



AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The City of Stamford is an equal opportunity/affirmative action employer
and strongly encourages the applications of women, minorities and persons with disabilities

OPEN COMPETITIVE EXAMINATION NO. 24-01
JUNIOR TRANSPORTATION PLANNER
Annual Salary: \$67,959 - \$87,376

POSITION: Under the general supervision of the Transportation Bureau Chief, assist in the delivery of transportation planning activities; manages, organizes and coordinates assigned projects and areas of responsibilities. Performs unique analyses and studies including transportation data analytics and management; represents the department on transportation matters with other governmental agencies, community groups and transportation organizations; may also assist in the oversight of fund programming activities, including analysis, report writing and committee interaction and management; and performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS: Graduation from an accredited college or university with a Bachelor’s degree in Engineering, Traffic Engineering, Transportation Planning or a related field and two (2) years of experience in traffic engineering and/or transportation planning; or in lieu thereof, any equivalent combination of education, training and practical transportation planning experience.

SCOPE OF EXAMINATION: There will not be a written examination. Applicants will be ranked according to their education, training and experience. Applicants are advised to fully complete the application form and supplement, listing all related degrees, training and work experience.

FILING REQUIREMENTS: Interested candidates should submit an Employment Application and Application Supplement “24-01”. **Position is open until filled.** Applications can be obtained at the City of Stamford, Human Resources Division, 9th Floor, 888 Washington Boulevard, Stamford, Connecticut or at [City Jobs | Stamford, CT \(stamfordct.gov\)](http://CityJobs|Stamford,CT(stamfordct.gov))

PLEASE NOTE: All applications **MUST BE COMPLETELY FILLED OUT**, even if submitting a resume, including but not limited to: (1) Position applying for (2) Employment history including dates (month & year) and reasons for leaving a position (“**See Attached Resume**” is not acceptable) **Applications with missing information will be considered incomplete and will not be processed.** Applications of candidates who do not meet the stated position requirements will not be considered.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.

Issued: 01/12/2024

EMPLOYMENT BENEFITS: <ul style="list-style-type: none">Health Plan and HospitalizationPaid Vacations and HolidaysRetirement PlanGroup Life InsuranceSick Leave	Applications are obtained from and submitted to DEPARTMENT OF HUMAN RESOURCES CITY OF STAMFORD 888 WASHINGTON BOULEVARD STAMFORD, CONNECTICUT 06904 TELEPHONE (203) 977-4070 <u>www.stamfordct.gov</u>	CHANGE OF ADDRESS: It is your responsibility to notify the Department of Human Resources of any Change of Address on your application
RESIDENCY POINTS: Five (5) bonus points shall be added to the final earned score of Stamford residents VETERAN’S PREFERENCE: Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.	General Conditions for Job Announcements and Civil Service Information can be viewed at <u>www.stamfordct.gov</u>	PERSONNEL COMMISSION Marc Teichman Lynn Arnow Elizabeth Main Jaclyn Williams Stuart Adelberg

MAYOR
CAROLINE SIMMONS



DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL
DOUGLAS DALENA

HUMAN RESOURCES DIRECTOR
PAULA RUSSELL-NISBETT

CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
HUMAN RESOURCES DIVISION
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CONNECTICUT 06904-2152
Tel. (203) 977-4070
Fax: (203) 977-4075

JUNIOR TRANSPORTATION PLANNER

APPLICATION SUPPLEMENT #24-01

FACTORED EXPERIENCE AND TRAINING EXAMINATION

NAME _____

SOCIAL SECURITY NUMER (Last six digits) 000 - - _____

For this examination, you will be filling out specific information about your education, training and experience. The information, which you give, will be used to determine how well your training and experience qualifies you for this position. **THIS BOOKLET IS AN EXAMINATION.** You MUST fill out this examination booklet completely in order to take part in this examination.

Your training and experience will be scored according to how closely they relate to the various job components or factors of the position of *Junior Transportation Planner*. Your score will be based only on what you include in this examination. Incomplete or illegible applications/supplements will be rejected.

This examination booklet and a completed "Application for Examination or Employment" must be filed with the Human Resources Division by the last filing date noted in the job announcement, or bear a postmark no later than the last filing date. Information submitted after the last filing date will not be considered.

AN EOE/AA EMPLOYER

JUNIOR TRANSPORTATION PLANNER

Please note that applicants who do not meet the minimum qualifications for *Junior Transportation Planner* will not be considered. **Applicants are urged to carefully review the requirements on the attached job description before filing an application.**

PART I – QUALIFICATIONS SUMMARY

I. EDUCATION:

Do you possess a degree in engineering, traffic engineering, transportation planning or a related field?

