

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Transportation Planner

Position Number: 08007, 08010, 13005, 13012, 13015, 13017, 26008, 26021, 26047, 26065, 26066, 33214, 36114, 36117, 26004

Location: Helena

Department: Transportation

**Division: Rail, Transit & Planning Division
Safety & Planning**

Bureau: Multimodal Planning & Transit,

Job Overview:

This position is responsible for performing professional-level tasks in support of MDT's Multimodal Planning Bureau and Transit, Safety & Planning Bureau functions. Tasks include researching compliance with federal and state laws for plans, programs, and projects; research, analysis, and interpretation of federal and state laws and guidelines and agency policies and procedures; analyzing transportation-related data; program and project development, management, tracking, monitoring, and documenting; performing analysis using a variety of data sources; conducting planning studies; inter-agency and external coordination; and performing a variety of other duties as assigned. Incumbent may serve as a lead employee of various projects. These positions report to the section supervisor or Bureau Chief and do not directly supervise other agency personnel.

Essential Functions (Major Duties or Responsibilities):

Planner II (Level 1.1)

Research and Analysis - 60%

- Assembles and compiles data from a number of resources and performs various analyses. Responsible for collecting, formatting and reporting on data elements relating to

transportation issues, plans and programs. Manages the data collected, understands transportation planning concepts, and provides technical support.

- Participates in quality control efforts to ensure that data meets the needs of the section, bureau, and program.
- Reviews draft documents for data accuracy, ensures data is presented in clear and concise manner for public review, assists in development of transportation plans, programs and projects and develops web site content for public communication.
- Performs ongoing process and project tracking for transportation studies, plans, projects and programs.
- Manages low risk planning projects, programs or processes. This may include tracking grant applications, researching and understanding federal and state policies and regulations.
- Develops draft contract amendments and memorandum of understanding (MOU) with private, local, city and county entities for review. .

Transportation Planning Services - 35%

- Coordinates with internal and external stakeholders on grants, programs, special projects, and plans conducted within the bureau and section.
- Provides additional assistance with special project activities as directed by the section supervisor or Bureau Chief.
- Provides technical support for internal and external program or project meetings, and committee meetings.
- Initiates external communications in support of activities, plans, studies, programs, projects and grants monitored in the section or Bureau.

Other Duties As Assigned - 5%

Performs technical, administrative and other work as assigned by direct supervisor, bureau chief, and division administrator.

Planner III (Level 1.2)

To be eligible for Planner III, the employee/applicant must possess the following minimum competencies, education and experience, and must be able perform all Planner II duties and responsibilities described in this job profile.

Transportation Planning Services - 65%

- Assesses requests for applicability to and compliance with state and federal statutes, agency policies and procedures. Oversees data analysis for transportation planning studies, programs and projects and monitors for change.

- Conducts quality control and reasonableness checks of multiple data elements such as costs, locations, study scopes, and GIS representations. Develops and prepares reports and research
- Manages reoccurring and cyclical planning processes. This includes working with and coordinating with internal and external stakeholders, preparing grant applications, and reviewing and providing information as needed or requested.
- Develops original documents for signature, including Memorandum Of Understandings (MOAs), Memorandums Of Agreements (MOAs), contracts for grants and planning and/or engineering studies, or other documents as needed.
- Manages low risk planning projects and transportation studies.

Research and Analysis - 35%

- Acts as lead for research or other special projects, which includes using appropriate research methods, developing literature reviews, conducting research, and writing and editing the final report.
- Maintains datasets for web based GIS layers for the section and Bureau. Works with the GIS staff to develop layers and ensure data is accessible for special projects.
- Participates in reviews of research materials assigned by the section supervisor or Bureau Chief.
- Provides additional assistance as directed by the section supervisor or Bureau Chief.

Other Duties As Assigned - 5%

Performs technical, administrative and other work as assigned by direct supervisor, Bureau Chief and division administrator.

Supervision

The number of employees supervised is: n/a

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

- May need to work at a computer daily for 8 or more hours at a time.
- Fluctuation in workload may require more than a 40-hour work week.
- Prolonged periods of standing and walking.
- Work may involve extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors.

Knowledge, Skills and Abilities (Behaviors):

These positions require knowledge of the theories, principles, methods, and techniques of transportation planning, associated mathematical and statistical analysis, and computer sciences. These positions requires knowledge of research methods, project management and data management techniques.

These positions require skills in project and program management; understanding of specialized research methods and analytical processes; developing and administering a variety of projects and functions; planning, organizing, and directing policy and program analysis activities; applying analysis and judgment in arriving at solutions to difficult research problems; written and verbal communication; facilitation and negotiation with diverse audiences; establishing and maintaining effective working relationships; and promoting consensus and cooperation among multiple and often competing interests and objectives; synthesizing complex information in the development and application of professional theories and innovative solutions; and developing and administering specialized programs.

Minimum Qualifications (Education and Experience):

Planner II (Level 1.1)

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in Planning, Geology, Geography, Computer Science, Computer Information Systems, Business, Economics, Education, Public Administration, Mathematics, Finance, Accounting, Statistics, Social or Physical Science, Engineering, Land Use Planning, or Resource Management or a related field.

This position does not require any related work experience.

Planner III (Level 1.2)

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in Planning, Geology, Geography, Computer Science, Computer Information Systems, Business, Economics, Education, Public Administration, Mathematics, Finance, Accounting, Statistics, Social or Physical Science, Engineering, Land Use Planning, or Resource Management or a related field.

This position requires a minimum of 1 year of progressively responsible experience in planning, programming analysis, data collection and analysis, research, or another appropriate field (statistics, engineering).

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

Fingerprint check

Background check

035 Union Code

Other; Describe

Valid driver's license

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Transportation Planner 1 Job Code Number: E3011 Level: 1

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input type="checkbox"/> Telework Available | <input checked="" type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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