

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

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

The Department of Transportation submitted a request for sixty (60) summer workers to the Department of Administrative Services (DAS) on February 1, 2014. Forty-eight (48) of the requested positions were approved; the assignments and locations for the approved positions are as follows:

Office of the Commissioner: 3 Positions in the General Assignment

Bureau of Engineering and Construction: 4 Positions in the General Assignment; 22 Positions in the Professional Engineering Assignment

Bureau of Policy and Planning: 1 Position in the General Assignment; 3 Positions in the Information Technology System Analysis Assignment

Bureau of Finance and Administration: 1 Position in the General Assignment

Bureau of Highway Operations: 9 Positions in the General Assignment

Bureau of Public Transportation: 1 Position in the General Assignment; 4 Positions in the Maintenance Assignment

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

**General Assignments:** Prospective hires should have the ability to perform clerical tasks such as typing; filing; scanning documents; sorting mail; copying; data entry; recording information; answering the telephone; reception duties; computing; office machine operation; research; routine library tasks; inventory; stockroom; mail processing; cashiering (makes change, rings up fees, and balance receipts); and performing other related duties as required.

**Maintenance Assignments:** 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 Assignments:** 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 Assignments:** 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; 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); 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 on or after June 13, 2014, with most work assignments ending on or before August 29, 2014. However, the duration of the work assignments will vary depending on the availability of each hired applicant.<sup>1</sup>

### **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

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

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:

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 college engineering students met at career fairs. These students will also receive DOT's job posting.

**How to Apply:** There will be a link established on the DOT website specific to the Summer Worker positions which will provide 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 (2012 and 2013), 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<sup>1</sup> hiring goals for the job classification and/or EEO Categories that mirrors the duties of the summer worker duties/assignment.<sup>2</sup>

A breakdown of the hiring goals for each Bureau requesting a summer worker position is as follows:

<b>Name of Bureau</b>	<b>Assignment</b>	<b>Number of Summer Workers</b>	<b>Hiring Goals</b>
Office of the Commissioner	General – Research/Training	3	28 WF, 15 BF, 6 HM, 3 HF, 2 OM, 2 OF
Bureau of Engineering and Construction	General – Report Writing/CADD	2	3 WM, 4 HM, 1 HF, 12 OM
Bureau of Engineering and Construction	General - Clerical	1	1 WM, 1 BF, 1 HF, 1 OF
Bureau of Engineering and Construction	General – Clerical/Strong Ability in Excel	1	1 WF
Bureau of Engineering and Construction	Engineering	20	3 WM, 4 HM, 1 HF, 12 OM
Bureau of Engineering and Construction	Engineering	2	3 WM, 4 HM, 1 HF, 12 OF
Bureau of Policy and Planning	IT	3	28 WF, 15 BF, 6 HM, 3 HF, 2 OM, 2 OF
Bureau of Policy and Planning	General - Clerical	1	1 WM, 1 BM, 1 HM, 1 OM
Bureau of Finance and Administration	General – Records Management/Research	1	3 WF, 1 BM, 1 HF
Bureau of Highway Operations	General - Clerical/Inventory	1	1 WM, 1 BM, 1 HM, 1 OM
Bureau of Highway Operations	General – Permits/Inventory	8	28 WF, 15 BF, 6 HM, 3 HF, 2 OM, 2 OF
Bureau of Public Transportation	General - Clerical	1	1 WM, 1 BM, 1 OF
Bureau of Public Transportation	Maintenance	2	10 BM, 1 BF, 4 HM, 1 OM
Bureau of Public Transportation	Maintenance	2	2 BM, 1 BF, 1 HF, 1 OM

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