employeeguide/The+20WCSU%20Bucket%20List%208-4-17.pdf)
- [WCSU Websites to Bookmark \(/http://staging.www.wcsu.edu/studenthandbook/wcsu-webpages-to-bookmark/\)](http://staging.www.wcsu.edu/studenthandbook/wcsu-webpages-to-bookmark/)

## Who are you?

- [Future Students \(/admissions/\)](#)
- [Current Students \(/currentstudents/\)](#)
- [Alumni & Parents \(/alumni/\)](#)
- [Faculty & Staff \(/facultystaff/\)](#)
- [Donors & Friends \(/ia\)](#)
- [Colonial Sports Fans \(/http://www.wcsuathletics.com\)](http://www.wcsuathletics.com)

## Quick Links

- [A to Z Index \(/azindex.asp\)](#)
- [Maps & Directions \(/directions/\)](#)
- [Academics \(/academics/\)](#)
- [Athletics \(/http://www.wcsuathletics.com\)](http://www.wcsuathletics.com)
- [Blackboard Learn \(/technology/elearning/\)](#)

## Contact us

- [Western Connecticut State University  
181 White Street  
Danbury, CT 05810](#)
- [203-837-9000](tel:203-837-9000)
- [Contact the University \(/contact.asp\)](#)