

GOALS ANALYSIS
46a-68-90
August 1, 2021 – July 31, 2022

All activity that was undertaken to achieve the hiring, promotional, upward mobility, and program goals, contained in the previous plan is reported in this section of the Affirmative Action Plan (AAP). Each goal is addressed separately, and the discussion of any action taken in furtherance thereof is detailed and complete.

The University utilizes a search process to fill all positions in the executive/administrative, faculty, and professional/non-faculty occupational categories. The search process comprises a significant part of the University's affirmative action efforts. The University employs the search process as a tool to help ensure the filling of positions is done in a non-discriminatory fashion and as a means of developing a representative pool of applicants and, ultimately, a workforce that is representative of the availability in the relevant labor markets for the disciplines. The search process is governed by affirmative action principles and its overall purpose is to hire the most qualified person for the position. Upon receipt of the applicant's application materials, the University sends a letter acknowledging the receipt of their application. The data provided by the applicant through the Affirmative Action Online Applicant Cover Page is included in this section of the plan as a means of reporting the race and gender composition of each applicant pool.

Prior to the start of the search process, the hiring manager reviews the current job description for the position to ensure that it accurately reflects the duties and responsibilities, as well as the knowledge, skills and abilities (KSAs) for the position, and that the requirements are job-relevant. To initiate the search process, a search committee chairperson is appointed, and an affirmative action search plan developed, including a list of proposed committee members and advertisement outlets. In accordance with Affirmative Action Policy, at least one (1) member must be representative of a minority group. Additionally, search committees are generally gender diverse. Before the review of any applicant's materials, the OEI staff charges the entire search committee.

During the charge to the search committee during the last reporting period, the OEI staff apprised the committee of the established goals and reminded the committee of their affirmative action responsibilities in the search process. Throughout the process, each committee must document its honest and good faith efforts to remove any requirement that is a barrier and would have a disproportionate impact on members of underutilized groups; recruit a diverse pool of qualified applicants; carefully and thoroughly consider the credentials of each applicant; and consistently and fairly apply the same search criteria to each applicant. The Office for Equity and Inclusion (OEI) approved the composition of the search committee, the job announcement, and advertisement outlets prior to the start of the search during the reporting period. OEI must also approve the list of interviewees before interviews are scheduled, as well as the list of the candidates recommended for hire prior to an extension of an offer. Further, the committee is aware of its responsibility to conduct all interviews in a fair and equitable manner. **(See Hiring Process website at <http://www.ccsu.edu/HR/hiringprocess.html>.)** At the conclusion of the search, the committee will submit a list of recommended unranked candidates to the hiring manager.

In the 2020 AAP submission, the University discussed its current concern with the inordinate number of Unknown applicants that are being reported with the utilization of the recruitment software system, PC Recruiter. CCSU is cognizant of this problem and work continues with our move to a more efficient system, called NEOGOV. The University will update the commission as to its move to NEOGOV with the next submission.

To date the University has not implemented the NEOGOV system for the recruitment process due to technical difficulties, however, similar recruitment platforms are being researched and reviewed to aid in the recruitment process.

The OEI is also responsible for overseeing the selection process to fill positions in the classified occupational categories. The Human Resources Office (HRO) pre-screens the applicant packages submitted in response to a job posting. After a thorough review of the application materials to determine if the applicant has submitted all the necessary documents and meets the required experience and training or, where applicable are on a current state list, the HRO prepares a form, AAP C-1, (See Hiring Process website at <http://www.ccsu.edu/HR/hiringprocess.html>) listing all eligible candidates, which is forwarded to the hiring manager as well as the OEI. This form includes the hiring goals for the occupational category. The hiring manager reviews the materials sent by Human Resources, selects the candidates to be interviewed, and returns the completed form to the OEI for review and approval. Upon receiving approval, the hiring manager can begin the interview process. The hiring manager is responsible for conducting the interview process in a fair and equitable manner. At the conclusion of the interview process, the hiring manager will make a recommendation for hire and complete the second form, AAP C-2, (See Hiring Process website at <http://www.ccsu.edu/HR/hiringprocess.html>) which s/he forwards to the OEI for review and approval before it is submitted to the HRO.

The University has made and will continue to make every good-faith effort to meet the established hiring, promotional, upward mobility, and program goals that were outlined in the relevant sections of the plan.

HIRING

CCSU posts all vacancies at <http://www.ccsu.edu/HumanResources/jobs.html>, in their respective occupational categories. In addition, the University lists all unclassified vacancies in each occupational category at www.higheredjobs.com. All classified vacancies in each occupational category are listed on the Department of Administrative Services website, and many are shared with the CT Association of Diversity and Equity Professionals (CADEP) *listserv*. All CCSU vacancies are also posted on the Connecticut State Colleges and Universities (CSCU) System Office’s website also. Additionally, during this reporting period, CCSU maintained and utilized an extensive local recruitment list for many of classified searches not requiring examination (see **External Communication** for a copy of this list).

EXECUTIVE/ADMINISTRATIVE (EE01)

GOALS:

Hires		Promotions	
2	White Males	1	White Male
1	AAIANHNPI Female		

Associate Vice President Academic Affairs

Selection: One (1) White Male

Central Connecticut State University is pleased to invite inquiries, nominations, and applications for the position of Associate Vice President of Academic Affairs. This is a managerial position that reports directly to the Provost and Vice President of Academic Affairs. As a member of the Provost's leadership team, the incumbent will be responsible for providing transformative leadership, vision, technical expertise and direction for critical academic affairs initiatives, personnel, programs, and operations.

The ideal candidate will be an experienced academic administrator of Higher Education who has the ability to lead, mentor, and provide strategic guidance and planning in all facets of academic affairs including curriculum and instruction, faculty and support staff management and development, student success and support, student enrollment and retention, minority recruitment and first year student enrichment as well as budgeting, grants and funded research. Central Connecticut State University seeks a dynamic academic leader with state of Connecticut public higher education experience including collective bargaining and a working knowledge of the Connecticut State College and University system. The incumbent may be required to work evenings, weekends, and some travel.

Required Qualifications: The ideal candidate must have:

- Seven (7) years of professional administrative and leadership experience in higher education administration including academic affairs, student support services, or enrollment management.
- A doctorate or terminal degree from an accredited institution.
- Demonstrated ability to manage multiple divisions or subunits within Academic Affairs, each having separate goals and objectives, organizational structures, and operating budgets.
- Demonstrated experience in developing relationships with faculty, promoting and enriching an academic environment highlighted by academic freedom and shared governance.
- Demonstrated knowledge and experience in higher education metrics and analysis; Federal and State laws and regulations governing higher education, student rights, research, and ethics.
- Demonstrated ability to create and promote a diverse, equitable, and inclusive environment where cultures, identities, perspectives, and opinions are valued.
- Demonstrated ability to be a collaborative team member; effectively manage professional, managerial, and support staff; and apply sound principles of human resource management.

Preference will be given to candidates who have the following:

- Managerial or supervisory experience involving a unionized workforce at a Connecticut State College or University at the level of a Department Chair, Division Director or above.
- Experience with governmental budgeting including the Connecticut General Assembly appropriations and budgeting process.
- Experience with the development and implementation of new or expanded initiatives or programs within academic affairs that require Executive, Board or Legislative approval.

Candidates who do not meet the required qualifications are encouraged to provide a written statement of equivalent combination of relevant education and professional experience.

Advertisements: *Chronicle of Higher Ed, Diversejobs.net, CSCU Shared Services Distribution List.*

Twenty-four (24) individuals applied for this position: Ten (10) White Males; Three (3) White Females; Four (4) Black Males; Six (6) AAIANHNPI Males; One (1) Two or More Male.

Thirteen (13) applicants were determined to be not qualified: Seven (7) White Males; Two (2) White Females; One (1) Black Male; Three (3) AAIANHNPI Males.

Seven (7) applicants were determined to be minimally qualified: One (1) White Male; One (1) White Female; Three (3) Black Males; One (1) AAIANHNPI Male; and One (1) Two or More Male.

Four (4) applicants were determined to be finalists: Two (2) White males; and Two (2) AAIANHNPI males.

One (1) White male goal candidate was hired for this position. He has (30) years of higher education experience of which approximately twenty-seven (27) years included in managerial and or supervisory responsibilities. He has executive experience establishing community partnerships and developing relationships with faculty, administration, staff, and students. He also promoted and enriched a higher education environment highlighted by academic freedom and shared governance. He worked directly with the Board of Regents, Connecticut Legislature, and managed a unionized workforce that included various academic programs, divisions, and institutions. He was able to provide examples of his leadership experience and his experience working directly with state and federal governmental budgets and worked with the state auditors.

University Counsel

Selection: One (1) White Female

Central Connecticut State University (CCSU) seeks a dynamic, distinguished executive to serve as its next University Counsel to oversee a comprehensive and collaborative array of legal services, providing advice and counsel to the University President, executive officers and other administrators, faculty, and staff in their official capacities on all legal matters affecting the University. This is a unique opportunity for an accomplished practitioner to guide the University through transformative change fostering a culture of equity and inclusion while enriching our vibrant learning-centered community, dedicated to teaching, scholarship, and student success.

The University Counsel serves as a strategic partner in advancing the University's mission of education, research, and service by providing, managing, and coordinating quality legal services while minimizing legal risks and costs, reducing litigation, and ensuring legal compliance. Reporting to President Zulma R. Toro, the first woman and the first Hispanic to hold the position of University President, the University Counsel plays a critical role as a key officer for the institution and member of the President's executive committee.

CCSU is a public university in New Britain, Connecticut. Founded in 1849 as the State Normal School, a teaching facility, CCSU is Connecticut's oldest publicly funded university. CCSU's remains deeply committed to providing quality, affordable, and accessible education. CCSU's mission is to foster a community of learners dedicated to teaching and scholarship that emphasizes development and application of knowledge and ideas through research and outreach activities, and prepares students to be thoughtful, responsible, and successful citizens.

CCSU is governed by the Board of Regents for Higher Education that oversees the Connecticut State Colleges and Universities (CSCU). The University Counsel serves as the University's principal legal liaison to the CSCU system office and assists the Connecticut Office of the Attorney General in the defense of the University and its agents in administrative and judicial forums.

The University Counsel is expected to add value to the University by:

- Overseeing a comprehensive and collaborative array of legal services including managing the Office of the University Counsel, its budget and assigned personnel.
- Serving as a trusted and strategic legal advisor to the University President and as a partner to her executive team and other institutional leaders, faculty, and staff.
- Providing expertise and support to faculty and staff with respect to new, emerging, and existing campus and academic initiatives.
- Creating an inclusive, comprehensive, and forward-thinking approach to policy development and administration, legal and ethics compliance.
- Implementing strategies and best practices to realize the University's goals of developing, maintaining, and supporting culturally diverse faculty, staff, and student communities.
- Developing innovative and collaborative legal education and resources for the campus community to create, update, and further policies to meet the needs of the University and to enrich faculty, staff, and students.
- Staying abreast of state and federal laws, judicial decisions, and legal trends to ensure that University practices and policies are compliant and cutting-edge while best positioning CCSU for continued success.
- Representing the University in a thoughtful, judicious manner to institutional peers, the Office of the Attorney General, administrative and judicial practitioners including the Judiciary.

Candidate Qualities and Qualifications

The ideal candidate will be a collaborative and strategic problem-solver with demonstrated success as a practitioner in a variety of legal disciplines geared towards higher education success. Expertise and experience in the following fields of law are preferred: administrative, business, civil rights, constitutional, contract, disability, education, employment, environmental, ethics and compliance, governmental regulatory, immigration, information technology, intellectual property, labor, land use and real property, and research.

Candidates minimally should possess at least eight years of experience in the practice of law, preferably in Connecticut. Priority will be given to candidates with demonstrated experience in the practice of education law. Candidates must have earned a Juris Doctor from an ABA accredited law school and possess a license or have the ability to obtain a license in Connecticut to practice law within two months from appointment or as proscribed by the Connecticut Bar Examining Committee. All candidates must be in and maintain good standing in all practice jurisdictions, including courts located in and outside of Connecticut.

Candidates are expected to have:

- Considerable knowledge of legal principles, process and practice including rules of evidence, civil procedure, and principles of statutory construction.
- Demonstrated litigation and legal counseling skills and practice.
- Demonstrated experience researching and analyzing legal issues, drafting legal documents including briefs, arguments as well as legal correspondence.
- Demonstrated experience managing high volume of legal cases, outside legal counsel, and services, including budgetary and other legal cost administration.
- Demonstrated managerial and supervisory personnel experience including budgetary allocations.
- Considerable knowledge of law including Education Amendments Act including Title IX, Family Educational Rights and Privacy Act, Health Insurance Portability and Accountability Act; Civil Rights Act of 1964 its precursors and progeny; Connecticut Fair Employment Practices Act; Uniform Administrative Procedures Act.
- Demonstrated commitment to diversity and inclusion – in all its forms – to align with University values and the President’s vision for the future.

Successful candidate will additionally:

- Demonstrate commitment to the development of sound, pro-active legal education, advice, counseling, and best practices, including risk management.
- Demonstrate commitment to continuous professional and organizational improvement.
- Demonstrate ability to lead transformative change, collaboratively enriching faculty, staff and student experiences and success.

Advertisements: *Chronicle of Higher Ed, Diversejobs.net, Higherjobs.com, Indeed, LinkedIn*

Fifteen (15) individuals applied for this position: Three (3) White Males; Three (3) White Females; Two (2) Black Males; Two (2) Black Females; One (1) Hispanic Female; One (1) Two or More Female; Two (2) Unknown Males; One (1) Unknown Female.

Three (3) applicants were determined to be not qualified: Two (2) Black Males; One (1) Unknown Female.

Seven (7) applicants were determined to be minimally qualified: Three (3) White Males; Two (2) White Females; Two (2) Unknown Males.

