

State of Connecticut
JOB POSTING

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Connecticut Careers Trainee – target class of Transportation Planner 1
Bureau of Policy and Planning**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS BELOW!

Open To: The Public
Location: DOT Administration Building, 2800 Berlin Tpke, Newington, CT 06111
Hours: 40 hours per week
Salary: See salary schedule below
Closing Date: January 20, 2011, 4:00 P.M.
Job Posting #: 97459

Position Description: The Connecticut Department of Transportation has a Connecticut Careers Trainee (CCT) job opportunity in the Bureau of Policy and Planning, Highway Safety Office, at the DOT Administration Building in Newington, Connecticut. The CCT training program will be either one or two years (see Experience and Training Requirements section below). Upon successful completion of the CCT training program, the incumbent will be promoted to the target classification of Transportation Planner 1. This position is full time; 40 hours per week and is open to the public. This position is in the P-4 bargaining unit.

In order to be considered for this position, applicants must meet the minimum qualifications listed below. In addition to the minimum qualifications, *highly preferred qualifications include:* possession of a valid Connecticut Driver's License with Motorcycle Endorsement, a competent understanding of and experience with social media/networking mediums including but not limited to Twitter and Facebook, experience and ability to utilize Microsoft Office including Outlook, Word, Excel, Access and PowerPoint, a strong command of the English language, organizational skills, a strong understanding of marketing principals, ability to complete tasks and assignments within specified deadlines. Travel and evening and weekend work is required.

The candidate selected for this position will work under the direction of a Transportation Planner 2 or an employee of a higher grade to develop components of and undertake tasks relating to the preparation, development, publication and implementation of the Annual Highway Safety Plan. Examples of duties include; identification of traffic safety problem areas; develop and coordinate projects to address identified traffic safety problems; review ongoing safety projects to assure compliance with State and Federal regulations and conformity with highway safety grant guidelines; conduct research through a variety of mediums including the internet; collecting, organizing and interpretation of data; researching, reviewing and preparation of subject material for reports; communicate and interact with State and local elected officials, other State agencies and schools and colleges; provide planning assistance and coordination of activities for Highway Safety coordinated events; assist with special on-demand projects and performing related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Knowledge, Skill and Ability: Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public.

Experience and Training Requirements:

2 year training program: Possession of a Bachelor's degree* in transportation or urban planning, civil engineering, geography, environmental science, political science, economics, or a related discipline.

1 year training program: Bachelor's degree as stated above plus a Master's Degree* in civil engineering, transportation, urban, regional or environmental planning.

*The educational institution must be recognized by the CT Department of Higher Education as an accredited institution (www.chea.org). For foreign degrees not listed as accredited, documentation of equivalency from a recognized United States accrediting service must be submitted with your application package.

Schedule of Starting Salaries:

First Year of Training

Bachelor's degree FS-15 Step 1 (\$42,817 annually)

Master's degree FS-15 Step 2 (\$44,360 annually)

Second Year of Training FS-15 Step 5 (currently \$48,992 annually)

Transportation Planner 1 FS-22 (currently \$58,846 – \$81,218 annually)

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Please submit: *a cover letter that describes your interest and suitability for the position with indication of whether or not you possess a CT Driver's License with Motorcycle Endorsement, resume, and an application form CT-HR-12 (State of Connecticut Application Form for Examination and Employment), which can be obtained from any State Department of Labor Office or the State Department of Administrative Services website, <http://das.ct.gov>. State employees must additionally include copies of last two service ratings received. Your application must be received by January 20, 2011 at 4:00 p.m. and will not be considered complete without all required documents.*

Submit your application to:

Department of Transportation, Bureau of Policy and Planning
Debra Seelen, Administrative Assistant
2800 Berlin Turnpike
Newington, CT 06131-7546
debra.seelen@ct.gov, Fax # (860) 594-3028.

Refer to the DAS website at <http://das.ct.gov> for job specification requirements. Interviews will be limited to candidates whose qualifications most closely meet the requirements of the position. The candidate pool resulting from these interviews may be used to fill future CCT/Transportation Planner 1 positions in the Bureau of Policy and Planning within one year.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

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