



EXAMINATION OPEN TO THE PUBLIC

TRANSPORTATION PLANNING ASSISTANT 2

ANNUAL \$42,817 SALARY APPLICATION CLOSING EXAM
SALARY: \$58,936 GROUP: FS 15 DATE: APRIL 3, 2012 NO: 120450OCMC

SPECIAL EXAMINATION AND APPLICATION INSTRUCTIONS APPEAR BELOW

(REANNOUNCED WITH CORRECTED SALARY)

PURPOSE OF CLASS: In the Department of Transportation, this class is accountable for independently performing a full range of basic tasks in transportation planning, analyses, and evaluation.

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 APRIL 3, 2012:

GENERAL EXPERIENCE: Three years of experience in transportation planning related activities with a recognized transportation or planning agency, consulting firm, or similar planning organization.

SUBSTITUTIONS ALLOWED: (1) Two years of experience as a Transportation Planning Assistant 1. (2) One year of experience as a Transportation Engineer Technician. (3) An Associate's degree in environmental science, natural or applied sciences, computer technology, economics, construction technology, or a related discipline may be substituted for two years of the General Experience.

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 highway, railway or construction environments and a moderate degree of discomfort from exposure to year-round weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles of research methods used in planning; knowledge of standard elementary statistical procedures used in the collection and tabulation of data; knowledge of the objectives of local, regional, or State transportation planning; some knowledge of the preparation of planning reports; some knowledge of basic computer operations; oral and written communication skills; basic interpersonal skills; ability to read maps and construction plans.

THE EXAMINATION WILL BE COMPOSED OF:

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|--------------------------------|----------------------|
| <u>PART</u> | <u>WEIGHT</u> |
| EXPERIENCE AND TRAINING | 100% |

APPLICATION/EXAMINATION INSTRUCTIONS: 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. Make certain your application form clearly details your employment history, including job titles, dates of employment, hours worked per week and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by April 3, 2012. A separate application form must be submitted for each exam you are applying for. Mail applications to DAS/Human Resources, Room 404, 165 Capitol Avenue, Hartford, CT. 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 package and fax transmittal receipt for your records. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by May 21, 2012.**

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, persons with disabilities, and military veterans.