Three (3) White Males are presently practicing law and did not detail their direct experience with educational laws including Education Amendments Act including Title IX, Family Educational Rights and Privacy Act, Health Insurance Portability and Accountability Act; Civil Rights Act of 1964 its precursors and progeny; Connecticut Fair Employment Practices Act; and Uniform Administrative Procedures Act.

Five (5) applicants were determined to be finalists: One (1) White Female; Two (2) Black Females; One (1) Hispanic Female; One (1) Two or More Female.

One (1) White Female non goal candidate was hired for this position. She has all the required and preferred legal experience and knowledge. She has over eight years of experience practicing law in Connecticut and represented education cases. She formed her own law firm and obtained significant personal, collegial, and judicial recognition, awards, honors, and distinction. She has been selected to serve as a Special Master, a judicial appointment of trust and recognition of her skill to mediate, research and apply law to settle disputes. She has an extensive network of professional relationships and legal resources, including within higher education, state and local officials and judiciary members. In addition, she has been admitted to the United States Supreme Court bar.

Vice President Student Affairs

Selection: One (1) Black Female

Central Connecticut State University (CCSU) announces and invites applications for the search for its next Vice President of Student Affairs (VPSA). As a key member of the university's Executive Committee, the new VPSA will have the opportunity to partner with CCSU President Zulma R. Toro in using innovative strategies to pursue new challenges and tackle old problems, while sharing her commitment to serving CCSU's many communities in new and more effective ways.

The University seeks an energetic and collaborative leader who will work collegially with all members of the University community. The ideal candidate will advise and collaborate with students, faculty, staff, and administrators on a variety of matters that shape the student experience and campus culture. The VPSA will share Dr. Toro's commitment to expanding access to higher education and her vision for CCSU as a student-centered public university that addresses the needs of the whole student.

Role of the VPSA:

As the chief student affairs officer, the VPSA is a key partner in student decision-making, providing leadership in all student affairs matters and working collaboratively with the directors, faculty, staff, and administration to further the University's mission and strategic plan. The VPSA reports directly to the President, serves on the Executive Committee, and works collaboratively with other members of the President's leadership team. There must be close and collegial relations between the VPSA and the Provost, given the many ways in which they must partner to achieve the best educational outcome for our students.

The VPSA will be responsible for providing leadership and administrative oversight of all student affairs programs and services that promote and advance the University's mission and strategic plan. The VPSA supervises the following departments: Student Wellness Services (Health, Counseling, and Wellness Education), Residence Life, Student Activities and Leadership Development, Recreation, Student Center, Student Rights & Responsibilities, Student Disability Services, and Veterans Affairs.

Qualifications for the VPSA:

The successful candidate must meet all the required qualifications, which include:

- Master's degree from an accredited institution
- Seven or more years combined administrative and academic experience in higher education

- Exceptional record of leadership experience in student affairs employing a student-centered philosophy
- Experience developing, sustaining, promoting, and evaluating student development programs including knowledge of current strategies in student affairs
- Demonstrated contributions and role in improving student retention and graduation rates
- Experience with planning, budgeting, and fiscal management in a complex organization
- Experience working collaboratively with a student government organization and other student organizations
- Experience in employee recruitment and retention, promotion decisions, and the ability to recruit and retain a diverse staff
- Capacity to effectively communicate with a variety of constituency groups, both internal and external to CCSU
- Commitment to shared governance and ability to build consensus, develop new approaches to problem solving, and adapt to an ever-changing environment
- Demonstrated commitment to diversity, equity, and inclusion

In addition to the required qualifications, the ideal candidate will also have:

- Advanced degree
- Management experience
- Demonstrated experience establishing partnerships with academic affairs
- Demonstrated experience in successful community engagement
- Demonstrated success in meeting the holistic needs of college students
- Experience working in a unionized, public institution of higher education

Advertisements: *Chronicle of Higher Ed, Diversejobs.net, Higheredjobs.com, Inside Higher Ed, NAFSA*

Sixty-Eight (68) individuals applied for this position: Twenty-two (22) White Males; Fourteen (14) White Females; Six (6) Black Males; Five (5) Black Females; Two (2) Hispanic Males; Three (3) Hispanic Females; Four (4) AAIANHNPI Males; **One (1) AAIANHNPI Female;** Two (2) Two or More Females; Three (3) Unknown Males; Six (6) Unknown Females.

Forty-two (42) applicants were determined to be not qualified: Twelve (12) White Males; Seven (7) White Females; Five (5) Black Males; Three (3) Black Females; One (1) Hispanic Male; Two (2) Hispanic Females; Three (3) AAIANHNPI Males; **One (1) AAIANHNPI Female;** One (1) Two or More Female; One (1) Unknown Male; Six (6) Unknown Females.

Five (5) White Males did not have leadership experience in Student Affairs.

Four (4) White Males did not have seven or more years combined in administration or academic experience in higher education.

One (1) White Male had experience in residence life but did not have the required leadership experience related to student affairs.

One (1) White Male had experience in veteran affairs but did not have the required leadership experience related to student affairs.

One (1) White Male failed to submit an application on time.

One (1) AAIANHNPI Female did not possess the required qualification of having seven or more years in higher level student affairs leadership experience, in a supervisory role, with an outstanding record of student affairs leadership and student-centered philosophy.

Fifteen (15) applicants were determined to be minimally qualified: Four (4) White Males; Six (6) White Females; One (1) Black Male; One (1) Black Female; One (1) Hispanic Female; One (1) AAIANHNPI Male; One (1) Unknown Male.

Two (2) White Males did not have the preferred experience establishing partnerships with academic affairs.

One (1) White Male did not have an advanced degree.

One (1) White Male did not have experience in successful community engagement environment and did not work in a unionized, public institution of higher education.

Eleven (11) applicants were determined to be finalists: Six (6) White Males: One (1) White Female; One (1) Black Female; One (1) Hispanic Female; One (1) Two or More Female; One (1) Unknown Male.

One (1) White Male did not demonstrate direct working experience or knowledge establishing partnerships with academic affairs. He did not provide direct examples of his related experience in this area.

One (1) White Male did not have experience establishing partnerships with academic affairs or experience in successful community engagement by not providing examples of his direct experience in this area during the interview.

One (1) White Male did not provide any direct experience to indicate his knowledge in innovative programming and strategies in student affairs.

One (1) White Male withdrew his application after the interview process and accepted another position.

One (1) White Male demonstrated leadership experience in academic affairs more than leadership experience directly related to student affairs. All of his examples of work experience and related skills were not transferable to the job duties of this department.

One (1) White Male had good experience developing, sustaining, promoting, and evaluating student development programs, including knowledge of current strategies in student affairs. This candidate will be recommended for other future CCSU student affairs positions. However, the final selection was determined by the President, and she selected the non-goal candidate to be the Vice President of Student Affairs.

One (1) Black Female non goal candidate was hired for this position. She has over twenty years' experience in a unionized institution of higher education. She has direct leadership experience in Student Affairs and in roles on the ground, such as Dean of Student Affairs, Chief Officer of Student Affairs, and Counselor, as well as direct supervisory experience. She served as Director of Career Services, Veteran Affairs, and Student and Community Engagement and Career Development. Her other areas of experience include diversity, equity and inclusion; mental health counseling; academic advising; international affairs and certification; student conduct and development; enrollment management; Title IX; residential life and student success activities.

She has been successful in developing strong relationships with faculty and external partners with student success programs. She has a track record of collaborative change management, employee motivation, and transparent communication dealing with all levels of administration, faculty, staff, and students. She also has planning, budgeting, and fiscal management experience.

FACULTY

PROFESSOR (EE02)

GOALS:

Hires		Promotions	
		18	White Females
		2	Black Males
		6	Hispanic Females
		7	AAIANHNPI Males
		5	AAIANHNPI Females

No hires occurred in this category during the reporting period.

ASSOCIATE PROFESSOR (EE02)

GOALS:

Hires		Promotions	
1	White Females	1	White Female
1	Black Female	1	Black Female
1	Hispanic Male	1	Hispanic Male
		1	AAIANHNPI Females

No hires occurred in this category during the reporting period.

ASSISTANT PROFESSOR (INCLUDING INSTRUCTOR) (EE02)

ASSISTANT PROFESSOR

Hires		Promotions	
6	White Males		None
1	Black Female		
1	Hispanic Male		
1	Hispanic Female		

Assistant Professor Nursing

Selection: One (1) White Male

Central Connecticut State University invites applications for a full-time, tenure track Assistant Professor of Adult Health Nursing in the Department of Nursing. The faculty will primarily teach the adult acute medical-surgical/critical care and gerontology courses.

Required Qualifications:

- Master's in Nursing with adult health focus specialization (if applicable)
- Experience teaching students in didactic & clinical settings
- Recent clinical practice as a Registered Nurse in acute care and/or gerontology

Preferred Qualifications:

- Ph.D. in Nursing (A.B.D. candidates with a clear plan for completion within one year of appointment are encouraged to apply.)

Advertised: *Chronicles of Higher Ed., Higheredjobs.com, CCSU Website, CSCU Website*

Four (4) individuals applied for this position: One (1) White Male; One (1) White Female; One (1) Two or More Male; One (1) Two or More Female.

One (1) applicant was determined to be not qualified: One (1) White Female.

No applicants were determined to be minimally qualified.

Three (3) applicants were determined to be finalist: One (1) White Male; One (1) Two or More Male; One (1) Two of More Female.

One (1) White male goal candidate was hired for this position. This hire met a hiring goal in the Assistant Professor category.

Assistant Professor Management Information Systems

Selection: One (1) White Male

The Management Information Systems (MIS) Department seeks a dynamic, student-oriented individuals for two full-time, tenure-track faculty appointments to teach undergraduate and graduate courses in MIS. Successful candidates will demonstrate a strong commitment to teaching excellence, a record of (or potential for) high-quality scholarship, and a commitment to academic service. Candidates are expected to be committed to multiculturalism and working with a diverse student body. Faculty also are expected to participate in assessment, curriculum development, faculty governance, maintain their AACSB qualifications as Scholarly Academic (SA), and other faculty activities.

Required Qualifications:

- Ph.D. in Management Information Systems or related field; A.B.D. will be considered if Ph.D. is obtained within one-year of appointment).
- Evidence of and/or commitment to teaching excellence.
- Evidence of and/or commitment to high-quality scholarship.

- Evidence of and/or commitment to academic service.

Preferred Qualifications:

- Ph.D. in the discipline of MIS from an AACSB accredited school
- Record of successful university teaching
- Discipline-related professional experience
- Business Analytics skills
- Programming skills

Advertised: *Chronicles of Higher Ed., Higheredjobs.com, CCSU Website, CSCU Website*

Twenty-seven (27) individuals applied for this position: Eight (8) White Males; Three (3) White Females; One (1) Black Male; Eleven (11) AAIANHNPI Males; One (1) AAIANHNPI Female; Two (2) Two or More Males; One (1) Unknown Male.

Thirteen (13) applicants were determined to be not qualified: Five (5) White Males; One (1) White Female; Four (4) AAIANHNPI Males; One (1) AAIANHNPI Female and Two (2) Two or More Males.

Four (4) applicants were determined to be minimally qualified: One (1) White Male; One (1) White Female; One (1) AAIANHNPI Male; One (1) Unknown Male.

Ten (10) applicants were determined to be finalist: Two (2) White Males; One (1) White Female; One (1) Black Male; Six (6) AAIANHNPI Males.

One (1) White male goal candidate was hired for this position. **This hire met a hiring goal in the Assistant Professor category.**

Assistant Professor Computer Science

Selection: One (1) White Male

This employee moved to a permanent position during the reporting period to assist the department covering positions that were lost due to retirements. **One (1) White male** goal candidate was hired for this position. **This hire met a hiring goal in the Assistant Professor category.**

Assistant Professor History

Selection: One (1) White Female

Central Connecticut State University invites applications for a full-time, tenure track Social Studies Coordinator in the Department of History. The position is at the rank of Assistant Professor specializing in history and social studies.

The successful candidate will oversee the History Department's secondary education program, including preparing student teachers in African American/Black and/or Puerto Rican/Latino history in accordance with CT Public Act 19-12: <https://www.cga.ct.gov/2019/act/pa/pdf/2019PA-00012-R00HB-07082-PA.pdf>.

Responsibilities:

- 9 credits of teaching per semester and 3 credits for coordinating the social studies program every semester.
- Teaching includes two upper-level history courses (US History for Teachers and World History for Teachers), an upper-level social studies methods course, and courses in a field commensurate with one's historical fields of expertise.
- Advising secondary education history/social studies students.
- Assisting with CAEP Accreditation.
- Being an active member of the History Department and University.
- Maintaining steady rate of publications, presentations, and programs related to one's field of study.

Required qualifications:

- Ph.D. in History or Ed.D. in hand or due to be conferred by August 2022.
- Demonstrated commitment to a research agenda in history and/or social studies, including publications, conference presentations, or their equivalent.
- Demonstrated experience working with teacher education programs or teaching courses related to teacher preparation.

Preferred qualifications:

- Teaching experience in middle or high school setting.
- Demonstrated experience in multicultural contexts and/or with English language learners.
- Proficiency in Spanish.

Advertised: *Chronicles of Higher Ed., Higheredjobs.com, National Council for Social Studies Website, Connecticut Council for Social Studies Website, Humanities Net, CCSU Website, CSCU Website*

Twenty-three (23) individuals applied for this position: Fourteen (14) White Males; Four (4) White Females; **One (1) Hispanic Female;** One (1) AAIANHNPI Female; Two (2) Unknown Males; and One (1) Unknown Female.

Eight (8) applicants were determined to be not qualified: Six (6) White Males; One (1) AAIANHNPI Female; and One (1) Unknown Male.

Six (6) White Males submitted incomplete applications; they did not submit the required references.

Seven (7) applicants were determined to be minimally qualified: Five (5) White Males; One (1) Unknown Male; One (1) Unknown Female.

Two (2) White Males have a PHD and did not have demonstrated experience working with teacher education programs or teaching courses related to teacher preparation.

