

**DEPARTMENT OF TRANSPORTATION  
JOB OPPORTUNITY**

Transportation Planning Assistant 2/Transportation Planner 1  
Bureau of Policy and Planning

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

**Open To:** Candidates on current exam list or lateral transfer  
**Location:** DOT Administration Building, 2800 Berlin Turnpike Newington, CT  
**Hours:** 40 Hours per week  
**Salary:** TPA2: Pay grade FS15, TPA1: Pay grade FS13  
**Closing Date:** 3:00 p.m., March 14, 2014

**Position Description:** There is a Transportation Planning Assistant 2 position currently available in the Traffic Monitoring Unit in the Bureau of Policy and Planning, located in the DOT Newington Administration Building. This position is full time, 40 hours per week and may be underfilled as a Transportation Planning Assistant 1. A candidate selected at the Transportation Planning Assistant 1 level will automatically be promoted to Transportation Planning Assistant 2 when they meet the experience and training requirements for Transportation Planning Assistant 2.

The candidate selected for this position will work for and receive general training under the direction of a Transportation Planner I or an employee of a higher grade to collect, extract, process, verify, analyze and disseminate traffic volumes, classification, speed and weight data on both state maintained and locally maintained roadways throughout the state of Connecticut. Candidate will be trained to assist in developing and preparing maps, charts, graphs, diagrams and other illustrative materials and assist in reporting and analyzing factors that may affect traffic data.

To be successful in this position, a candidate should have good writing and oral communication skills, working knowledge of Microsoft office, the ability to read and interpret town maps and site specifications, good interpersonal skills and be able to complete assignments within specified deadlines. Responsibilities require the ability to understand and interpret laws, regulations and policies; to effectively organize, evaluate, summarize and present data and to learn new skills; to perform site analysis work; to read and interpret design and construction plans; prepare simple reports and perform related duties as required. Position requires extensive driving and field work, working in and around live traffic and under adverse weather conditions. Position requires the ability to lift and manipulate heavy equipment. Candidate must possess sufficient physical ability. Candidate will be required to possess a valid driver's license and work non-standard work hours (typical workday begins between 12:00 midnight and 5:00 a.m.).

**Eligibility Requirement:** To be considered at the Transportation Planning Assistant 2 level, candidate must be on a current exam list or have permanent status in the class. To be considered at the Transportation Planning Assistant 1 level, candidates must meet the following general experience requirements:

**General Experience:** One (1) year of experience in transportation planning related activities with a recognized transportation or planning agency, consulting firm or similar planning organization.

**Note:** For State Employees, the General Experience will be interpreted at or above the level of Office Assistant or Data Entry Operator 1 assigned to transportation planning activities or Department of Transportation Maintainer 2 assigned to maintenance planning related activities.

**Application Instructions:** Submit an application (State of Connecticut Application for Examination of Employment Form CT-HR-12) and copies of last two service ratings (State employees only) to:

**DEPARTMENT OF TRANSPORTATION  
Bureau of Policy and Planning  
2800 Berlin Turnpike  
Newington, CT 06111  
Attn: Ms. Melanie LaPenta  
Fax: 860-594-2056  
Email: [Melanie.Lapenta@ct.gov](mailto:Melanie.Lapenta@ct.gov)**

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. Refer to the DAS website at [www.das.state.ct.us/HR/Jobspec/JobSearch.asp](http://www.das.state.ct.us/HR/Jobspec/JobSearch.asp) for job specification requirements. Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position. The candidate pool resulting from these interviews may be used to fill future Transportation Planning Assistant 2 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.**