



**EXAMINATION OPEN TO THE PUBLIC**

**TRANSPORTATION SUPERVISING RAIL OFFICER**

**ANNUAL \$78,383  
SALARY: \$109,697**

**SALARY  
GROUP: FS 28**

**APPLICATION CLOSING  
DATE: JUNE 28, 2012**

**EXAM  
NO: 121200OCMC**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In the Department of Transportation, Office of Rail Operations, this class is accountable for supervising an operating unit of professional and support staff or major rail transportation programs through railroad operating agents under contract to the State of Connecticut as designated operators of rail passenger and/or freight services.

**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 **JUNE 28, 2012:**

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

**SPECIAL EXPERIENCE:** Two years of the General Experience must include responsibility for planning and execution of large complex rail transportation programs and/or projects.

**SUBSTITUTION ALLOWED:** College training may be substituted for the General Experience on the basis of fifteen semester hours equating one-half year of experience to a maximum of four years for a Bachelor's degree.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the principles and practices of railroad functions in one or more of the following specialized areas; operations, rail equipment, construction, maintenance, engineering and capital products, finance or administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze complex rail problems and recommend solutions; considerable ability to plan, organize and supervise projects and reports; considerable ability to plan and organize budgets; considerable ability to understand, analyze and interpret agreements, rules, laws and regulations; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b><u>PART</u></b>	<b><u>WEIGHT</u></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 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 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 Transportation Supervising Rail Officer, 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 Rail Officer 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. **(2)** Experience leading or supervising staff. Include the number and job titles of those you led/supervised. Describe your experience scheduling, assigning, overseeing the work of others, providing training, conducting performance appraisals and taking disciplinary action when necessary. Be specific as to whether your responsibilities were full-range supervisory duties, assisting others in supervising or lead in nature. **(3)** Oral and written communication experience. Describe the types of reports and correspondence for which you are responsible. Detail experience preparing recommendations, changes or procedures. 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 presentations for legislative, informational and public hearings. **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 June 28, 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 August 10, 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.