Three (3) White Males have no demonstrated experience working with teacher education programs or teaching courses related to teacher preparation and they did not have demonstrated experience in multicultural contexts.

Eight (8) applicants were determined to be finalist: Three (3) White Males; Four (4) White Females; One (1) Hispanic Female.

One (1) White Male met all the required and two of the preferred qualifications. He had taught in a high school setting and had demonstrated experience in multicultural contexts. He was not able to explain his direct research experience and present direction related to Social Studies.

One (1) White Male met all the required qualifications and one of the preferred qualifications. He had four years' experience in a high school setting. His primary focus was on his research and not Social Studies education. During the interview all of the information that he provided was not related to Social Studies education.

One (1) White Male met all the required qualifications and one of the preferred qualifications. He had six years' experience in a high school setting. He did not have experience teaching outside his interest in the Human Rights field.

One (1) Hispanic Female withdrew her application after the interview and accepted a tenure track position at another institution.

One (1) White Female non goal candidate was hired for this position. She met all the required qualifications and three of the preferred qualifications. She had six years teaching experience in a high school setting, demonstrated experience in multicultural contexts and is proficient in Spanish. She was able to demonstrate the importance of balancing research with social studies education. She has over twenty years' experience working as an educator with students of varying backgrounds. She is currently serving as an Assistant Professor of History and Social Studies on a special appointment at CCSU.

Assistant Professor Computer Electronics & Graphics Technology

Selection: One (1) Asian Female

Central Connecticut State University's Department of Computer Electronics and Graphics Technology invites applications for a full-time, tenure-track position in Computer Network System. The successful candidate will teach undergraduate and graduate courses, develop curriculum and laboratory for Networking Information Technology, Cybersecurity, and Computer Engineering Technology programs, with particular focus on routing and switching, cloud networking and system, wireless networks, IoT, network security and administration, and contribute actively and effectively to students' academic success, program accreditation, service, and scholarship. Candidates are expected to be committed to multiculturalism and working with a diverse student body.

Required Qualifications:

- Ph.D. in Networking, Information Technology, or a closely related discipline by date of appointment from regionally accredited institution or international equivalent.

- Evidence of active research in the networking discipline (e.g., publications and presentations at professional conferences, peer-reviewed journal articles).
- Demonstrated skills and strong commitment to technical laboratory and experimental teaching in networking, participation in hands-on research projects and other application-oriented activities.
- Demonstrated excellent communication skills.
- Commitment to serving a culturally, ethnically and linguistically diverse communities.

Preferred Qualifications:

- University teaching experience in networking
- Minimum two years of U.S. industry experience in the networking field
- Demonstrated experience in cloud networking and system
- Demonstrated experience in Internet of Things
- Demonstrated experience in network security

Advertised: Chronicles of Higher Ed., Diversjobs.net, Higheredjobs.com, ASEE ListServ for the Engineering Technology Division, Networking, CCSU Website, CSCU Website

Twenty-two (22) individuals applied for this position: Seven (7) White Males; One (1) Black Male; Nine (9) AAIANHNPI Males; Three (3) AAIANHNPI Females; One (1) Unknown Female; One (1) Unknown Unknown.

Eighteen (18) applicants were determined to be not qualified: Six (6) White Males; One (1) Black Male; Eight (8) AAIANHNPI Males; Two (2) AAIANHNPI Females; One (1) Unknown Unknown.

Four (4) White Males did not meet all the required qualifications. They did not have evidence of active research networking or experience of technical laboratory and experimental teaching in networking.

One (1) White Male did not have the required Ph.D. in Networking, Information Technology, or a closely related discipline.

One (1) White Male did not have the required Ph.D. in Networking, Information Technology, or a closely related discipline. He did not have evidence of active research networking or experience of technical laboratory and experimental teaching in networking.

No applicants were minimally qualified.

Four (4) applicants were determined to be finalist: One (1) White Male; One (1) AAIANHNPI Male; One (1) AAIANHNPI Female; One (1) Unknown Female.

One (1) White Male goal candidate was offered position and declined due to salary.

One (1) Asian Female non goal candidate was hired for this position. She has all the required qualifications and one of the preferred qualifications. She has demonstrated experience in cloud networking and systems. She has time management skills that she demonstrated during a mock lecture. She has teaching and communication skills, background knowledge in network security, and direct lab experience.

COACHING (EE02)

GOALS:

Hires		Promotions	
1	Hispanic Male		None
1	Hispanic Female		

No hires occurred in this category during the reporting period.

PROFESSIONAL NON-FACULTY (EE03)

GOALS:

Hires		Promotions	
1	White Male		None
2	Black Males		
1	Black Female		
5	AAIANHNPI Males		
1	AAIANHNPI Female		

Assistant Director of Undergraduate Advising

Selection: One (1) White Male and Two (2) White Females

Central Connecticut State University invites applications for full time Assistant Director of Undergraduate Advising in the Department of Undergraduate Advising. The Assistant Director of Undergraduate Advising delivers comprehensive advising for students; ensures successful articulation of transfer credits; and contributes toward the University's goals of increased student satisfaction, retention, and graduation rates. Assistant Directors operate in school-based advising centers or Explore Central.

Supervision Exercised:

- May supervise para-professional and/or support staff.

Position Responsibilities:

- Serves as an advising resource for students regarding academic policies and standards; academic exploration and plans; transfer evaluations; program and degree requirements; and professional program requirements.
- Provides advising to incoming, continuing, returning and prospective transfer students both individually and in small group settings.
- Works with appropriate departments to facilitate the smooth transition from/between professional advisors and faculty advisors.

- Assists departments in advising continuing students as needed.
- Develops, delivers, and coordinates outreach activities for student groups, parents, faculty, and other appropriate groups in support of student academic success and University goals.
- Shares programming and referral information from appropriate departments, which may include tutoring, career fairs, study abroad, experiential learning opportunities, etc.
- Participates in follow-up surveys for evaluation and continuous improvement of advising services.
- Assists with the preparation of reports and compilation of student data for assessment.
- Develops and updates advising materials as needed.
- Updates and maintains web pages pertaining to student advising and success.
- Monitors and responds to the unit's email account.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

Required Qualifications:

- Bachelor's degree required and three years of experience in relevant advising and/or student support services areas.
- Experience working with a variety of student populations and advising students in professional degree programs.
- Experience with web-based technology including, but not limited to, student information databases such as Banner.
- Demonstrated strong oral and written communication skills, organizational skills, and an ability to multitask.
- Credentials and/or experience substantially comparable to the above may also be considered.

Preferred Qualifications:

- Master's degree

Advertisements: *Diversejobs.net, Higheredjobs.com, Chronicles of Higher Ed, CCSU Website*

Sixty-three (63) individuals applied for this position: Ten (10) White Males; Twenty-eight (28) White Females; **Five (5) Black Males; Seven (7) Black Females;** Three (3) Hispanic Females; **One (1) AAIANHNPI Male; One (1) AAIANHNPI Female;** Eight (8) Unknown Females.

Forty-two (42) applicants were determined to be not qualified: Five (5) White Males; Sixteen (16) White Females; **Four (4) Black Males; Six (6) Black Females;** Two (2) Hispanic Females; **One (1) AAIANHNPI Male; One (1) AAIANHNPI Female;** Seven (7) Unknown Females.

Two (2) White Males, One (1) Black Male, and Two (2) Black Females did not have three years of experience in relevant advising and/or student support services areas. Neither did they have the experience working with a variety of student populations and advising students in professional degree programs or experience with web-based technology including student information databases such as Banner.

Two (2) White Males and Two (2) Black Males had no relevant advising and/or student support services areas experience or experience working with a variety of student populations and advising students in professional degree programs.

One (1) White Male submitted an incomplete application. He did not submit the names of three professional references including their addresses, email addresses, and telephone numbers.

One (1) Black Male submitted an unfinished resume demonstrating poor written communication skills and attention to detail.

One (1) Black Female did not have experience working with a variety of student populations and advising students in professional degree programs or experience with web-based technology or student information databases such as Banner.

Three (3) Black Females, One (1) AAIANHNPI Male and One (1) AAIANHNPI Female did not have three years of experience in relevant advising and/or student support services areas or experience working with a variety of student populations and advising students in professional degree programs.

Six (6) applicants were determined to be minimally qualified: Two (2) White Males; Three (3) White Females; **One (1) Black Female.**

Two (2) White Males and One (1) Black Female have Master's degrees and experience working with a variety of student populations in professional degree programs and experience with web-based technology or student information databases such as Banner. They all did not have direct experience advising students.

Fifteen (15) applicants were determined to be a finalist: Three (3) White Males; Nine (9) White Females; **One (1) Black Male;** One (1) Hispanic Female; One (1) Unknown Female.

Two (2) White Males did not provide detailed examples regarding their knowledge in the area of advising students and student support services during the interviews.

One (1) Black Male withdrew his application after the interview process.

One (1) White Male goal candidate and Two (2) White Females were hired for this position.

One (1) White Female has a Master of Science degree and experience working with a variety of student populations. She provided academic advising and support services to continuing, incoming, returning, transfer, undergrad, and prospective students. She had experience with web-based technology and used a system similar to Banner. She coordinated outreach activities for students in her last position.

One (1) White Female has a Master of Science degree and over three years of experience providing student support to a variety of student populations. Her experiences included student advising, transcript evaluation, and developing student retention strategies. During her interview, she spoke of how she developed and coordinated outreach activities in support of aiding students to reaching their academic goals.

One (1) additional White female was promoted within the category.

Program Assistant Counselor

Selection: One (1) Black Male

Central Connecticut State University invites applications for a full-time (10 month), Assistant Counselor (AAUP Faculty) in Counseling and Student Development within Student Wellness Services. The successful candidate will provide students with mental/behavioral health services as part of the Department of Counseling and Student Development.

The counselor will provide short-term counseling, crisis intervention, and mental/behavioral health outreach services within the scope of their training and licensure. Candidates are expected to be committed to multiculturalism and working with a diverse student body. The assignment may include evening and/or Saturday hours.

Required Qualifications:

- An earned doctorate in Psychology, Counseling, Social Work or Marriage and Family Therapy or terminal degree appropriate to the field from an accredited college or university, or
- A master's degree in Psychology, Counseling, Social Work or Marriage and Family Therapy with an additional full year of study above the master's level plus at least three (3) years of full-time counseling experience at in a college or university counseling center
- Licensed or license eligible in Psychology, Counseling, Social Work or Marriage and Family Therapy or related field by the State of Connecticut
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of students
- Clinical experience including work with high-risk clients as well as with complex and/or longstanding clinical problems

Preferred Qualifications:

- Experience and expertise working with LGBTQ+ clients
- Experience working with graduate student internships and assistantships
- Electronic health record experience

Advertisements: *Chronicle of Higher Ed, Diversejobs.net, Higheredjobs.com, Indeed, American College Personnel Association, The Placement Exchange.*

The White Male Goal was previously achieved.

Sixty (60) individuals applied for this position: Two (2) White Males; Twenty-five (25) White Females; **Three (3) Black Males; Fifteen (15) Black Females;** One (1) Hispanic Male; Four (4) Hispanic Females; **Two (2) AAIANHNPI Females;** Eight (8) Unknown Females.

Fifty-two (52) applicants were determined to be not qualified: Two (2) White Males; Twenty-two (22) White Females; **Two (2) Black Males; Fourteen (14) Black Females;** Three (3) Hispanic Females; **Two (2) AAIANHNPI Females;** Seven (7) Unknown Females.

Three (3) applicants were determined to be minimally qualified: One (1) White Female; **One (1) Black Female;** One (1) Unknown Female.

Five (5) applicants were determined to be a finalist: Two (2) White Females; **One (1) Black Male;** One (1) Hispanic Male; One (1) Hispanic Female.

One (1) Black Male goal candidate was hired for this position.

Associate Director Precollegiate Access Services

Selection: Black Female

Advertisements: CCSU Website and SUOAF Distribution List

This was the only candidate that applied for this position. She met all the qualifications working at another University and was offered the position. She had SUOAF rights to the position.

One (1) applicant applied for the position: **One (1) Black Female**

No applicants were minimally qualified.

One (1) applicant was determined to be a finalist: **One (1) Black Female**

One (1) Black Female goal candidate was hired for this position.

Graduate Admissions Services Assistant

Selection: One (1) AAIANHNPI Male

Central Connecticut State University invites applications for a full-time, Graduate Admissions Services Assistant in the Office of Graduate Recruitment and Admissions. Under the supervision and guidance of the Director of Graduate Recruitment & Admissions, the Graduate Admissions Services Assistant provides support to various aspects of the Graduate Recruitment and Admissions office functions, including technical support, with a focus on quality service delivery.

Supervision Exercised:

Not applicable.

Position Responsibilities:

- Provides assistance to prospective students and resolves a variety of student requests that are within the prescribed limits of authority and in compliance with university policy.
- Provides assistance to faculty and other University personnel with graduate admissions related needs and requests.
- Uploads and reviews application documents needed to assess minimum admissions and degree requirements.
- Works to resolve processing, and delivery issues, including coordinating with other University departments as needed.
- Assists with the creation and maintenance of queries, reports, and other office materials; assists with providing information to operations staff on related systems, policies, and procedures.
- Assists with troubleshooting, routine error resolution, and routine maintenance of application, imaging, and inquiry processing systems.

- Assists with graduate events, surveys, and data summary reports.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

Required Qualifications:

- Bachelor's degree and two years of admissions office or related college or university office work experience.
- Demonstrated computer and technical experience.
- Ability to handle varied and confidential information, effectively organize and perform detailed work, and multitask.
- Demonstrated ability to communicate and share information effectively.

Preferred Qualifications:

- Demonstrated experience using Ellucian Banner or similar student information systems, document imaging systems, and the Microsoft Office Suite.
- Familiarity with customer relationship management systems.
- Credentials and/or experience substantially comparable to the above may also be considered.

