



AGENCY PROMOTIONAL EXAMINATION

**DEPARTMENT OF TRANSPORTATION
TRANSPORTATION TRANSIT MANAGER**

ANNUAL \$101,558 SALARY APPLICATION CLOSING EXAM
SALARY: \$138,477 GROUP: MP 69 DATE: NOVEMBER 14, 2014 NO: 141610APMC

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Transportation, Bureau of Public Transportation, this class is accountable for directing staff responsible for rail and transit operations, facilities, and infrastructure.

MINIMUM QUALIFICATIONS REQUIRED

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF TRANSPORTATION** WHO BY **NOVEMBER 14, 2014** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF TRANSPORTATION**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Nine years of experience in planning, engineering or operations phases of a large scale transportation system.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in a supervisory capacity with responsibility for planning, implementing or coordinating public transportation activities.

SUBSTITUTIONS ALLOWED: 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. NOTE: For state employees, supervisory capacity will be interpreted at or above the level of Transportation Supervising Planner, Transportation Supervising Engineer, or Transportation Supervising Rail Officer.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of contemporary techniques, concepts and procedures employed in field of public transportation administration; knowledge of and ability to apply management principles and techniques; interpersonal skills; considerable oral and written communications skills.

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) 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 Transit Manager include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Transportation Transit Manager 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 planning, implementing and/or coordinating public transit activities. Provide a description of your experience in rail and/or transit operations, assuring adequate levels of service and determining consistency with transit program objectives, policies, goals and programs. Describe any experience dealing with federal, state, regional and local officials/agencies and the exact nature of these dealings. **(2)** Administrative/supervisory experience. Describe experience formulating administrative goals and objectives, preparing a budget and overseeing its administration, developing policies and procedures. Detail the number and titles of the staff you supervised and your supervisory duties (scheduling, assigning, overseeing work, establishing performance standards for employees, and taking corrective measures to implement those standards. Also describe your involvement in assessing the need for resources, developing or implementing process improvement and cost savings efforts. **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 November 14, 2014. **(5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910). If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are 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 December 30, 2014.** **(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 Department of Transportation.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

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.