

Bureau of Public Transportation  
Date: April 22 2013

to: ALL CONCERNED

from: Vicki Arpin  
HR Administrator

Open To: The Public  
Location: Bureau of Public Transportation, Newington  
Job Posting No: 85362  
Hours: 40 hours per week: 8:00 am to 4:30 pm  
Salary: **Annually, first year of training:**  
Bachelor's degree - \$42,187.00  
Master's degree - \$44,360.00  
Closing Date: May 6, 2013

There is an opportunity for a Connecticut Career Trainee. The target class is Transportation Planner 1. This position is located in the Bureau of Public Transportation, Office of Transit and Ridesharing, in the Planning and Marketing Unit. This position will be involved in planning for transit and human service transportation needs across the state. The position will involve interaction with local, state, and federal entities and consultants, as well as the general public.

**MINIMUM QUALIFICATIONS REQUIRED  
KNOWLEDGE, SKILL AND ABILITY:**

Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

**EXPERIENCE AND TRAINING: Possession of a Bachelor's or Master's degree**

**TERM OF APPOINTMENT:**

For candidates with a Bachelor's Degree:

LENGTH OF TARGET CLASS EXPERIENCE AND TRAINING	LENGTH OF TRAINING PERIOD
Five (5) Years	One (1) Year
Six (6) Years	Two (2) Years
Seven (7) Years	Three (3) Years

If a candidate has a Master's Degree that is an Allowed Substitution for the target classification the training program may be reduced by one (1) year.

Appointment to positions in this class will be for a period not to exceed a maximum of three years unless there is change in the employing agency or designated target class.

All appointments to this class shall be under terms of a training program and in accordance with a time schedule approved by the Commissioner of Administrative Services. All training plans must be approved by the Department of Administrative Services prior to appointment to this class.

**SCHEDULE OF STARTING SALARIES FOR CONNECTICUT CAREERS TRAINEE:**

First Year of Training	Second Year of Training- General Rate
Bachelor's degree SG 15 Step 1	SG 15 Step 5
Master's degree SG 15 Step 2	

**Note:** For current state employees compensation will be in accordance with guidelines for computing salary adjustments set forth by the Department of Administrative Services, Determining Salary Upon Change in Class.

**PROMOTION:**

1. Incumbents in this class will be eligible for promotion without further competitive examination upon successful completion of the training program.
2. Incumbents in this class who meet the qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion to the target class.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all requested documents will not be considered.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, college transcripts, proof of degree and an Application for Employment (CT-HR-12) to:

Department of Transportation- Lisa Rivers  
2800 Berlin Turnpike  
Newington, CT 06131  
Email: [lisa.rivers@ct.gov](mailto:lisa.rivers@ct.gov)  
Fax: 860-594-2848

**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.