Advertisements: *Chronicle of Higher Ed, Diversejobs.net, Higheredjobs.com, CCSU Webpage*

The White Male and Black Female goals were previously achieved.

Twenty-two (22) individuals applied for this position: Four (4) White Males; Ten (10) White Females; **Three (3) Black Males;** Two (2) Black Females; One (1) Hispanic Female; **One (1) AAIANHNPI Male;** One (1) Unknown Female.

Ten (10) applicants were determined to be not qualified: Two (2) White Males; Seven (7) White Females; **One (1) Black Male.**

Nine (9) applicants were determined to be minimally qualified: Two (2) White Males; Two (2) White Females; **One (1) Black Male;** Two (2) Black Females; One (1) Hispanic Female; One (1) Unknown Female.

Three (3) applicants were determined to be a finalist: One (1) White Female; **One (1) Black Male;** One (1) AAIANHNPI Male.

One (1) AAIANHNPI Male goal candidate was hired for this position.

Assistant in Business Services

Selection: One (1) White Male

Central Connecticut State University invites applications for and Assistant in Business Services in Fiscal Affairs. The Assistant in Business Services is responsible for performing a variety of duties associated with accounts payable, state vendor offset, travel authorizations and reimbursements, records storage management, petty cash operations and other business office functions as assigned.

Position Responsibilities:

- Processes vendor invoices/vouchers for payment, processes inter-agency invoices against bond payments, updates vendor information in systems and resolves and responds to inquiries on payment status for internal and external customers.
- In collaboration with IT, runs and distributes annual 1099 tax forms.
- Compiles data and processes journal entries, zero balance account wire transfers, and reports as required for accounts payable. Calculates long-term group disability insurance monthly premiums.
- Maintains the operation and recordkeeping process for travel management systems for Accounts Payable. Reviews and audits travel authorizations and vouchers for travel reimbursements. Maintains the cash advance system for travel including all cash advance reporting. Maintains all databases and forms associated with the travel authorizations and reimbursement processing.
- Prepares monthly petty cash log and reconciliations
- Coordinates storage records management with Finance and IT departments in accordance with State Record Retention policy and GLBA regulations.
- Performs general accounting and finance duties including analysis, reconciliation, and corrections of various financial accounts and reports. Compiles data and prepare reports, statements, studies and analysis as required. Monitors and reviews key data and documents for consistency, accuracy and reasonableness.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

Required Qualifications:

- Bachelor's degree in accounting, finance, or business administration.
- Two years of experience in accounting, fiscal or business office with experience in accounts payable operations.
- Ability to use computer and associated software.

Credentials and/or experience comparable to the above may also be considered.

Preferred Qualifications:

- Knowledge of bookkeeping, financial recordkeeping, and basic governmental accounting principles and practices.

Advertisements: *Diversejobs.net, Higheredjobs.com, Chronicles of Higher Education, CCSU Website*

The White Male and Black Female goals were previously achieved.

Nineteen (19) individuals applied for this position: Three (3) White Males; Seven (7) White Females; Three (3) Black Females; Two (2) Two or More Females; Four (4) Unknown Females.

Eleven (11) applicants were determined to be not qualified: Two (2) White Males; Two (2) White Females; Two (2) Black Females; Two (2) Two or More Females; Three (3) Unknown Females.

Three (3) applicants were determined to be minimally qualified: Two (2) White Females; One (1) Black Female.

Five (5) applicants were determined to be a finalist: One (1) White Male; Three (3) White Females; One (1) Unknown Female.

One (1) White Male goal candidate **was hired for this position.** The **White Male** goal candidate was prepared for the interviews and provided responses to all the questions asked.

He provided specific examples of his skill set and approach to job duties of this position. He conveyed his understanding of the steps necessary to take to care of efficiently and effectively paying bills, executing 1099s, and working as a team to accomplish necessary tasks. His approach to unfamiliar tasks is to exhaust all measures to resolve the task on his end before reaching to others and provided specific examples. He provided three references, all of which spoke very highly of the candidate. The strengths that were touched on were that he's accommodating and easy to get along with, knows his job inside and out, he can do everything, he's honest and extremely dedicated to his work.

One (1) White female was also promoted into this category and is discussed under the Promotional Activity.

Program Assistant for Student Center

Selection: One (1) White Male and One (1) White Female

Central Connecticut State University invites applications for a full-time, Program Assistant (12 month) in the Student Center. The incumbent in this position assists the supervisor with overseeing and coordinating service and/or program areas which may include one or more of the following: event programming, technical and audio/visual services, facility housekeeping, student organizations and program committees, conference planning, student employment, recreation programs, equipment inventory, information, and reception services, etc.

Supervision Exercised:

Supervises student employees.

Position Responsibilities:

- Assists with providing on-site coordination of services and programs within assigned area which include one or more of the following: event programming, facility set-up, technical support services, audience management and coordination of campus dining and other support services.
- Conducts surveys, focus groups and compiles statistical reports to ensure student satisfaction with service and/or program areas.
- Recruits/hires, trains, and supervises student employees and student volunteers within assigned areas.
- Assists in the development and implementation of a professional and life skills development plan for assigned student employees and student volunteers as directed by the supervisor.
- Prepares reports concerning assigned areas as required. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Required Qualifications:

- Bachelor's degree required and two years of experience in student services management in higher education.
- Demonstrated ability to supervise student staff and implement student service policies and procedures.
- Demonstrated strong oral and written and organizational skills required.
- Demonstrated knowledge and ability to utilize enterprise software required along with Microsoft Office Suite computer programs.
- Credentials and/or experience substantially comparable to the above may also be considered.

Advertisements: *Diversejobs.net, Higheredjobs.com, ACUI.org, CCSU Website*

The White Male and Black Female goals were previously achieved.

Thirteen (13) individuals applied for this position: Four (4) White Males; Five (5) White Females; Two (2) Black Females; **Two (2) AAIANHNPI Females.**

Four (4) applicants were determined to be not qualified: One (1) White Male; Two (2) White Females; One (1) Black Female.

Four (4) applicants were determined to be minimally qualified: Two (2) White Males; **Two (2) AAIANHNPI Females.**

One (1) AAIANHNPI Female did not meet all the required qualifications. She did not have onsite event coordination, program support experience and knowledge of event scheduling software experience.

One (1) AAIANHNPI Female did not meet all the required qualifications. She did not have onsite event coordination, program support experience, and knowledge of event scheduling software experience. She also did not have higher education experience in student service management.

Five (5) applicants were determined to be finalists: One (1) White Male; Three (3) White Females; One (1) Black Female.

One (1) White Male candidate and One (1) White Female non goal candidate was hired for this position.

One (1) White Female non goal candidate selected met all the required qualifications. She has been working in Student Affairs event services at another university for over twelve years. She has experience supervising over one hundred student employees. She has experience implementing professional and life skills development for student employees.

One (1) White Male goal candidate demonstrated both in his resume and during his interviews the experiences and knowledge about the campus, the students, and the Student Center operations. He shared several experiences which highlighted his skills with coordinating services, supporting events, working with vendors, and managing student employees. He also received positive feedback in the on-campus interview regarding effectively handling the responsibilities of this position.

Contract Compliance Specialist

Selection: One (1) White Male

Central Connecticut State University invites applications for a full-time Contract Compliance/Procurement Specialist (SUOAF-Administrator IV) in the Fiscal Affairs Division.

The successful candidate will manage contract compliance for all contracts originating from Central Connecticut State University including negotiation, preparation, and contract oversight to ensure proper controls over contracting procedures and contribute to sound fiscal and administrative management.

Position Responsibilities:

- Plans and manages all contractual and purchasing activities for the University. This may include assisting with Requests for Proposals (RFP's), Purchase Orders, Personal Service Agreements (PSA's), Student Affiliation Agreements and various license agreements. This also includes assisting in the development, negotiation, and finalization of vendor agreements for signature, as well as monitoring contracts for compliance with State and Federal statutes, Board of Trustees policies, the Attorney General's guidelines, internal procedures and contract terms and conditions.
- Develops and implements contract compliance policies and procedures and ensures sound fiscal management and compliance with the State Ethics Code.
- Develops training programs for the University regarding PSA's and other types of applicable agreements.
- Acts as liaison between the University and the CSCU System Office and Board of Regents, the Office of the Attorney General, the Department of Administrative Services and other state agencies as required of the position.
- Performs other duties related to the above which do not alter the basic level of responsibility of the position.

Required Qualifications:

- Bachelor's degree or certification as a paralegal.
- Ability to develop complex and involved contracts, negotiate these contracts with vendors and service providers, and manage and monitor contracts in accordance with their terms and conditions, State and Federal statutes and regulations, Attorney General guidelines, CSCU and Board of Regents policies and State Code of Ethics.
- Knowledge of the basic principles of risk management and insurance programs including safety and loss control techniques.
- Experience in developing Requests for Proposal (RFP's) and other such justification documents.
- Knowledge of applicable State and Federal statutes, and procurement best practices.
- Ability to manage the work of support staff, if applicable.
- Ability to use personal computers and associated software and excellent interpersonal skills.

**Preferred Qualifications:
SERVICE MAINTENANCE (EEO7)**

Under the collective bargaining agreement, all service maintenance job opportunities are initially posted within the system and offered based on seniority.

SERVICE MAINTENANCE VARIED (EXCLUDING CUSTODIANS)

Hires		Promotions	
1	White Female		
1	Black Male		
3	Hispanic Males	1	Hispanic Male
1	AAIANHNPI Male		

General Trades Worker

Selection: One (1) White Male and One (1) White Female

Located in New Britain, CT, Central Connecticut State University (CCSU) is a constituent unit of the Board of Regents for Higher Education (BOR), Connecticut State Colleges and Universities. As one of the State of Connecticut institutions of higher learning, CCSU is a regional, comprehensive public university dedicated to learning in the liberal arts and sciences and to education for the professions. CCSU offers a vibrant learning-centered community dedicated to teaching and to scholarship. We are accepting applications from candidates who meet the qualifications of General Trades Worker to work in the Facilities Management Department. These positions are full-time (37.5 hours per week), with shift and schedule to be determined on 1st, 2nd, or 3rd shift, and may be required to work on weekends and holidays.

The incumbents in these positions will be required to attend all mandatory trainings and/or orientations, which may be on a different shift/schedule to which they are permanently assigned.

Purpose of Job Class (Nature of Work)

This class is accountable for performing highly skilled trades duties in various trad areas.

Examples of Duties

Performs highly skilled maintenance and/or construction work requiring the application of trade skills, codes, and standard trade practices in a variety of trade areas including but not limited to: electrical, plumbing, carpentry, HVACR, glazing, masonry, painting work, etc.; makes estimates of time, personnel, and material required on assigned tasks; keeps necessary records; in smaller trade areas, may be the sole worker running a skilled trade area; performs duties related to the trade or trade areas as required; at State owned airports may be required to stand by for and respond to fire and/or crash emergency situations; may operate and maintain heavy earth moving equipment; performs related duties as required.

Knowledge, Skill and Ability

Considerable knowledge of and ability to apply the standard tools, materials, methods, and practices of a variety of trade areas; interpersonal skills; oral and written communication skills; ability to prepare estimates and keep shop records; some ability to utilize computer software.

Minimum Qualifications – General Experience:

- Four (4) years of experience in one or more trade areas.

Minimum Qualification – Special Experience:

- Two (2) years of the General Experience must have been performing skilled trade functions in one or more trade areas. Note: For State Employees this is interpreted at or above the level of Skilled Maintainer or Transportation Maintainer 2. Housekeeping, custodial, and food service duties will not be considered as qualifying experience.

Minimum Qualification – Substitutions Allowed:

1. Graduation from a vocational or technical school with a diploma designating completion of subject requirements in a maintenance trade area may be substituted for two (2) years of the General Experience.
2. Two (2) years of experience as a Qualified Craft Worker Intern may be substituted for the General and Special Experience.

Preferred Qualifications:

- Experience working with industrial snow removal equipment.

Special Requirements

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications.

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 of the class
2. A physical examination may be required.

Working Conditions

1. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and to risk of injury from equipment.
2. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles.

Advertisements: *DAS Job Opportunities, CCSU Website*

Fifty-eight (58) individuals applied for this position: Thirty-eight (38) White Males; **One (1) White Female; Five (5) Black Males;** One (1) Black Female; **One (1) Hispanic Male; Two (2) AAIANHNPI Males;** Four (4) Two or More Males; One (1) Two or More Female; Five (5) Unknown Males.

Thirty-seven (37) applicants were determined to be not qualified: Twenty-four (24) White Males; **Four (4) Black Males;** One (1) Black Female; Four (4) Two or More Males; One (1) Two or More Female; Three (3) Unknown Males.

Five (5) applicants were determined to be minimally qualified: Four (4) White Males; **One (1) AAIANHNPI Male.**

Sixteen (16) applicants were determined to be a finalist: Ten (10) White Males; **One (1) White Female; One (1) Black Male; One (1) Hispanic Male; One (1) AAIANHNPI Male;** Two (2) Unknown Males.

One (1) White Male non goal candidate and One (1) White Female goal candidate were hired for these positions. The White Female achieved a hiring goal in the Service Maintenance (non-custodial) category.

SERVICE MAINTENANCE/CUSTODIANS (EEO7)

Hires		Promotions	
4	White Males		None
2	Black Males		
2	Black Females		
1	Hispanic Female		
1	AAIANHNPI Male		

Custodian

Selection: Two (2) White Males, One (1) Black Male, One (1) Black Female, Three (3) Hispanic Males

Located in New Britain, CT, Central Connecticut State University (CCSU) is a constituent unit of the Board of Regents for Higher Education (BOR), Connecticut State Colleges and Universities. As one of the State of Connecticut institutions of higher learning, CCSU is a regional, comprehensive public university dedicated to learning in the liberal arts and sciences and to education for the professions. CCSU offers a vibrant learning-centered community dedicated to teaching and to scholarship. We are accepting applications from candidates who meet the qualifications Custodian positions. These positions are in the Custodial Services Department. These positions are full time (37.5 hours per week) position with shift and schedule to be determined on 1st, 2nd and 3rd shift and may be required to work on weekends and holidays. The incumbents in these positions are accountable for independently performing a full range of basic tasks in the cleaning and maintenance of university buildings.