1. Bachelor's Yes____ (Major)_____ No____

2. Master's Yes____ (Major)_____ No____

II. EXPERIENCE:

1. Do you possess experience in traffic engineering?

Yes____ No____ # of Years_____

2. Do you possess experience in transportation planning?

Yes____ No____ # of Years_____

III. LICENSE:

1. Do you possess or are you able to obtain a valid driver's license prior to being hired?

Yes____ (Attach copy) No____

PART II. #24-01

SPECIALIZED COLLEGE COURSES: List all college courses related to transportation planning or traffic engineering which you have successfully completed.

COURSE TITLE	COLLEGE OR UNIVERSITY	DATE COMPLETED	# CREDITS EARNED

PART III. #24-01

SPECIALIZED TRAINING: List all specialized training (seminars, special courses, advanced training, etc.), that you have attended within the past five (5) years in the field of Transportation Planning, other than the college courses listed in Part II.

TITLE OF COURSE	SPONSORING ORGANIZATION	DATE ATTENDED & NO.OF HOURS

PART IV. EXPERIENCE: #24-01

For Part IV, please attach a resume describing your work experience in the Transportation Planning field. Use whatever terms would be most indicative of the level and scope of your responsibilities. Each position should also be listed in the Employment History Section of the Application.

PART V. #24-01

WRITTEN MATERIALS: List and briefly describe, according to the following headings, any major transportation studies or analyses you participated in writing. Also, cite and provide a copy of a written report you produced in the course of your work in the field of transportation planning or traffic engineering.

TITLE AND PUBLICATION DATE	DESCRIPTION AND LEVEL OF PARTICIPATION

PART VI. KNOWLEDGE, SKILLS AND ABILITIES

#24-01

On the following pages are a variety of statements which are related to this position. For each of those statements, circle the letter for the level described below which best reflects your experience, education or training as it relates to that item.

- A - I have applied this Knowledge, Skill or Ability in an actual setting while performing a job.

- B - I have education or training related to this Knowledge, Skill or Ability, but have not applied it in an actual job.

- C - I have little or no experience, education or training related to this Knowledge, Skill or Ability.

For each A or B answer, give evidence, in detail, in the space provided of how you acquired the Knowledge, Skill or Ability listed, through education and/or training.

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

1. Knowledge of complete streets design philosophy and experience developing projects which accommodate non-motorized roadway users.

Circle the Appropriate Letter

A B C

Employer/School:

Details:

2. Knowledge of the varied transportation problems associated with the growth of urban centers, the movement of goods and people and other attendant conditions.

Circle the Appropriate Letter

A B C

Employer/School:

Details:

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

3. Knowledge of the theories, practices and principles of transportation systems planning.

Circle the Appropriate Letter

A B C

Employer/School:

Details:

4. Knowledge of the technical problems associated with comprehensive transportation planning activities.

Circle the Appropriate Letter

A B C

Employer/School:

Details:

PART VI. (cont'd) #24-01

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

5. Knowledge of the various conditions affecting transportation systems

Circle the Appropriate Letter

A B C

Employer/School:

Details:

6. Ability to conduct independent research and survey activities related to transportation planning and traffic engineering.

Circle the Appropriate Letter

A B C

Employer/School:

Details:

PART VI. (cont'd) #24-01

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

7. Ability to identify current transportation conditions, trends and needs.

Circle the Appropriate Letter

A B C

Employer/School:

Details:

8. Ability to assess the social, economic and land use consequences of transportation projects.

Circle the Appropriate Letter

A B C

Employer/School:

Details:

PART VI. (cont'd) #24-01

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

PART VI. (cont'd) #24-01

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

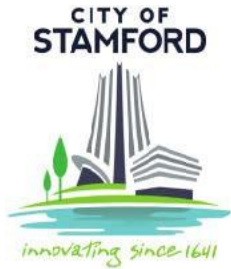
9. Knowledge of Geographical Information Systems (GIS).

