

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY**

License and Applications Supervisor (Red Circle)
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: 109884
Hours: 40 hours per week
Salary: AR-24: \$67,371 to \$87,018 annual
Closing Date: February 20, 2015

Eligibility Requirement: Candidates must have applied for and passed the License and Applications Supervisor (Red Circle) 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:

Supervises review and processing of certificate and permit applications; reviews prepared studies and analyses of factors and incidents impacting on regulatory responsibility and makes recommendations to implement changes; coordinates issuance, cancellation and updating of licenses; responds to inquiries concerning complicated procedures; handles correspondence; may issue notices of hearings as required by statute; may act as hearings officer and make recommendations as to disposition of applications; may represent agency at informal meetings pertaining to transactions concerning existing licenses; may prepare data for actions taken against licensees; may perform or direct investigations of violations by regulated industry or consumer complaints against licensees; may prepare monthly statistical and other reports; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of licensing statutes and procedures; considerable knowledge of operations of regulated business or industry; considerable ability in written and oral expression; considerable ability to deal effectively with others; considerable ability in interpretation of laws and regulations; supervisory ability; ability to utilize computer software. Experience working with the Public in a customer service setting.

EXPERIENCE AND TRAINING:

General Experience:

Seven (7) years of technical experience in a regulated industry or licensing environment.

Special Experience:

One (1) year of the General Experience must have been in preparing material for or actively participating in, hearings concerning the regulatory process.

NOTE: For State Employees, this is interpreted at the level of License and Applications Analyst.

Substitutions Allowed:

1. 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.
2. One (1) year as a License and Applications Specialist with experience in hearings concerning the regulatory process may be substituted for the General Experience.

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 Supervisor (Red Circle) 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.