Purpose of Job Class (Nature of Work)

In a state agency this class is accountable for performing a full range of basic tasks in the cleaning and maintenance of buildings.

Examples of Duties

Performs custodial tasks and maintenance of areas such as dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts, and polishes glass including windows, woodwork, walls, furniture and metal equipment; makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspections for a larger area); collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

Knowledge, Skill and Ability

Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tool and equipment used in daily work; some ability in simple record keeping.

Minimum Qualifications:

- Any experience and training which would provide the knowledge, skills and abilities listed above

Preferred Qualifications:

- *Preference will be given to those applicants who can effectively demonstrate current/recent experience in an institutional/commercial environment performing custodial task and various maintenance services with their submitted application.*

Special Requirements:

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications.

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 of the class
2. A physical examination may be required.

Working Conditions

Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or individuals

Advertisements: *DAS Job Opportunities, CCSU Website*

One hundred and thirty-eight (138) individuals applied for this position: Forty-five (45) White Males; Six (6) White Females; **Twenty-four (24) Black Males; Thirteen (13) Black Females;** Twenty (20) Hispanic Males; **Four (4) Hispanic Females; Four (4) AAIANHNPI Males;** One (1) AAIANHNPI Female; Eleven (11) Two or More Males; Three (3) Two or More Females; and Seven (7) Unknown Males.

Five (5) applicants were determined to be not qualified: One (1) White Female; **One (1) Black Male;** **Two (2) Black Females;** One (1) Hispanic Male.

One hundred and seven (107) applicants were determined to be minimally qualified: Thirty-six (36) White Males; Four (4) White Females; **Twenty-two (22) Black Males; Six (6) Black Females;** Fifteen (15) Hispanic Males; **Three (3) Hispanic Females; Two (2) AAIANHNPI Males;** One (1) AAIANHNPI Female; Ten (10) Two or More Males; Three (3) Two or More Females; and Five (5) Unknown Males.

Twenty-six (26) applicants were determined to be a finalist: Nine (9) White Males; One (1) White Female; **One (1) Black Male; Five (5) Black Females;** Four (4) Hispanic Males; **One (1) Hispanic Female;** **Two (2) AAIANHNPI Males;** One (1) Two or More Male; Two (2) Unknown Males.

Two (2) White Males, One (1) Black Male, One (1) Black Female goal candidates and Three (3) Hispanic Males non goal candidates were hired for this position. The Two (2) White Males, One (1) Black Male, and One (1) Black Female achieved hiring goals in the Service Maintenance/Custodian Category.

Custodian

Selection: One (1) White Male and Two (2) White Females

Located in New Britain, CT, Central Connecticut State University (CCSU) is a constituent unit of the Board of Regents for Higher Education (BOR), Connecticut State Colleges and Universities. As one of the State of Connecticut institutions of higher learning, CCSU is a regional, comprehensive public university dedicated to learning in the liberal arts and sciences and to education for the professions. CCSU offers a vibrant learning-centered community dedicated to teaching and to scholarship. We are accepting applications from candidates who meet the qualifications Custodian positions. These positions are in the Custodial Services Department. These positions are full time (37.5 hours per week) position with shift and schedule to be determined on 1st, 2nd and 3rd shift and may be required to work on weekends and holidays. The incumbents in these positions are accountable for independently performing a full range of basic tasks in the cleaning and maintenance of university buildings.

Purpose of Job Class (Nature of Work)

In a state agency this class is accountable for performing a full range of basic tasks in the cleaning and maintenance of buildings.

Examples of Duties

Performs custodial tasks and maintenance of areas such as dormitories, classrooms, offices, auditoriums, wards, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes , dusts, and polishes glass including windows, woodwork, walls, furniture and metal equipment; makes beds; checks, marks, stores and issues linens, blankets, and clothing (limited to individual's work area not to include counting and inspections for a larger area);

collects and counts soiled laundry; distributes, empties and sterilizes glassware, wash basins and bedpans; sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may stand and salt stairways and walkways; may move furniture and/or set-up classrooms; performs related duties as required.

Knowledge, Skill and Ability

Some interpersonal skills; some oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tool and equipment used in daily work; some ability in simple record keeping.

Minimum Qualifications:

- Any experience and training which would provide the knowledge, skills and abilities listed above.

Preferred Qualifications:

- *Preference will be given to those applicants who can effectively demonstrate current/recent experience in an institutional/commercial environment performing custodial task and various maintenance services with their submitted application.*

Special Requirements:

Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits, and/or certifications.

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 of the class
2. A physical examination may be required.

Working Conditions

Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or individuals

Advertisements: *DAS Job Opportunities, CCSU Website*

One hundred and sixty-three (163) individuals applied for this position: Forty-one (41) White Males; Fourteen (14) White Females; Thirty-seven (37) Black Males; Ten (10) Black Females; Seventeen (17) Hispanic Males; Fifteen (15) Hispanic Females; Three (3) AAIANHNPI Males; Nine (9) Two or More Males; Seven (7) Two or More Females; and Ten (10) Unknown Males.

Eighty-three (83) applicants were determined to be not qualified: Nineteen (19) White Males; Nine (9) White Females; Twenty-two (22) Black Males; Five (5) Black Females; Five (5) Hispanic Males; Six (6) Hispanic Females; One (1) AAIANHNPI Male; Six (6) Two or More Males; Four (4) Two or More Females; and Six (6) Unknown Males.

Forty-two (42) applicants were determined to be minimally qualified: Twelve (12) White Males; One (1) White Female; **Five (5) Black Males; One (1) Black Female;** Nine (9) Hispanic Males; **Six (6) Hispanic Females; Two (2) AAIANHNPI Males;** Two (2) Two or More Males; Two (2) Two or More Females; and Two (2) Unknown Males.

Thirty-eight (38) applicants were determined to be a finalist: Ten (10) White Males; Four (4) White Females; **Ten (10) Black Males; Four (4) Black Females;** Three (3) Hispanic Males; **Three (3) Hispanic Females;** One (1) Two or More Male; One (1) Two or More Female; Two (2) Unknown Males.

One (1) White Male goal candidate and Two (2) White Female non goal candidates were hired for this position. **The White Male hire achieved a hiring goal for White Males in the Service Maintenance/Custodian category.**

PROTECTIVE SERVICES

GOALS:

Hires		Promotions	
			None
1	Black Male		
1	Black Female		
1	Hispanic Female		
1	AAIANHNPI Male		

Police Officer

Selection: Two (2) White Males

We are accepting applications from candidates who meet the qualifications from candidates who meet the qualifications for a Police Officer position. This position is located in the CCSU Police Department and is a full time (40 hours per week) position. Once hired, the shifts will be determined for 1st, 2nd, and 3rd shift. Individuals in these positions may be required to work holidays and weekends. Incumbents will be required to successfully complete the training and probationary requirements for appointment to the Police Officer with responsibility for protection of life and property.

Duties will include:

- Provide crowd control at various CCSU events and activities
- Monitor designated areas to ensue physical security and authorized access in order to prevent theft, trespass, vandalism, or violation of state statutes or regulations
- Give Direction and routine information to the public
- Participates in evacuation activities in event of fire, bomb threats or other potential disasters
- Operates firefighting apparatus if needed
- Conduct cruiser or foot patrols
- Conduct Bicycle patrols as weather permits
- Provide traffic and/or crowd control
- Assess nature of further assistance needed and makes timely and appropriate arrangements

- Gather background information and provide threat assessments regarding high risk locations safety of persons or property, biological or physical threats
- Respond to emergency situations and provide CPR or first aid to injured parties
- Assist State Police in investigation of major criminal acts
- Be required to maintain building security and perform patrol duties at time of heightened alert level under Homeland Security jurisdiction
- Direct traffic and enforces motor vehicle and parking regulations
- Initiate and conduct criminal and other investigations of violations, suspicious activities or reports of incidents occurring within jurisdiction
- Conduct on site investigations, question witnesses, arrest individuals at scene and issue summons
- Record information
- Apply for and serve arrest warrants
- Process paperwork on arrests and activity reports

Purpose of Job Class

In a state agency, college or university, this class is accountable for independently performing a full range of tasks in the protection, safety and security of individuals and property with full police powers and responsibility for law enforcement.

Knowledge, Skill and Ability

Knowledge of police and security practices and procedures; knowledge of relevant state and federal laws, statutes and regulations; Knowledge of traffic and crowd control practices and procedures; knowledge of criminal law and court procedures; considerable interpersonal skills; oral and written communication skills; ability to analyze emergency situations and develop effective courses of action; ability to utilize computer software.

Minimum Qualification:

- Certification as a law enforcement officer in the State of Connecticut pursuant to regulations promulgated by the Connecticut Police Officer Standards and Training Council.

Note: Candidates with a pending certification status may be employed on a temporary basis pending re-certification by the Connecticut Police Officer Standards and Training Council.

Minimum Qualifications-Substitutions Allowed:

- Successful completion of prescribed training and probationary requirements set forth in the class of Protection Services Trainee.

Preferred Qualifications:

- Excellent written and verbal communication skills
- Experience working in Higher Education environment
- Experience utilizing computer software, including Microsoft Suite
- Attention to detail, accuracy, and proofreading skills

Special Requirements:

- Applicants must be United States Citizens.
- Candidates for this class are subject to selection standards pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Council.
- Incumbents in this class must possess and maintain authority from the Commissioner of Emergency Services and Public Protection to “arrest and present before a competent authority any person for any offense committed within his precinct.” (Connecticut General Statutes 29-18 and/or 10a-142)
- Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e or of the Connecticut General Statutes and regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class.
- Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements.
- Incumbents in this class must possess and maintain a valid Motor Vehicle operator’s license.
- Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification.
- Incumbents in this class must be eligible and qualified to bear arms.
- Incumbents in this class may be required to travel.
- Department of Energy and Environmental Protection: Incumbents in this class will be required to obtain and retain a Standard First Aid certificate and CPR certificate and participate in any job-related training sessions.
- Department of Energy and Environmental Protection: Incumbents in this class must be willing to accept assignments or transfers to any region of the state consistent with departmental policies stipulations and work a flexible schedule.

Character Requirements:

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

Physical Requirements:

- Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform the duties of the class. A physical fitness assessment will be required of all applicants.
- A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.
- Department of Energy and Environmental Protection: Incumbents in this class must be able to pass a swim test including swimming 100 yards within four (4) minutes.

Advertisements: *CCSU Website, DAS Website, PD Facebook Page, CT Noble*

Two hundred fifty-seven (257) individuals applied for this position: Fifty-nine (59) White Males; Fifteen (15) White Females; **Fifty-seven (57) Black Males; Twenty-six (26) Black Females;** Thirty-six (36) Hispanic Males; **Eleven (11) Hispanic Females; Six (6) AAIANHNPI Males;** One (1) AAIANHNPI Female; Twenty-Eight (28) Two or More Males; Nine (9) Two or More Females; Six (6) Unknown Males; Three (3) Unknown Females.

Two hundred fifty-three (253) applicants were determined to be not qualified: Fifty-seven (57) White Males; Fifteen (15) White Females; **Fifty-five (55) Black Males; Twenty-six (26) Black Females;** Thirty-six (36) Hispanic Males; **Eleven (11) Hispanic Females; Six (6) AAIANHNPI Males;** One (1) AAIANHNPI Female; Twenty-eight (28) Two or More Males; Nine (9) Two or More Females; Six (6) Unknown Males; Three (3) Unknown Females.

Fifty-five (55) Black Males, Twenty-six (26) Black Females, Eleven (11) Hispanic Females, and Six (6) AAIANHNPI Males did not meet the minimum qualifications that are required. Certification as a law enforcement officer in the State of Connecticut pursuant to regulations promulgated by the Connecticut Police Officer Standards and Training Council.

No applicants were found to be minimally qualified.

Four (4) applicants were determined to be finalists: Two (2) White Males; **Two (2) Black Males.**

One (1) Black Male, goal candidate was offered position and rescinded his acceptance.

One (1) Black Male, goal candidate withdrew after the interview process.

Two (2) White Males non goal candidates were hired for this position.

One (1) White Male has over seventeen years' experience. He has a bachelor's degree and is familiar with CALEA (The Commission on the Accreditation for Law Enforcement Agencies) accreditation.

One (1) White Male met the minimum and preferred qualifications as well as the special requirements. He previously worked as a Connecticut State Trooper.

Police Sergeant

Selection: One (1) White Male

We are accepting applications from candidates who meet the qualifications for a Police Sergeant position. This position is located in the CCSU Police Department and is a full time (40 hours per week) position. Shift placement is to be determined upon shift bidding process for first, second and third shift. May be required to work holidays and weekends.

SELECTION PLAN

All candidates for employment at Central Connecticut State University are subject to a comprehensive pre-employment background investigation, including a psychological, polygraph and medical examination. Selection for employment is contingent upon completion of background investigation. Candidates must possess at all times a valid motor vehicle license and the ability to operate a motor vehicle.

Additionally, candidates at all times must possess and have the ability to exercise all of the requirements of a Police Officer including obtaining certification as a law enforcement officer in the State of Connecticut, the ability to bear and use arms, the ability to obtain and retain Emergency Medical Technician (EMT) Certification. Candidates will be required as assigned to be available for training and work assignments on all shifts, including holidays and weekends.

All applicants must include a resume within the "Resume Tab" of their application with their submission. Applicants invited to interview will be required to submit additional documentation, which supports their qualifications for this position.

PURPOSE OF JOB CLASS

In a state agency, college or university this class is used in two ways:

- Supervising and participating in the activities of an assigned shift engaged in providing for the security and protection of lives and/or property through the enforcement of state statutes and regulations.
- Assisting a Lieutenant in supervising operations of a facility protective services operation.

