State of Connecticut
EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC

TRANSPORTATION PLANNER 1

ANNUAL SALARY:	SALARY GROUP:	APPLICATION CLOSING DATE:	EXAM NO:
$60,612 – $83,655	FS 22	SEPTEMBER 27, 2013	131070OCMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Transportation this class is accountable for independently performing a full range of tasks in conducting transportation planning studies and documentation activities pertaining to the State Transportation Planning Program.

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 SEPTEMBER 27, 2013:

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

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. (3) Three years of experience as a Transportation Planning Assistant 2 or Transportation Engineer Technician may be substituted for the General Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of transportation planning theories, practices and procedures; knowledge of various transportation problems as related to urban centers; knowledge of related social, economic and environmental considerations; knowledge of state transportation conditions and probable trends; knowledge of basic engineering principles; interpersonal skills; oral and written communication skills; ability to conduct transportation planning and environmental studies; ability to use computer planning models and programs related to planning process; ability to understand and interpret laws, rules and regulations; research ability.

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) 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 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 Planner 1, include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Transportation Planner 1 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 conducting planning studies, programs or projects related to the transportation of people and goods with emphasis on areas such as intermodal travel, asset management, safety, financial programming, environmental impacts and data collection and analysis. Be specific as to your role in the planning process including your responsibility for setting goals and objectives, establishing the methods and criteria to be used, and monitoring costs. **(2)** Experience utilizing on-line and other research methods to collect and analyze data and information. Be specific about what you have researched and the methods used, including specific computerized databases if applicable. Include experience developing, maintaining and using computer planning models. **(3)** Oral and written communication experience. Detail your experience working with or leading a team on specific projects or programs. 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. Also include your experience preparing a wide variety of written materials and reports related to transportation planning, policies, procedures, practices, laws, regulations and/or legislation. **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 September 27, 2013. **(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 November 18, 2013. (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.

6860 September 10, 2013

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.