

Memorandum

subject: Position Opportunity
Transportation Supervising
Planner
Bureau of Public Transportation
Transit & Ridesharing Operations

Date: *Revised*
April 19, 2013

To: ALL CONCERNED

from: Vicki Arpin
HR Administrator

Open To: Candidates on a current examination list.
Location: Newington, CT
Job Posting No: 30624
Hours: 40 Hours 8:00 am to 4:30 pm
Salary: FS 28: \$78,383 to \$106,972 annual
Closing Date: May 3, 2013

Eligibility Requirement:

Candidates must have applied for and passed the Transportation Supervising Planner examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

EXAMPLES OF DUTIES:

Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; oversees development of integrated and comprehensive unimodal or multi-modal transportation plans, programs and activities for movement of goods or people; oversees preparation of reports, studies, surveys and other related activities; develops findings and conclusions; makes recommendations based on completed analyses; provides final review for accuracy and conformance with standards and requirements; provides direction in interpretation and coordination of transportation plans, programs and activities to local, regional, state and federal agencies; makes preparations and presentations for legislative and public hearings as required; performs related duties as required.

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

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of multi-modal transportation theories, practices and methodologies; considerable knowledge of social, economic and environmental considerations involved in transportation planning; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to plan, organize and execute projects and studies; considerable ability to develop and use computer planning models and other programs related to planning process; considerable ability to comprehend and interpret laws and regulations; supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Eight (8) years of professional experience in transportation civil engineering or transportation, urban, regional or environmental planning.

Special Experience:

One (1) year of the General Experience must have been in a lead capacity.

Note: For Department of Transportation employees lead capacity is interpreted at the level of Transportation Planner 2.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application CT-HR 12 for Employment by May 3, 2013 to:

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 the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Transportation Supervising Planner positions in the Bureau of Public Transportation within twelve months.

Connecticut Department of Transportation
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State employees must include copies of their last two (2) service ratings.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.