Circle the Appropriate Letter

A B C

Employer/School:

Details:



APPLICATION FOR EXAMINATION OR EMPLOYMENT

Human Resources Division
888 Washington Boulevard
P.O. Box 10152
Stamford, CT 06904-2152
Tel. (203) 977-4070

Position applying for
Use Title on Job Announcement

Exam Number

DO NOT WRITE IN THIS SPACE

☐ Q _____
☐ NQ _____
☐ Educ _____ Reviewer
☐ Exp _____
☐ Not City EE _____
☐ Other _____

PLEASE TYPE OR PRINT CLEARLY

All blanks must be completed in order for application to be considered

Please note that the information you provide on this application/examination will be used to determine if you are qualified for further consideration in the position in which you are applying. Failure to provide adequate or detailed information necessary to determine your qualifications may result in you being disqualified for a position. There may also be a supplement to this application for the position for which you are applying. Please make sure you submit ALL required materials.

GENERAL INFORMATION

Name _____
(Last) (First) (Middle)

Address _____
(Street/apt #) (City) (State) (Zip Code)

Home Telephone _____ Work Telephone _____
(Area Code) (Area Code)

Cell Phone _____ Email Address _____
(Area Code)

Social Security Number (Last 6 digits) XXX _____

Do you claim 5 points preference based on active duty in the US Armed Forces? ☐ Yes ☐ No

Do you claim 10 points preference based on veteran's disability? ☐ Yes ☐ No

Are you related to anyone currently employed by the City of Stamford? ☐ Yes ☐ No

If yes, name, and job title or department

Name _____

Job Title or Dept. _____

Are you requesting City of Stamford Residency Points? Yes No

RECORD OF EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL AND CITY/STATE	DATES ATTENDED	COURSE OF STUDY (Major/Minor)	GRADUATED (Yes/No)	DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject to training, number of hours weekly and other details.

Summarize any other Special skills or Abilities relating to the job you are applying for, such as licenses, machines you operate, languages you speak, read and write well, computer skills and any other special abilities or knowledge.

EMPLOYMENT HISTORY

List below **ALL** present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application**.

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____ Dates of Employment _____

From/To

Employer Address _____ #of hour per week _____

Your most recent position (Title) _____

Supervisor's Name _____ Reason for leaving _____

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).

Name of Employer _____	Dates of Employment _____
	From/To
Employer Address _____	#of hour per week _____
Your most recent position (Title) _____	
Supervisor's Name _____	Reason for leaving _____
Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).	

Name of Employer _____	Dates of Employment _____
	From/To
Employer Address _____	#of hour per week _____
Your most recent position (Title) _____	
Supervisor's Name _____	Reason for leaving _____
Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying).	

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

- | | | | | |
|---------------------------|--------------------------|-----|--------------------------|----|
| A. Your former employer? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| B. Your present employer? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

Applicant's Signature _____

COMMENTS

ADA ACCOMMODATIONS IN TESTING: The City of Stamford provides reasonable accommodations for individuals with a disability during the application, examination, interview, and employment. If you need reasonable accommodation, check the box below and attach a written description of the accommodation sought. Medical documentation may be required.

I require accommodation as outlined in the attachment.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test day due to a conflict with a religious observation or practice, check the box below and submit attach an Accommodation request by the Last Date to File.

I cannot be tested on the scheduled examination date due to a conflict with a religious observance or practice.

OTHER ACCOMMODATIONS NEEDED: If you require accommodation for reasons other than religious or disability, check the box below and attach a written description of the accommodation sought.

I require special accommodation to take this examination.

* Documentation may be requested to support accommodation requests*

PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing. I hereby authorize the City of Stamford to verify my work experience and/or qualifications

Applicant's Signature _____

APPLICANT DISCLOSURE FORM

CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire and promote qualified people in all job classification regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental report requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities.

GENERAL INFORMATION

Your Name _____

Date _____

Social Security Number (Last 6 digits) XXX _____

STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)

American Indian or Alaska Native ☐

All persons having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian ☐

All persons having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American ☐

(Not Hispanic or Latino origin). All persons having origins in any of the black racial groups of Africa.

Hispanic or Latino ☐

☐ All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander ☐

All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.

White ☐

(Not Hispanic or Latino origin). All persons having origins in any of the original peoples of Europe, the Middle East or North America.

Other ☐

Please Specify:

Job Classification

Please write the title of the position for which you are applying in the box above, using the title of Job Announcement.

Gender

Female ☐

Male ☐

NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form.

☐

(Please check box if applicable)

RECRUITING INFORMATION

How did you hear about this job? (Please check one)

☐ Stamford Advocate

☐ Other newspaper:

Please give name _____

☐ City Website

☐ Internet

Please give name _____

☐ City Employee

☐ Human Resources Division Bulletin Board

☐ Community Agency

Please give name _____

☐ Professional journal _____

☐ Other: Please specify _____