

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY**

License and Applications Analyst
Office of Transit & Ridesharing Operations

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list
Location: Newington, CT
Job Posting No: 07348
Hours: 40 Hours per week
Salary: AR-20: \$56,932 to \$72,125 annual
Closing Date: February 20, 2015

Eligibility Requirement: Candidates must have applied for and passed the License and Applications Analyst examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

EXAMPLES OF DUTIES:

Assists in administration of licensure, certification and/or permitting functions; reviews, evaluates and analyzes factors and incidents impacting on regulatory responsibility including applications for licensure, certification and proper permit authority for compliance to relevant agency statutes, regulations, policies, procedures and practices; processes initial and renewal applications; responds to mail, telephone and personal inquiries from consumers, governmental agencies, interested parties requesting information concerning entities regulated by department; explains regulatory laws and agency regulations to applicants, licensees and consumers; conducts research, collects data and analyzes information relating to application review process; provides technical assistance to clerical staff; authorizes issuance of licenses, permits and/or certifications; may participate in public hearings concerning issuance, revocation or amendment of certificates, licenses or permits; may review documents and related materials for criminal convictions and bankruptcy files; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Knowledge of relevant licensure, certification or permit functions of regulated entities; knowledge of relevant regulated industry operations, practices and procedures: basic knowledge of statistics; interpersonal skills; oral and written communication skills; ability to understand, interpret and apply laws, regulations and other written materials pertaining to entities regulated by department; ability to research, analyze and evaluate data and prepare comprehensive written reports; ability to utilize computer software.

EXPERIENCE AND TRAINING:

General Experience:

Five (5) years of experience performing technical or complex clerical duties involving the review or processing of licenses, certifications or permits for a governmental regulatory agency or in a regulated industry.

Note: For State Employees, this is interpreted at the level of Office Assistant.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future License and Applications Analyst positions in the Bureau of Public Transportation within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume and an Application (CT-HR12), **State employees seeking a lateral transfer must include copies of their last 2 service ratings** for Employment by February 20, 2015 to:

**Department of Transportation
Ms. Deborah Knapp
P.O. Box 317546
Newington, CT 06131-7546
Fax: 860-594-3445
Email: Deborah.Knapp@ct.gov**

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.