

DEPARTMENT OF TRANSPORTATION 2015 SUMMER AND SEASONAL WORKER RECRUITMENT/HIRING PLAN

THE NUMBER, TYPE AND LOCATION OF EMPLOYEES NEEDED TO MEET AGENCY NEEDS

The Department of Transportation received approval from the Office of Policy and Management to hire thirty-eight (38) summer workers. The assignments and locations for the approved positions are as follows:

Office of the Commissioner: 2 Positions in the Information Technology System Analysis Assignment

Bureau of Engineering and Construction: 24 Positions in the Professional Engineering Assignment

Bureau of Policy and Planning: 7 Positions in the Information Technology System Analysis Assignment

Bureau of Finance and Administration: 1 Position in the Information Technology System Analysis Assignment

Bureau of Public Transportation: 4 Positions in the Maintenance Assignment

SPECIAL SKILLS, EXPERIENCE, CERTIFICATIONS, EDUCATION AND LICENSES, ETC., REQUIRED BY PROSPECTIVE HIRES

Maintenance Assignment: Prospective hires should have the ability to assist the Ferry Mate with boarding and exiting of passengers and vehicles to/from the ferry vessel; assist with monitoring the river for boats and other traffic in ferry's path; assist with handling mooring lines and landing aprons; assist with the collection of tolls; assist with the completion of collection reports; assist with maintaining the vessel, decks, approach aprons and state property in a neat and orderly condition; assist with fueling the ferry, changing oil and transmission fluids; and performing other related duties as required.

Professional Engineering Assignment: Prospective hires should 1) be enrolled in a college civil (or related) engineering program and have completed his or her sophomore year; or 2) graduated from a college civil engineering program.

Successful candidates must demonstrate a knowledge of and the ability to perform basic engineering tasks under supervision; reviewing basic design plans; performing mathematical computations and calculations; the ability to use the CADD system and other computer applications; collecting and entering data; accompanying engineers on field reviews; assisting with the preparation of reports; and performing other related duties as required.

Information Technology (IT) System Analysis Assignment: Prospective hires should 1) be enrolled (or graduated) in a college majoring in management information systems, computer science, electrical engineering or information technology and have completed his or her sophomore year.

Successful candidates must demonstrate a knowledge of functioning and use of information systems; knowledge of major concepts and terms used in the information technology profession; the ability to assist with the installation of new computers (PC's) for the Windows 7 Migration Project; familiar with Desktop computers and the Microsoft Operating System; basic understanding of connecting a computer to a network; knowledge of various software programs to include Access and the Geographic Information System (GIS); the ability to assist with the development of a website; basic interpersonal skills; basic logic and analytical skills; ability to prepare and maintain accurate records; ability to prepare written materials and reports; ability to follow oral and written instructions; and performing other related duties as required.

RATES OF PAY COMMENSURATE WITH SUCH SKILLS AND CREDENTIALS

The minimum and maximum hourly rates are determined by the Department of Administrative Services; the rates of pay will commensurate with the skills and credentials of the hired candidate in accordance to the DAS Class Specification for the Summer Worker. Additionally, as specified in the Summer Worker Class Specification, minimum and maximum hourly rates will be subject to the following criteria:

1. Returning Summer Workers may receive \$.50 an hour additional compensation for each session of service up to the maximum hourly rate.
2. Experienced workers in the specific functional area with another employer may be credited with such time on an equivalent basis to seasons worked and granted the same additional, compensation up to the maximum hourly rate.
3. College students may be granted additional compensation of up to \$.50 more per hour (up to the maximum hourly rate) for each full year of completed education on the basis of 30 semester hours equaling one (1) year.

DURATION OF WORK ASSIGNMENTS

Eligible candidates must be available to begin the work assignment after May 20, 2015, with most work assignments ending on or before August 31, 2015. However, the duration of the work assignments will vary depending on the availability of each hired applicant.¹

LIKELY NUMBER OF HIRES FROM AMONG PREVIOUSLY EMPLOYED SUMMER/SEASONAL WORKERS

The likely number of hires from among previously employed summer/seasonal workers cannot be determined until the applicants are interviewed. However, to ensure a fair and equitable process, as well as a diverse applicant pool, the DOT's outreach and recruitment plan is an inclusive process that will reach a variety of applicants throughout the state of Connecticut. Outlined below is a brief summary of DOT's outreach and recruitment plan relative to the summer workers:

¹ Additionally, the duration of work assignments may be extended contingent upon the availability of funds.

A job posting will be created which will include a description of duties. Additionally, the job posting will be placed on the DAS, DOT and Department of Labor (DOL - ct.jobs, Facebook, Twitter, Business Weekly) websites and sent to the following organizations for posting/distribution:

- Connecticut Association of Diversity and Equity Professionals (CADEP)
- Young Professionals in Engineering
- Employer Support of the Guard and Reserve (ESGR)
- Hero 2 Hired
- National Society of Black Engineers
- Local High Schools, Colleges and Universities (i.e., UCONN, and University of Hartford)
- Community/Professional Organizations (i.e., churches and the Chambers of Commerce in major cities such as Bridgeport, Hartford and New Haven; the Urban League of Connecticut; and My Sisters Place)

DOT has created a listserve/database of individuals met at career fairs. These individuals will also receive DOT's job posting.

How to Apply: There is a “**Seasonal Employment Opportunities**” link on the DOT website which provides the applicant with complete instructions regarding the application process. Applicants can submit an application electronically to the following e-mail address: **DOT.SummerRecruitment@ct.gov**. This will ensure an efficient process in managing the applications, as well as the selection process for qualified candidates. Applications can also be submitted via regular mail to **Elissa L. Velez, Recruitment Office, Department of Transportation, P.O. Box 317546, 2800 Berlin Turnpike, Newington, CT 06131-7546**, as well as hand-delivered to the Human Resources Office in Newington (applications will not be accepted at the District Offices). Applications that are hand-delivered must be placed in an envelope and clearly marked “**Application for the Summer Worker Position**”. In addition, applicants must follow the instructions outlined on the job posting and the application which includes the selection of a location. Applications will not be accepted via facsimile. **Please note: DOT strives to afford job opportunities to a broad group of qualified individuals. Accordingly, if an applicant has worked for the DOT as a summer worker the previous consecutive two years (2013 and 2014), DOT reserves the right to not act upon the applications of these candidates.**

**HIRING GOALS BASED ON STATEWIDE OR REGIONAL (LABOR MARKET)
DEMOGRAPHICS OR OTHER GENERALLY ACCEPTED STATISTICAL MEASURES
USED FOR THESE PURPOSES**

The DOT will utilize its' hiring goals for the job classification and/or EEO Categories that mirrors the duties of the summer worker duties/assignment.²

² Hiring goals were provided by the DOT's Office of Equal Opportunity and Diversity.