State of Connecticut
EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC

TRANSPORTATION RAIL OFFICER 2

ANNUAL SALARY:	SALARY GROUP:	APPLICATION CLOSING DATE:	EXAM NO:
$67,752 – $97,513	FS 25	MAY 10, 2012	120890OCMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Transportation, Office of Rail Operations, this class is accountable for independently performing a full range of tasks involving rail transportation programs, projects and activities in one or more of the specialized areas of operations, equipment, construction, maintenance, engineering, capital projects, finance and administration.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **MAY 10, 2012**:

GENERAL EXPERIENCE: Seven years' experience in a professional or technical capacity in a railroad or railroad related organization.

SPECIAL EXPERIENCE: One year of the General Experience must include responsibility for the planning and execution of large, complex rail transportation projects and/or programs.

SUBSTITUTION ALLOWED: 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.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

WORKING CONDITIONS: Incumbents in this class may be exposed to some danger of injury or physical harm from railroad or construction environments and a moderate degree of discomfort from exposure to year round weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles and practices of railroad functions in operations, rail equipment, rail construction, rail maintenance, engineering, capital projects, finance or administration; interpersonal skills; oral and written communication skills; ability to analyze and recommend solutions to rail problems; ability to plan, organize, conduct and implement projects and reports; ability to understand, analyze and interpret agreements, rules, laws, and regulations.

THE EXAMINATION WILL BE COMPOSED OF:	PART	WEIGHT
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:
(1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Material (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 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 Transportation Rail Officer 2 include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Transportation Rail Officer 2 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 and implementing programs, projects and activities for rail transportation involving operations, equipment, construction, maintenance, engineering, capital projects, administration or finance. Be specific as to the types of rail transportation projects you have been involved with. Be specific in describing what you actually did and your level of responsibility in these areas. Include experience in direct railroad inspection and project management. **(2)** Oral and written communication experience. Describe the types of reports and correspondence for which you are responsible. Detail experience preparing recommendations, technical reports, analysis of data and plans, development of project budget sheets, etc. Include experience utilizing computer programs used to develop these reports. Include the nature, purpose and outcome of these recommendations. Indicate your experience interpreting and coordinating contracts, agreements and/or Federal Railway Regulations and Connecticut Statutes with railroads and local, regional and State and Federal agencies. Also indicate your experience developing preparations for legislative, informational and public hearings and experience conducting project meetings, presentations to various types of audiences, staff training, etc. **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 May 10, 2012. (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 June 27, 2012. (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.

6630 April 23, 2012

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, persons with disabilities and military veterans.