

DEPARTMENT OF MOTOR VEHICLES
JOB OPPORTUNITY
CONNECTICUT CAREERS TRAINEE (Administrative and Residual)
TARGET CLASS MOTOR VEHICLE ANALYST

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Department of Motor Vehicles, 60 State Street, Wethersfield, CT

Job Posting No: 86654

Hours: Full time 40 hours – Monday to Friday or Tuesday to Saturday

Starting Salary: \$42,090.00 annual
(Salary Group AR-15, Step 1 for Bachelor's Degree, AR-15 Step 2 for Master's Degree)
Please view the Job Specification for further salary information at
<http://das.ct.gov/HR/JobspecNew/JobSearch.asp>

Closing Date: May 16, 2012

The State of Connecticut Department of Motor Vehicles anticipates several openings in various divisions to participate in a training program to the target class of Motor Vehicle Analyst. Successful candidates will be accountable for mastering the skills necessary to meet the needs of the specific unit. Strong researching and statistical skills are required in order to effectively develop and present materials in the best manner. The successful candidate must be able to work effectively with DMV staff, other state employees and the public.

Position Responsibilities: Individuals may be responsible for performing a variety of tasks in any of the following areas: administration, research, legal, planning, management analysis and/or customer service functions; overseeing assigned agency project management initiatives; preparing administrative, budgetary, research and management analysis reports; conducting research and corresponding analysis in assigned areas and topics; assessing impact of state and federal legislation on agency programs; researching and designing programs and strategies to enhance customer service delivery options; reviewing programs and expenditures for compliance with grant contracts; recommending improvements to agency business practices and overseeing the development and implementation of such improvements; providing training and consultative services to agency staff and units; drafting agency procedures; serving on major agency strategic initiative project teams and providing technical and administrative support; designing and/or modifying agency forms; assisting in coordinating projects or initiatives between assigned unit and other bureaus, divisions and/or agencies; mediating and resolving contested issues and cases; explaining statutes, regulations and policies to the public and agency staff as necessary; may refer cases for hearings and testify as required.

Preferred Skills and Ability: The successful candidates must be self-motivated, dependable, detail orientated and exercise good working relationships with coworkers, colleagues and customers. These individuals must be able to deal with sensitive issues in a confidential manner. These positions require good judgment and a high attention to detail to ensure accuracy. Must have strong interpersonal skills; excellent oral and written communication skills; the ability to make independent decisions; the ability to comprehend and apply laws, regulations, and procedural guidelines; and excellent computer skills. Candidates may be required to travel statewide.

Special Knowledge: Individuals interested in being considered for these positions should have excellent written and verbal communication skills; excellent computer skills; excellent analytical skills; the ability to maintain confidentiality; and the ability to understand and apply Motor Vehicle statutes and regulations. Experience in reading driving histories is helpful.

Experience and Training: Possession of a Bachelor's or Master's degree. A degree in public administration, business administration or a related field is preferred. This classification requires a two (2) year training program for the target classification of Motor Vehicle Analyst with a Bachelor's Degree or a one (1) year training program for the target classification of Motor Vehicle Analyst for a Master's Degree. Upon successful completion of a Connecticut Careers Trainee (CCT) program, individuals will be appointed to the target class of Motor Vehicle Analyst.

Note: Candidates cannot be appointed until all degree requirements are complete. However, candidates may apply if they are graduating in May 2012 for appointment after graduation with confirmation of the completion of their degree. Please include information regarding eligibility dates in the cover letter.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, college transcripts (copies are acceptable, however originals are required for appointment), and State Application Form CT-HR-12 indicating CCT, and 86654 in the Position Title block. Application can be downloaded from the Internet at: <http://das.ct.gov/employment>. Send application for employment to:

Department of Motor Vehicles
Human Resources, Room 235
60 State Street
Wethersfield, CT 06161

Please note: Due to the large number of expected applicants we cannot confirm receipt of application materials. Incomplete or late application packages will not be considered.

The filling of these positions will be in accordance with reemployment, SEBAC, transfer, promotion and merit system employment rules.

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, and persons with disabilities.

