



**EXAMINATION OPEN TO THE PUBLIC**  
**PLANNING SPECIALIST**

**ANNUAL \$80,923 SALARY**      **SALARY**      **APPLICATION CLOSING**      **EXAM**  
**SALARY: \$104,978**      **GROUP: AR 30**      **DATE: NOVEMBER 21, 2011**      **NO: 110770OCDM**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In a State agency, this class is accountable for performing as a specialist in a planning area. Responsibilities include directing and coordinating the development, design, implementation and follow up of long-range, highly technical and critical planning having statewide or interstate impact on a number of agencies or operations.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **NOVEMBER 21, 2011**:

**GENERAL EXPERIENCE:** Eight years' experience in planning including developing written long term plans broad in scope and having impact on a number of operations. [Planning is defined as collecting and analyzing technical data (social, environmental, economic, governmental), determining problems and concerns, and developing long-term plans accordingly. These are formal, written plans, i.e., statements of goals and objectives, recommended alternatives for action, and policies and programs to achieve the goals and objectives. Generally, these plans will impact statewide activities or a large-scale corporation which has branch or satellite facilities. Candidates must perform these types of duties the majority of time and the planning function must be the major focus of the job.]

**SPECIAL EXPERIENCE:** One year of the General Experience must have been in planning at or above the level of Lead Planning Analyst.

**SUBSTITUTIONS ALLOWED:** (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in planning, public administration or a closely related field may be substituted for one additional year of the General Experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of principles and practices of state and regional planning; considerable knowledge of research methods and techniques; knowledge of relevant programs in private agencies, other states and at the national level; considerable interpersonal skills; considerable oral and written communication skills; ability to interpret and evaluate research data.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b>PART</b>	<b>WEIGHT</b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION PROCEDURE**

**APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)**  
**(2) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (ct-hr-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Planning Specialist, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Planning Specialist cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience developing written long term plans (i.e. statements of goals and objectives, recommended alternatives for actions, and policies and programs to achieve these goals and objectives). Be specific as to the nature of the plans, size and scope (statewide, regional or local) and on whom they impacted. Be specific as to your role in the planning process and whether you worked independently, as part of a team or lead/supervised others in the process. (2) Experience administering and managing programs. Detail your experience planning, developing, coordinating and administering program operations. Include experience formulating, recommending, and implementing policies and guidelines for these programs. Be specific as to any liaison/consultative experience you have had regarding these programs, with whom it was with and the purpose. (3) Experience planning and directing data collection and analysis activities. Describe your experience using various research methods and techniques, analyzing and interpreting research data and findings. Indicate the nature of the data you have researched and the purpose for which it is used. Describe experience utilizing computerized databases and analysis packages. Include any experience providing technical assistance to others on research design and methods, the nature of the assistance and to whom it was provided. (4) Lead/Supervisory experience. Describe your experience leading or supervising staff and operations of a unit or program. Include the number and job titles of staff under your supervision. Indicate your supervisory duties including work scheduling, assignment, conducting performance evaluations and taking necessary disciplinary action. (5) Oral and written communications experience. Detail your experience serving as a spokesperson for an issue or group. Include examples of experiences you have had speaking to groups, advocating for services or program needs, providing group training, chairing or serving on committees or boards, delivering testimony, etc. Include experience producing written reports, technical documents/reports, or reports for publication; the purpose of the documents and for who they were written.

**Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job.  
**Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by November 21, 2011.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Keep a copy of your completed application/examination package and the fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by December 28, 2011.** (8) A separate application/examination package must be submitted for each exam you are applying for.

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Offices of the Connecticut State Job Centers

**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.