EXAMPLE OF DUTIES

Supervises and assists an assigned staff in performance of police functions and duties including orientation, training, counseling, evaluation and discipline in accordance with department standards; assigns duties and reviews results for accuracy, effectiveness and conformance with policy; reviews and evaluates courtesy and attitude toward public; studies, analyzes and evaluates tasks performed on shift; reviews and maintains police officer reports, records and logs and submits pertinent reports; coordinates exchange of information among shifts or with other law enforcement agencies; implements established procedures to minimize various law enforcement matters; performs full range of public enforcement, protection, security and administrative functions as assigned to subordinate staff; responds to complaints of police error, improper actions or negligence; supervises, coordinates and conducts investigations, special assignments and emergency response situations; may be temporarily assigned to long term serious investigations; may train, assist in and /or supervise training of departmental personnel; may serve as dispatcher; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of police and security practices and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of criminal law and court procedures; knowledge of traffic control practices and procedures; basic knowledge of training practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze emergency situations and develop effective courses of action; supervisory ability, ability to utilize computer software.

MINIMUM QUALIFICATIONS-GENERAL EXPERIENCE:

- Three (3) years of experience as a Police Officer in an organized police department or within state service.

MINIMUM QUALIFICATIONS-SUBSTITUTIONS ALLOWED:

- A Bachelor's degree may be substituted for one (1) year of the General Experience.

PREFERRED QUALIFICATIONS:

- Excellent written and verbal communication skills.
- Experience working in a Higher Education environment.
- Experience utilizing computer software, including Microsoft Suite.
- Attention to detail, accuracy, and proofreading skills.
- Previous supervision experience in a Police Department.

SPECIAL REQUIREMENTS:

- Candidates for this class are subject to selection standards pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Council.
- Incumbents in this class must possess and maintain authority from the Commissioner of Emergency Services and Public Protection to "arrest and present before a competent authority any person for any offense committed within his precinct." (Connecticut General Statutes 29-18 and/or 10z-142)
- Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class.
- Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements.
- Incumbents in this class must possess and maintain a valid Motor Vehicle Operator's license.
- Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification.
- Incumbents in this class must be eligible and qualified to bear arms.
- Incumbents in this class may be required to travel.

CHARACTER REQUIREMENTS:

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

PHYSICAL REQUIREMENTS:

- Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required, to perform the duties of the class.
- Applicants may be required to pass a physical examination.

WORKING CONDITIONS

Incumbents in this class may be exposed to unpleasant and/or dangerous situations which could cause injury or loss of life, to uncomfortable weather conditions and/or to confinement within a vehicle for prolonged periods.

CONCLUSION

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

Advertisements: *CCSU Website, DAS Website, PD Facebook Page, CT Noble*

Nine (9) individuals applied for this position: Five (5) White Males; One (1) Hispanic Male; **One (1) Hispanic Female;** One (1) Two or More Female; One (1) Unknown Male.

Three (3) applicants were determined to be not qualified: One (1) White Male; One (1) Hispanic Male; **One (1) Hispanic Female.**

One (1) Hispanic Female goal candidate did not have the required POST certification. Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations promulgated by the Connecticut Police Officer Standards and Training Council.

No applicants were found to be minimally qualified.

Six (6) applicants were determined to be finalists: Four (4) White Males; One (1) Two or More Female; One (1) Unknown Male.

One (1) White Male non goal candidate was hired for this position. He met all the minimum, preferred qualifications, and special requirements. He has a bachelor's degree and over twenty-one years' experience in law enforcement. He is knowledgeable of Police Department's emergency computer system.

Police Sergeant

Selection: One (1) White Male

We are accepting applications from candidates who meet the qualifications for a Police Sergeant position. This position is located in the CCSU Police Department and is a full time (40 hours per week) position. Shift placement is to be determined upon shift bidding process for first, second and third shift. May be required to work holidays and weekends.

SELECTION PLAN

All candidates for employment at Central Connecticut State University are subject to a comprehensive pre-employment background investigation, including a psychological, polygraph and medical examination. Selection for employment is contingent upon completion of background investigation.

Candidates must possess at all times a valid motor vehicle license and the ability to operate a motor vehicle.

Additionally, candidates at all times must possess and have the ability to exercise all of the requirements of a Police Officer including obtaining certification as a law enforcement officer in the State of Connecticut, the ability to bear and use arms, the ability to obtain and retain Emergency Medical Technician (EMT) Certification. Candidates will be required as assigned to be available for training and work assignments on all shifts, including holidays and weekends.

All applicants must include a resume within the "Resume Tab" of their application with their submission. Applicants invited to interview will be required to submit additional documentation, which supports their qualifications for this position.

PURPOSE OF JOB CLASS

In a state agency, college or university this class is used in two ways:

- Supervising and participating in the activities of an assigned shift engaged in providing for the security and protection of lives and/or property through the enforcement of state statutes and regulations.
- Assisting a Lieutenant in supervising operations of a facility protective services operation.

EXAMPLE OF DUTIES

Supervises and assists an assigned staff in performance of police functions and duties including orientation, training, counseling, evaluation and discipline in accordance with department standards; assigns duties and reviews results for accuracy, effectiveness and conformance with policy; reviews and evaluates courtesy and attitude toward public; studies, analyzes and evaluates tasks performed on shift; reviews and maintains police officer reports, records and logs and submits pertinent reports; coordinates exchange of information among shifts or with other law enforcement agencies; implements established procedures to minimize various law enforcement matters; performs full range of public enforcement, protection, security and administrative functions as assigned to subordinate staff; responds to complaints of police error, improper actions or negligence; supervises, coordinates and conducts investigations, special assignments and emergency response situations; may be temporarily assigned to long term serious investigations; may train, assist in and /or supervise training of departmental personnel; may serve as dispatcher; performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of police and security practices and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of criminal law and court procedures; knowledge of traffic control practices and procedures; basic knowledge of training practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze emergency situations and develop effective courses of action; supervisory ability, ability to utilize computer software.

MINIMUM QUALIFICATIONS-GENERAL EXPERIENCE:

- Three (3) years of experience as a Police Officer in an organized police department or within state service.

MINIMUM QUALIFICATIONS-SUBSTITUTIONS ALLOWED:

- A Bachelor's degree may be substituted for one (1) year of the General Experience

PREFERRED QUALIFICATIONS:

- Excellent written and verbal communication skills.
- Experience working in a Higher Education environment.
- Experience utilizing computer software, including Microsoft Suite.
- Attention to detail, accuracy, and proofreading skills.
- Previous supervision experience in a Police Department.

SPECIAL REQUIREMENTS:

- Candidates for this class r subject to selection standards pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Council.
- Incumbents in this class must possess and maintain authority from the Commissioner of Emergency Services and Public Protection to "arrest and present before a competent authority any person for any offense committed within his precinct." (Connecticut General Statutes 29-18 and/or 10z-142)
- Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class.
- Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements.
- Incumbents in this class must possess and maintain a valid Motor Vehicle Operator's license.
- Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification.
- Incumbents in this class must be eligible and qualified to bear arms.
- Incumbents in this class may be required to travel.

CHARACTER REQUIREMENTS:

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

PHYSICAL REQUIREMENTS

- Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required, to perform the duties of the class.
- Applicants may be required to pass a physical examination.

WORKING CONDITIONS

Incumbents in this class may be exposed to unpleasant and/or dangerous situations which could cause injury or loss of life, to uncomfortable weather conditions and/or to confinement within a vehicle for prolonged periods.

CONCLUSION

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

Advertisements: *CCSU Website, DAS Website, PD Facebook Page, CT Noble*

Nine (9) individuals applied for this position: Six (6) White Males; **Two (2) Black Males;** One (1) Two or More male.

Five (5) applicants were determined to be not qualified: Three (3) White Males; **Two (2) Black Males.**

Two (2) Black Males did not meet the minimum qualifications. Three (3) years of experience as a Police Officer in an organized police department or within state service.

No applicants were found to be minimally qualified.

Four (4) applicants were determined to be finalists: Three (3) White Males; One (1) Two or More Male.

One (1) White Male non goal candidate was hired for this position. He met all the minimum and preferred qualifications, and special requirements. He has a bachelor's degree. He has over twenty-five years' experience in law enforcement. His twenty-five years includes experience as a supervisor in the training division. He is familiar with CALEA (The Commission on the Accreditation for Law Enforcement Agencies).

Police Officer

Selection: Two (2) White Females

We are accepting applications from candidates who meet the qualifications from candidates who meet the qualifications for a Police Officer position. This position is located in the CCSU Police Department and is a full time (40 hours per week) position. Once hired, the shifts will be determined for 1st, 2nd, and 3rd shift. Individuals in these positions may be required to work holidays and weekends. Incumbents will be required to successfully complete the training and probationary requirements for appointment to the Police Officer with responsibility for protection of life and property.

Duties will include:

- Provide crowd control at various CCSU events and activities
- Monitor designated areas to ensure physical security and authorized access in order to prevent theft, trespass, vandalism, or violation of state statutes or regulations
- Give Direction and routine information to the public
- Participates in evacuation activities in event of fire, bomb threats or other potential disasters
- Operates firefighting apparatus if needed
- Conduct cruiser or foot patrols
- Conduct Bicycle patrols as weather permits
- Provide traffic and/or crowd control
- Assess nature of further assistance needed and makes timely and appropriate arrangements

- Gather background information and provide threat assessments regarding high risk locations safety of persons or property, biological or physical threats
- Respond to emergency situations and provide CPR or first aid to injured parties
- Assist State Police in investigation of major criminal acts
- Be required to maintain building security and perform patrol duties at time of heightened alert level under Homeland Security jurisdiction
- Direct traffic and enforces motor vehicle and parking regulations
- Initiate and conduct criminal and other investigations of violations, suspicious activities or reports of incidents occurring within jurisdiction
- Conduct on site investigations, question witnesses, arrest individuals at scene and issue summons
- Record information
- Apply for and serve arrest warrants
- Process paperwork on arrests and activity reports

Purpose of Job Class

In a state agency, college or university, this class is accountable for independently performing a full range of tasks in the protection, safety and security of individuals and property with full police powers and responsibility for law enforcement.

Knowledge, Skill and Ability

Knowledge of police and security practices and procedures; knowledge of relevant state and federal laws, statutes and regulations; Knowledge of traffic and crowd control practices and procedures; knowledge of criminal law and court procedures; considerable interpersonal skills; oral and written communication skills; ability to analyze emergency situations and develop effective courses of action; ability to utilize computer software.

Minimum Qualification:

- Certification as a law enforcement officer in the State of Connecticut pursuant to regulations promulgated by the Connecticut Police Officer Standards and Training Council.

Note: Candidates with a pending certification status may be employed on a temporary basis pending re-certification by the Connecticut Police Officer Standards and Training Council.

Minimum Qualifications-Substitutions Allowed:

- Successful completion of prescribed training and probationary requirements set forth in the class of Protection Services Trainee.

Preferred Qualifications:

- Excellent written and verbal communication skills
- Experience working in Higher Education environment
- Experience utilizing computer software, including Microsoft Suite
- Attention to detail, accuracy, and proofreading skills

Special Requirements:

- Applicants must be United States Citizens.
- Candidates for this class are subject to selection standards pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Council.
- Incumbents in this class must possess and maintain authority from the Commissioner of Emergency Services and Public Protection to “arrest and present before a competent authority any person for any offense committed within his precinct.” (Connecticut General Statutes 29-18 and/or 10a-142)
- Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e or of the Connecticut General Statutes and regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class.
- Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements.
- Incumbents in this class must possess and maintain a valid Motor Vehicle operator’s license.
- Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification.
- Incumbents in this class must be eligible and qualified to bear arms.
- Incumbents in this class may be required to travel.
- Department of Energy and Environmental Protection: Incumbents in this class will be required to obtain and retain a Standard First Aid certificate and CPR certificate and participate in any job-related training sessions.
- Department of Energy and Environmental Protection: Incumbents in this class must be willing to accept assignments or transfers to any region of the state consistent with departmental policies stipulations and work a flexible schedule.

Character Requirements

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

Physical Requirements

- Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform the duties of the class. A physical fitness assessment will be required of all applicants.
- A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.
- Department of Energy and Environmental Protection: Incumbents in this class must be able to pass a swim test including swimming 100 yards within four (4) minutes.

Advertisements: *CCSU Website, DAS Website, PD Facebook Page, CT Noble*

Twenty-one (21) individuals applied for this position: Five (5) White Males; Two (2) White Females; **Two (2) Black Males; One (1) Black Female;** Three (3) Hispanic Males; **One (1) Hispanic Female; One (1) AAIANHNPI Male;** Three (3) Two or More Males; One (1) Two or More Female; Two (2) Unknown Males.

Seventeen (17) applicants were determined to be not qualified: Five (5) White Males; **Two (2) Black Males; One (1) Black Female;** Three (3) Hispanic Males; **One (1) Hispanic Female;** Three (3) Two or More Males; One (1) Two or More Female; One (1) Unknown Male.

Two (2) Black Males, One (1) Black Female and One (1) Hispanic Female were determined to be not qualified by DAS. They were not POST certified.

No applicants were found to be minimally qualified.

Three (4) applicants were determined to be finalists: Two (2) White Females; **One (1) AAIANHNPI Male** One (1) Unknown Male.

One (1) AAIANHNPI Male did not interview well. He repeated the same answer for multiple questions. He did not provide any detailed examples of his related experience. The interview committee gave him several chances to give other answers and he did not provide any more details.

Two (2) White Female non goal candidates were hired for this position.

One (1) White Female has over eleven years of experience in law enforcement. She has a bachelor's degree in Criminal Justice and Communications as well as a master's degree in Forensic Technology. She is knowledgeable of police and security practices and procedures, state and federal laws, statutes, and regulations. Her experience includes the ability to analyze emergency situations and develop effective courses of action; interviewing complainants/witnesses, writing accurate and timely reports, follow up on investigations and collaborating with outside agencies.

