



EXAMINATION OPEN TO THE PUBLIC

TRANSPORTATION SUPERVISING PLANNER

ANNUAL \$78,383 SALARY **SALARY** **APPLICATION CLOSING** **EXAM**
SALARY: \$109,697 **GROUP: FS 28** **DATE: MAY 30, 2012** **NO: 121050OCMC**

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Transportation this class is accountable for supervising an operating unit engaged in transportation planning studies and related activities.

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 MAY 30, 2012:

GENERAL EXPERIENCE: Eight years of professional experience in transportation civil engineering or transportation, urban, regional or environmental planning.

SPECIAL EXPERIENCE: One year of the General Experience must have been in a lead capacity. [Note: For Department of Transportation employees lead capacity is interpreted at the level of Transportation Planner 2.]

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 civil engineering, transportation, urban, regional or environmental planning 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 multi-modal transportation theories, practices and methodologies; considerable knowledge of social, economic and environmental considerations involved in transportation planning; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to plan, organize and execute projects and studies; considerable ability to develop and use computer planning models and other programs related to planning process; considerable ability to comprehend and interpret laws and regulations; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

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

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 supplemental 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 supplemental 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 Supervising Planner, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Transportation Supervising Planner 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 coordinating statewide transportation plans and policies and/or conducting planning studies related to the transportation of people and goods, for all modes, including highway, rail, bus, waterborne, aviation, non-motorized, rideshare; considering such issues as level of service, operational safety, capital and operating cost, social and environmental impact, land use and staffing. Be specific as to your role in the planning process your responsibility for setting goals and objectives, establishing the analytical methods and criteria to be used, developing recommendations and monitoring costs. **(2)** Lead/supervisory experience. Indicate your responsibilities in overseeing tasks and assignments, providing staff training, scheduling, completing work assignments, conducting performance evaluations and addressing personnel issues. Be specific as to whether you performed full supervisory functions or led others and include the number and titles of staff involved. Include any experience serving as project or team leader or overseeing the work of contracted employees or consultants. **(3)** Oral/written communication experience. Include experience you have had representing your agency at regional, local or federal meetings, negotiating with private consultants and stakeholders, and/or making presentations at legislative or public hearings or meetings. Detail the kinds of written reports, documents or correspondence that you have prepared, the purpose of these materials and for whom they were prepared. **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 30, 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 July 19, 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.

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