

December 24, 2008

Dear Affirmative Action Administrators and Community/Agency Directors:

The Department of Economic and Community Development is interested in developing a pool of eligible candidates at the Assistant Economic and Community Development Agent, Connecticut Careers Trainee, and Engineer Interns levels. These are all entry-level job classes and the candidate pool for each class will be used to fill future vacancies.

The Assistant Development Agent job class is a competitive class that requires candidates take a State examination. The Connecticut Careers Trainee class is non-competitive and requires attainment of a college degree. No exam is required. The Engineer Intern job class is also non-competitive and has as its target class Civil Engineer I. Enclosed is the Department of Economic and Community Development's recruitment notice.

I would appreciate your assistance with posting the enclosed recruitment notice in an appropriate location and forwarding a copy on to other relevant staff. I would also appreciate your encouraging staff to consider possible employment with the Department of Economic and Community Development. Minorities, women and persons with disabilities are encouraged to apply.

In addition, our agency is seeking college students for internships throughout the year. Paid and unpaid internship opportunities occur during the year in various offices and divisions throughout DECD. Interns assist division directors and other professional staff with various economic and community development projects and research activities in one of the following areas: business recruitment, industry clusters, real estate and infrastructure, accounting, contract compliance, international affairs, workforce development, information technology, small cities/community development, public information and legal affairs. These internships provide students with insight into the Connecticut economy and business community as well as the operations of a dynamic State agency.

We are currently looking for students interested in an internship in our Governmental Affairs and Information Technology units and Office of Responsible Development for the spring semester. Other internships will be available during the summer. More information about DECD, current job postings and the internships are available on our website at: www.ct.gov/ecd/.

If you have any questions or need additional information, please contact me at 860 270-8022 or by e-mail at mitch.drabik@ct.gov. My fax number is 860 270-8028. I would also appreciate your providing me with your e-mail address and any other contacts within your organization so that we can exchange information quickly. Thanks for your assistance.

Sincerely,

Mitch Drabik

Mitch Drabik

Human Resources Director

Enclosure: Recruitment Notice