One (1) White Female hired has over fourteen years of experience in law enforcement. Her experience includes the ability to analyze emergency situations and develop effective courses of action; collecting evidence and statements to write criminal and arrest reports, follow up on investigations and other patrol duties.

PROMOTIONAL GOALS ANALYSIS

EXECUTIVE ADMINISTRATIVE (EE01)

Promotions	
1	White Male

Director of Engineering Services

Selection: One (1) White Male

This employee's position was reclassified to the higher level during the reporting period. He was performing duties at the advanced level and was promoted. No other employee was eligible for this promotional opportunity.

One (1) White Male applied, was interviewed and promoted.

One (1) White Male goal candidate achieved the promotional goal in the Executive/Administrative category.

Chief Budget and Compliance Officer

Selection: One (1) White Female

Central Connecticut State University (CCSU) invites applications for the position of Chief Budget and Compliance Officer (CBCO). Reporting to the University President, the CBCO will directly supervise the development and execution of the University budget functions. As a key member of the President's executive team, the CBCO will provide leadership, vision, planning, and management supervision of various fiscal functional areas, including functions administered by the University Controller and staff such as accounting, accounts payable, grants accounting as well as contract compliance and procurement services.

CCSU is governed by the Board of Regents for Higher Education that oversees the Connecticut State Colleges and Universities (CSCU). The CBCO is responsible for financial planning for the University, including directing the preparation of the annual University Spending Plan, the Mid-Year Spending Plan, and related budget documents in conformance with CSCU System guidelines, State of Connecticut regulations and the University's mission and strategic plan.

Required Qualifications: The successful candidate is expected to have strong leadership abilities, a record of collaborative decision-making, a high standard of professional integrity, and a strong sense of professional ethics. The CBCO must have the ability to direct multiple functional services and liaison with State and Federal regulatory entities.

Required qualifications also include the following:

- Combination of education and progressive professional experience in budget management, including expertise in fiscal policy determination, resource allocation, and planning for spending priorities for operating budgets in excess of \$100 million.
- Candidates must possess either a Master's degree in finance, accounting, business or related area plus seven (7) years of demonstrated professional experience OR a Bachelor's degree in finance, accounting, business or related area plus ten (10) years of demonstrated professional experience as enumerated above.
- Demonstrated expertise in managing systems for financial controls, processes, and financial reporting, as well as the ability to adapt to evolving technological financial tools.
- Experience overseeing accounting, accounts payable and grant accounting functions.
- Experience overseeing purchasing-related functions and fixed asset management.
- Advanced knowledge in fiscal and other regulatory compliance in state government.
- Demonstrated effective written and oral communication and interpersonal skills.
- Demonstrated success in collaborating and communicating with all levels of the institution, outside stakeholders and resource agencies, and liaising with regulatory and governing bodies.
- Experience leading and supervising a team of fiscal professionals of ten (10) or more.
- Demonstrated commitment to supporting diversity, equity, and inclusion.

Preferred Qualifications:

- Experience working in a unionized environment.
- Experience working in a public institution of higher education.
- Experience with strategic financial planning, forecasting, and development of long-term spending and budget plans.
- Prior or current purchasing authority of \$5 million or more.

Substantially comparable experience and/or credentials may also be considered.

Advertisements: *Chronicle of Higher Ed, Diversejobs.net, Higheredjobs.com, Indeed. LinkedIn*

The White Male promotional goal was previously achieved.

Twelve (12) individuals applied for this position: Four (4) White Males; Three (3) White Females; One (1) Black Male; One (1) AAIANHNPI Male; One (1) Two or More Female; One (1) Unknown male; One (1) Unknown Female.

Nine (9) applicants were determined to be not qualified: Four (4) White Males; One (1) White Female; One (1) Black Male; One (1) Two or More Female; One (1) Unknown Male; One (1) Unknown Female.

No applicants were found to be minimally qualified.

Three (3) applicants were determined to be finalists: Two (2) White Females; One (1) AAIANHNPI Male.

One (1) White Female non goal candidate was promoted into this position. She meets all the required and preferred qualifications. She holds a bachelor’s degree in accounting and over twenty years progressive experience in lead roles responsible for budget and financial management within the Connecticut State University System. She has experience in budget management, including expertise in fiscal policy determination, resource allocation, and planning for spending priorities for operating budgets in excess of \$100 million. She has supervisory experience overseeing union and non-union staff. She has purchasing authority over \$5 million.

FACULTY (EEO2)

In this category, the American Association of University Professors (AAUP) Collective Bargaining Agreement (Article 4.11) governs promotions. The criteria for promotion set forth in the contract include a terminal degree, years of successful teaching, strong scholarship, including publications, and service to the University. A faculty member who wishes to be considered for promotion must submit notification in writing to the department chairperson as well as the Department Evaluation Committee (DEC) Chairperson by the deadline stated in the contract. The faculty member’s portfolio is reviewed and evaluated by the DEC, the appropriate dean, and the Promotion and Tenure Committee (P&T), with each making a recommendation based on the criterion set forth in Article 4.11.9.1-4.11.9.5 of the Collective Bargaining Agreement. The P&T forwards these recommendations the President and pursuant to Article 4.11.14, the President makes recommendations for promotion and/or tenure to the Board of Trustees, based on the above noted criterion. If the President determines that the faculty member’s portfolio has not met the criterion set forth in the Collective Bargaining Agreement, that faculty member is not recommended for promotion and/or tenure. This is an annual procedure.

PROFESSOR

Promotions	
18	White Females
2	Black Males
6	Hispanic Females
7	AAIANHNPI Males
5	AAIANHNPI Females

Twelve (12) faculty members applied for promotion to Professor: Two (2) White Males; **Eight (8) White Females; One (1) AAIANHNPI Male; and One (1) AAIANHNPI Female**

Ten (10) applicants were recommended for promotions to Professor based on the evaluations of the DEC, the deans, the P&T, Provost and the President: One (1) White Male; **Seven (7) White Females; One (1) AAIANHNPI Male; and One (1) AAIANHNPI Female.**

Of the ten (10) promotions that occurred in this category, the University achieved nine (9) established promotional goals: **Seven (7) White Females; One (1) AAIANHNPI Male and One (1) AAIANHNPI Female.**

Two (2) applicants were denied promotion because they failed to meet the criterion set forth in Article 4.11.9.1-4.11.9.5 of the Collective Bargaining Agreement: One (1) White Male; and **One (1) White Female**.

Of the ten (10) promotions that occurred in the Professor category, the University achieved nine (9) established promotional goals or ninety (90%).

ASSOCIATE PROFESSOR

Promotions	
1	White Female
1	Black Female
1	Hispanic Male
3	AAIANHNPI Females

Eleven (11) faculty members applied for promotions to Associate Professor: Four (4) White Males; **Five (5) White Females**; One (1) Hispanic Female; and One (1) AAIANHNPI Male.

Eleven (11) applicants were recommended for promotions to Associate Professor based on the evaluations of the DEC, the deans, the P&T, Provost and the President: Four (4) White Males; **Five (5) White Females**; One (1) Hispanic Female; and One (1) AAIANHNPI Male.

Of the eleven (11) promotions that occurred in this category, the University achieved one (1) established promotional goal: One (1) White Female.

No applicants were denied promotion because he failed to meet the criterion set forth in Article 4.11.9.1-4.11.9.5 of the Collective Bargaining Agreement.

Of the eleven (11) promotions that occurred in the Associate Professor category, the University achieved one (1) goal or nine-point one (9.1%) percent.

ASSISTANT PROFESSOR

Promotions	
0	

No promotional goals were established, and no promotions occurred during the reporting period.

COACHING

Promotions	
0	

No promotional goals were established, and no promotions occurred during the reporting period.

PROFESSIONAL/NON-FACULTY (EEO3)

Promotions	
0	

Environmental Health and Safety Assistant

Selection: One (1) White Male

Central Connecticut State University invites applications for a full-time, Environmental Health and Safety Assistant in the Office of Environmental Health and Safety. The Environmental Health and Safety (EHS) Assistant is responsible for assisting the Director of Environmental Health and Safety in the day-to-day management of all environmental health and safety programs at CCSU.

Position Responsibilities:

- Assists in the implementation of ergonomics, indoor air quality and industrial hygiene programs.
- Assists the Director of EHS with the review of food service on campus to ensure compliance with sanitary codes in areas such as delivery, storage, disposal, etc.
- Under the direction of the Director of EHS, assists with pest control on campus.
- Assists in the collection, inventory, labeling, segregating and storage of hazardous waste containers from satellite accumulation areas.
- Under the direction of the Director of EHS, conducts inspections of waste storage areas and maintains inspection records.
- Maintains inventory of spill response materials and supplies.
- Collects, bulks, and prepares Universal waste for disposal.
- Under the direction of the Director of EHS, conducts inspection of life and fire safety equipment and systems.
- Under the direction of the Director of EHS, coordinates outside contractor activities (i.e., placing phone calls and granting them access to a building).
- Assists in delivering EHS training to students, faculty and staff.
- Maintains EHS compliance permits and records.
- Assists the Director in responding to spills/odors or other University-related emergencies.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

Required Qualifications:

- Associate degree in environmental science or related field and two years of related work experience.
- Knowledge of chemical properties and segregation techniques, basic knowledge of OSHA’s general industry safety standards and knowledge of proper food handling.
- Must be able to successfully pass a medical examination, including respiratory protection, and lift 50 lbs.

- Must have demonstrated good verbal and written communication skills.
- Must possess valid CT driver's license.
- Credentials and/or experience substantially comparable to the above may also be considered.

Advertisements: *Diversejobs.net, Higheredjobs.com, CCSU Website*

Nineteen (19) individuals applied for this position: Twelve (12) White Males; One (1) Black Male; One (1) Two or More Male; Three (3) Unknown Males; Two (2) Unknown Females.

Thirteen (13) applicants were determined to be not qualified: Seven (7) White Males; One (1) Black Male; Three (3) Unknown Males; Two (2) Unknown Females.

No applicants were determined to be minimally qualified.

Six (6) applicants were determined to be finalists: Five (5) White Males; One (1) Two or More Male.

One (1) White Male candidate was promoted into this position. He met all the requirements for the job. He has an BA in Environmental Health and Safety. He has certification in OSHA-30 and HAZWOPER. He also served as a union safety steward and presently serves on CCSU Safety Committee. He has experience preparing and collecting containers for waste disposal. He also has experience with indoor air quality systems.

Assistant in Business Services

Selection: One (1) White Female

Central Connecticut State University invites applications for and Assistant in Business Services in Fiscal Affairs. The Assistant in Business Services is responsible for performing a variety of duties associated with accounts payable, state vendor offset, travel authorizations and reimbursements, records storage management, petty cash operations and other business office functions as assigned.

Position Responsibilities:

- Processes vendor invoices/vouchers for payment, processes inter-agency invoices against bond payments, updates vendor information in systems and resolves and responds to inquiries on payment status for internal and external customers.
- In collaboration with IT, runs and distributes annual 1099 tax forms.
- Compiles data and processes journal entries, zero balance account wire transfers, and reports as required for accounts payable. Calculates long-term group disability insurance monthly premiums.
- Maintains the operation and recordkeeping process for travel management systems for Accounts Payable. Reviews and audits travel authorizations and vouchers for travel reimbursements. Maintains the cash advance system for travel including all cash advance reporting. Maintains all databases and forms associated with the travel authorizations and reimbursement processing.
- Prepares monthly petty cash log and reconciliations

- Coordinates storage records management with Finance and IT departments in accordance with State Record Retention policy and GLBA regulations.
- Performs general accounting and finance duties including analysis, reconciliation, and corrections of various financial accounts and reports. Compiles data and prepare reports, statements, studies and analysis as required. Monitors and reviews key data and documents for consistency, accuracy and reasonableness.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

Required Qualifications:

- Bachelor's degree in accounting, finance, or business administration.
- Two years of experience in accounting, fiscal or business office with experience in accounts payable operations.
- Ability to use computer and associated software.

Credentials and/or experience comparable to the above may also be considered.

Preferred Qualifications:

- Knowledge of bookkeeping, financial recordkeeping, and basic governmental accounting principles and practices.

Advertisements: *Diversejobs.net, Higheredjobs.com, Chronicles of Higher Education, CCSU Website*

Nineteen (19) individuals applied for this position: Three (3) White Males; Seven (7) White Females; Three (3) Black Females; Two (2) Two or More Females; Four (4) Unknown Females.

Eleven (11) applicants were determined to be not qualified: Two (2) White Males; Two (2) White Females; Two (2) Black Females; Two (2) Two or More Females; Three (3) Unknown Females.

Three (3) applicants were determined to be minimally qualified: Two (2) White Females; One (1) Black Female.

Five (5) applicants were determined to be a finalist: One (1) White Male; Three (3) White Females; One (1) Unknown Female.

One (1) White Female non goal candidate was promoted to this position. Additionally, One (1) White Male was hired, and this information is included in the Hiring Activity.

One (1) White Female selected has over 20 years' experience in bookkeeping, financial recordkeeping, accounts payable, accounts receivable, payroll, bank reconciliations, journal entries, balance sheet, profit, and loss statements. She has CORE-CT HRMS, EPM, STARS computer and associated software experience. During the interview, she indicated that she could work independently and in a team. Her references indicated her strengths of attention to detail, her knowledge of financial recordkeeping, her hard work ethic and dependability.

Accounts Payable Coordinator

Selection: One (1) Black Female

Central Connecticut State University invites applications for an Accounts Payable Coordinator in the Accounts Payable Department. The incumbent reports to the University Controller and is responsible for overseeing the administration, operation and supervision of the Accounts Payable and related cash disbursement activities. The incumbent is also responsible for the management of the University Travel Office and specializes in those business services related to travel.

Supervision Exercised:

May supervise professional and support staff.

