



EXAMINATION OPEN TO THE PUBLIC

TRANSPORTATION PLANNER 2

ANNUAL \$ 69,785 SALARY APPLICATION CLOSING EXAM
SALARY: \$100,439 GROUP: FS 25a DATE: SEPTEMBER 27, 2013 NO: 131060OCMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Transportation and the Connecticut Airport Authority this class is accountable for acting as a working lead and/or performing the most complex tasks 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 SEPTEMBER 27, 2013.

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

SPECIAL EXPERIENCE: One year of the General Experience must include individual responsibility for the coordination of complex planning projects in a relevant planning area. [Note: For state employees individual responsibility is interpreted at the level of Transportation Planner 1 or Transportation Engineer 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 multi-modal transportation planning theory, practices and methodologies; knowledge of environmental considerations involved in transportation planning; interpersonal skills; oral and written communication skills; ability to develop and use computer planning models and other programs related to planning process; analytical ability; ability to forecast trends based upon empirical data; ability to comprehend and interpret laws and regulations; some lead 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 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 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 Planner 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 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. 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.

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.