

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY

Connecticut Careers Trainee – Target Class Transportation Planner 1
Bureau of Policy and Planning

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: DOT Administration Building, 2800 Berlin Turnpike, Newington, CT 06111
Job Posting No: 31789
Hours: 40 hours per week
Salary: See Salary Schedule below
Closing Date: 4:00 p.m., April 5, 2013

Position Description: There is a Connecticut Careers Trainee (CCT) job opportunity in the Roadway Information Systems Section. 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 in the P-4 bargaining unit. In order to be considered for this position, applicants must meet the minimum qualifications listed below. Additionally, this position requires possession of a valid Driver's License and a clean driving record. The ability to perform basic troubleshooting and repair of electrical and mechanical systems is highly preferred.

The candidate selected for this position will work under the direction of a Transportation Planner 2 or an employee of a higher grade. Duties include performing daily route-planning, map reading, mechanical and electrical system calibration and testing; driving/working in a van up to 10-hours per day; operating and monitoring cameras, computer hardware and software; monitoring data while traveling at highway speeds; reading and interpreting diagrams and schematics; performing daily quality control checks and writing reports on systems and data collection. Additional duties include performing quality control data validation; populating database, spreadsheet, GIS, statistics, planning, and engineering software; providing technical computer training in the use of photolog software products; reviewing and preparing statistical and written reports; performing historical studies and analysis for planning; analyzing and applying data for impacts to transportation facilities, projects and programs; performing trend, economic, and environmental analyses using automated data collection techniques and acquired data; and performing related duties as required. Overtime and weekend work may be 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; ability to utilize computer software.

Experience and Training Requirements: 2 year training program: Possession of a Bachelor's degree* 1 year training program: Possession of a Bachelor's degree* 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.

Salary Schedule: 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)

Application Instructions: Submit: a cover letter that describes your interest and suitability for the position, a resume, and an application form CT-HR-12 (State of Connecticut Application Form for Examination and Employment) to:

DEPARTMENT OF TRANSPORTATION
Ms. Melanie LaPenta, Secretary 2
Bureau of Policy and Planning
2800 Berlin Turnpike
Newington, CT 06111
Fax: 860-594-2056
Email: Melanie.Lapenta@ct.gov

State employees must also include copies of last two service ratings received. Applications must be received by the closing date and time stated above and will be considered incomplete without all required documents. Interviews will be limited to candidates whose qualifications most closely meet the requirements of this position. Applications forms are available at: <http://das.ct.gov>. Applicants may refer to the DAS website at <http://das.ct.gov/HR/JobspecNew/JobSearch.asp> to view the job specifications. The resulting candidate pool may be used to fill additional positions in the same classification within 1 year. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Due to the large volume of applications received, we are unable to confirm receipt or provide status updates during the recruitment process. Please refrain from contacting us for these purposes.

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.