Position Responsibilities:

- Supervises and coordinates the work of the Accounts Payable & Travel staff, managing various functions including hiring, training and performance evaluations. Manages staff workload ensuring that non-payroll & travel payments are processed timely and are provided in accordance with State statutes and CSCU and University policies and procedures.
- Prepares and monitors annual departmental budget.
- Coordinates and administers all non-payroll check disbursements/ACH and P-Card payments and related bank adjustments including student refunds, foreign payments, check cancellations and voids, etc. Coordinates with banks as well as Accounting, Purchasing, Information Technology (IT), and Business Office personnel to resolve issues and streamline procedures.
- Coordinates with the Purchasing and Accounting departments on capital asset and project invoicing.
- Oversees the special processing for State bond appropriation expenditures. Approves all Bond, DPW and CS2020 payments through Core-CT. Coordinates with the State Comptroller's office to resolve any issues/discrepancies or audit matters.
- Monitors and improves procedures to verify invoices with vendor accounts receivable units and ensure prompt accurate payments. Coordinates with the Purchasing and Receiving departments to expedite the securing of goods and services and to reconcile differences between purchasing, receiving and accounts payable information. Prepares journal entries required for Accounts Payable functions.
- Formulates, recommends, implements and maintains Accounts Payable written policies and/or procedures to ensure efficiency in Accounts Payable. Advises faculty, staff, and students on new/updated policies and procedures.
- Supervises work to resolve outstanding checks and to prepare analysis and reports for Unclaimed Property amounts escheatable to appropriate state. Researches and gains knowledge of Unclaimed Property reporting requirements in all 50 states as checks are escheatable to the state in which the payee last resided.
- Prepares and manages the processing of annual 1099 forms filing quarterly and annual reports. Researches and corrects any 1099 discrepancies (B notices) as reported to the University by the IRS. Liaise with tax authorities to resolve issues.
- Withholds and reports Athlete and Entertainers Tax weekly. Prepares annual reconciliation of such taxes submitted with the CT Department of Revenue Services.

- Ensures that software used to administer and deliver Accounts Payable (i.e., Check/EFT processing, 1099 and other tax reporting) are maintained and updated as required. Tests and provides feedback and assistance in resolving software issues as a liaison to IT staff.
- Develops and maintains Accounts Payable/Travel website.
- Prepares accounts payable reports for internal and external users and auditors as required. Liaises with auditors on accounts payable work and procedures and takes timely and responsible action to improve accounts payable internal control and efficiency as directed by management and the auditors.
- Serves as Accounts Payable representative on System-wide and University committees.
- Manages the University's employee and contractor travel pursuant to collective bargaining agreements, State statutes and regulations and CSCU policies and procedures.
- Reviews travel encumbrances, advances and reimbursements to ensure that proper amounts are charged and that advances are repaid in a timely fashion for all travel. Works closely with the Center for International Education to reconcile international travel authorizations and reimbursements ensuring proper conversion rates for all expenses.
- Conducts workshops for faculty, administrators and staff relative to current travel policies and procedures.
- Develops and makes recommendations to CSCU Travel policies and procedures. Interprets/disseminates those policies and procedures to the University community.
- Ensures compliance with Purchasing Card (P-Card) policies and procedures in relation to Travel expenses and reconciliation.
- Remains competent and current of P-Card practices with respect to Accounts Payable and Travel through conferences, training and professional contacts with colleagues.
- Performs other duties and responsibilities related to those above which do not alter the basic level of responsibility of the position.

Required Qualifications:

- Bachelor's degree in accounting, finance, or related field.
- Four years of experience in a comprehensive accounts payable operation, extensive experience in PC based applications, and relevant financial analysis skills.
- One year of supervisory experience.

Preferred Qualifications:

- MBA or Master's degree in accounting/finance/public administration.

Credentials and/or experience substantially comparable to the above may also be considered.

Advertisements: *Chronicle of Higher Ed, Diversejobs.net, Higherjobs.com, CCSU Website.*

Fifteen (15) individuals applied for this position: One (1) White Male; Three (3) Black Females; One (1) AAIANHNPI Male; Two (2) AAIANHNPI Females; One (1) Two or More Female; One (1) Unknown Male; Five (5) Unknown Females; One (1) Unknown Unknown.

Ten (10) applicants were determined to be not qualified: Two (2) Black Females; One (1) AAIANHNPI Male; Two (2) AAIANHNPI Females; One (1) Unknown Male; Three (3) Unknown Females; One (1) Unknown Unknown.

No applicants were determined to be minimally qualified.

Five (5) applicants were determined to be a finalist: One (1) White Male; One (1) Black Female; One (1) Two or More Female; Two (2) Unknown Females.

One (1) Black Female candidate was promoted. She has over twenty-two (22) years of accounts payable and fiscal affairs experience at CCSU. She networked and had working relationships with constituent groups across campus, at the Office of the State Comptroller and the Board of Regents. She is knowledgeable and experienced as a lead worker in a unionized environment, ensuring compliance with collective bargaining agreements. She also supervised student workers.

SECRETARIAL CLERICAL VARIED Excluding Secretary 2 (EEO4)

Promotions	
1	White Male
1	White Female
1	Hispanic Female

Administrative Assistant

Selection: One (1) Hispanic Female

One (1) individual applied for this position: One (1) Hispanic Female.

No (0) applicants were determined to be not qualified:

No (0) applicants were found to be minimally qualified:

One (1) applicant was determined to be qualified and was considered a finalist: One (1) Hispanic Female.

One (1) Hispanic Female employee was promoted into the category. There were no other applicants in the pool. The Hispanic Female Promotional Goal was achieved in this category.

Administrative Assistant

Selection: One (1) Black Female

One (1) individual applied for this position: One (1) Black Female.

No (0) applicants were determined to be not qualified:

No (0) applicants were found to be minimally qualified:

One (1) applicant was determined to be qualified and was considered a finalist: One (1) Black Female.

One (1) Black Female employee was promoted into the category. There were no other applicants in the pool.

SECRETARIAL CLERICAL/SECRETARY 2

Promotions	
2	Black Females

Secretary 2

Selection: One (1) Black Female

Purpose of Job Class

In a state agency, this class is accountable for performing a full range of secretarial support functions requiring an understanding of organizational policies and procedures.

Example of Duties

Incumbents perform a variety of secretarial duties as illustrated in the following areas:

Typing: Using a personal computer or other electronic equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation, and spelling.

Filing: Designs office filing systems; organizes and maintains files (including confidential files); maintains, updates, and reviews reference materials and manuals.

Correspondence: Composes complex letters and/or memoranda, etc. (e.g., explaining department practices/policies) for own or supervisor's signature.

Report Writing: Compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgement in the selection of items to be included.

Interpersonal: Greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g., citing a regulation to solve a specific problem); coordinates with others both within and outside of the organization on a variety of non-routine matters.

Processing: Screens letters, memos, reports and other materials to determine action required; may make recommendations to the supervisor.

Personal Secretary: Arranges and coordinates meetings (including space and equipment); research, assembles, and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machines transcription prepares expense accounts; makes travel arrangements.

Office Management: Maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g., orders, requisitions, invoices, etc.); maintains time and attendance records; assists in preparing and monitoring the office budget (e.g. compiles figures, reviews statistical reports, verifies expense items); designs and initiates new forms and procedures to facilitate workflow; performs related duties as required.

Knowledge, Skill and Ability

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 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:

- Three (3) years' experiences above the routine clerk level in office support or secretarial work.

Minimum Qualifications-Special Experience:

- One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Minimum Qualifications-Substitutions Allowed:

- College training in the secretarial sciences 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 two (2) years.

Advertisements: CCSU Website, DAS Website

Two hundred and Ninety-one (291) individuals applied for this position: Seventeen (17) White Males; One hundred and thirty (130) White Females; Five (5) Black Males; **Forty-one (41) Black Females;** Eight (8) Hispanic Males; Thirty-five (35) Hispanic Females; Four (4) AAIANHNPI Females; Three (3) Two or more Males; Twenty-eight (28) Two or More Females; Two (2) Unknown Males; Seventeen (17) Unknown Females; One (1) Unknown Unknown.

Twenty-Five (25) applicants were determined to be not qualified: Six (6) White Males; Eight (8) White Females; Two (2) Black Males; **Two (2) Black Females;** Three (3) Hispanic Females; Two (2) Two or More Females; Two (2) Unknown Females.

Two hundred and Forty-three (243) applicants were determined to be a Minimally Qualified: Eight (8) White Males; One hundred and thirteen (113) White Females; Three (3) Black Males; **Thirty-six (36) Black Females;** Eight (8) Hispanic Males; Twenty-nine (29) Hispanic Females; Three (3) AAIANHNPI Females; Three (3) Two or More Males; Twenty-four (24) Two or More Females; Two (2) Unknown Males; Thirteen (13) Unknown Females; One (1) Unknown Unknown.

Twenty-three (23) applicants were determined to be finalists: Three (3) White Males; Nine (9) White Females; **Three (3) Black Females;** Three (3) Hispanic Females; One (1) AAIANHNPI Female; Two (2) Two or More Females; Two (2) Unknown Females.

One (1) Black Female goal candidate was promoted into the category. The Black Female Promotional Goal was achieved in this category.

One (1) White Male, One (1) White Female, Two (2) Black Females, One (1) Hispanic Female were hired for this position as detailed in the Hiring section of this narrative.

Secretary 2

Selection: One (1) White Female

One (1) individual applied for this position: One (1) White Female.

No (0) applicants were determined to be not qualified:

No (0) applicants were found to be minimally qualified:

One (1) applicant was determined to be qualified and was considered a finalist: One (1) White Female.

This White Female employee was promoted into this category. There were no other applicants in the pool.

TECHNICAL/PARA-PROFESSIONAL (EEO5)

Promotions	
0	

No promotional goals were established, and no promotions occurred during the reporting period.

SKILLED CRAFT ALL TITLES (EEO6)

Promotions	
0	

QCW Plumber and Steamfitter

Selection: One (1) White Male

One (1) individual applied for this position: One (1) White Male.

No (0) applicants were determined to be not qualified:

No (0) applicants were found to be minimally qualified:

One (1) applicant was determined to be qualified and was considered a finalist: One (1) White Male.

This White Male employee was promoted into this category. There were no other applicants in the pool.

QCW Plumber and Steamfitter

Selection: One (1) White Male

One (1) individual applied for this position: One (1) White Male.

No (0) applicants were determined to be not qualified:

No (0) applicants were found to be minimally qualified:

One (1) applicant was determined to be qualified and was considered a finalist: One (1) White Male.

This White Male employee was promoted into this category. There were no other applicants in the pool.

SERVICE MAINTENANCE (EEO7)

Under the collective bargaining agreement, all service maintenance job opportunities are initially posted within the system and offered based on seniority.

SERVICE MAINTENANCE/RESIDUAL

Promotions	
1	Hispanic Male

No promotions occurred in this category during the reporting period.

SERVICE MAINTENANCE/CUSTODIANS

Promotions	
0	

No promotions occurred in this category during the reporting period.

PROTECTIVE SERVICES

Promotions	
0	

No promotions occurred in this category during the reporting period.

III. PROGRAM

Summary of Achievement of 2021-2022 Program Goals

Goal	Description of Goal	Progress towards Goal
<p>1. Completion of Recruitment & Equitable Search Process</p>	<p>While the OEI has made significant progress on this goal there is still more work to be done. The OEI will complete changes to the search charge presentation and materials and will extend the current 1.5 hours session by a half an hour to improve the quality of dialogue and discussion with each search committee. We will also return to in person presenting as soon as possible. Lastly the OEI is exploring the idea and creation of search process advocate (SPA) role for each search committee. The SPA role, which is quickly becoming a best practice, serves as an ambassador to the process, and ensures that the best practice hiring processes are being followed and supports the hiring team in interrupting unconscious bias. This role could be an essential in supporting the University's efforts to improve hiring and goal completion.</p>	<p>1. Achieved: <i>Partially Achieved and still in progress.</i></p> <p>CCSU's Office for Equity and Inclusion (OEI) has developed a complex PowerPoint presentation on Supporting an Affirmative and Unbiased Hiring Process during the reporting period.</p> <p>Some of the slides focus on the search committees, chair and members roles and responsibilities. It discusses best practices in developing a search timeline and check list planning; how to network to diversify applicant pools; creating screening tools and interview questions, how to manage difficult committee dialogue; charge memo and the administrative process and forms. This increased the search charge meeting to 2 hours. This includes Bias training in the first hour.</p> <p>The second hour includes information on how to write justifications with detailed reasons for selection and non-selection; managing the interview schedule and quality of interviews; and realistic timeframe on completing a successful search.</p> <p>Two staff members in the Office of Equity and Inclusion monitor the hiring and promotional activity throughout the entire search process. They meet with each search committee to ensure the AAP (1-4) forms are accurately completed and electronic signatures are obtained properly through each stage of the search process.</p>

<p>1. Professional Development</p>	<p>The University’s Center for Teaching and Innovation has launched a series of professional development opportunities targeting toward improving the intercultural competency of its staff. OEI will support these efforts by not only ensuring that new faculty and staff receive their mandated compliance training, but also by developing supplemental programming specific to issues of diversity, equity, and inclusion. We plan to officially launch a comprehensive training plan in the next reporting period.</p>	<p>Achieved: <i>Achieved</i></p> <p>Under the direction of the University’s Center for Teaching and Innovation, a series of professional development opportunities were created during the reporting period.</p> <p>Some of the courses developed include: Understanding Equity, Justice and Inclusion Part 1 and Part 2; Generational Diversity with AARP Representatives; an Equity, Justice, and Inclusion Course and Policy Development; Justice, Equity, and Inclusion Syllabus Workshop; Understanding Intersectionality and Racial Justice; and LGBTQ Diversity in the Classroom. We have had strong interest in staff attending these sessions and have received positive feedback from attendees.</p> <p>The University’s Center for Teaching and Innovation continues to work with the Office for Equity and Inclusion to develop more programming that highlights diversity, equity and inclusion during these changing times.</p>
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