

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: Planning Technician

Position Number: 26003, 26024, 26056, 26061

Location: Helena, MT

Department: Transportation

Division and Bureau: Rail, Transit & Planning/Data & Statistics

Section and Unit: GeoSpatial Information and Traffic Data Collection & Analysis Sections

Job Overview:

Planning Technicians within the Data & Statistics Bureau assist in overseeing a range of federal and state mandated programs. Duties include performing data collection activities in the field and in the office; assisting senior level Planners by conducting data and document reviews; ensuring deadlines are met; and evaluating program and process modifications to maintain quality standards of the process and output

Incumbents work collaboratively and independently to assist vital program activities as needed; enhance program and project levels discussions; and support data driven decisions within the Department, in other agencies, and in the public sector.

Essential Functions (Major Duties or Responsibilities):

Planner I Planning Technician

Data Management, Analysis, and Reporting - 50%

- Utilize specialized equipment, electronics or software to conduct data acquisition activities, in the field, electronically or as directed. Support process efficiencies by guaranteeing inventory equipment, laptop, vehicle, etc. are well-maintained, operational and available when needed.
- Monitor routine data processing activities; perform vital first level data checks to ensure completeness, compliance, timeliness, and accuracy; troubleshoot routine issues and work with appropriate staff to bring about timely resolutions.

- Provide support to upper level staff with analysis activities; query and compile data; create data visualization products including graphs, maps or tables; and design and develop basic reports.
- Assist with the timely creation and distribution of cyclical reports both electronic and hardcopy and perform simple mapping, visualization or data analysis using existing processes.
- Serve as Point of Contact (POC) for internal and external customers for mailings and general requests for information or materials including development of routine correspondence in response to requests.

Program/Project Development, Management, and Enhancement - 30%

- Assist upper-level staff with the research and implementation of best practices, cost savings, and efficiencies; review, beta-test, and provide feedback to upper level staff on potential program/process enhancements.
- Identify and communicate training gaps/needs to appropriate staff and assist in the review and enhancement of existing training documents/tools and in the development of training to address training gaps.
- Track progress of projects and user requests and assist upper level staff as requested.

Other Duties - 20%

- With direct oversight of senior staff this position performs a variety of other duties as assigned by supervisors in support of MDT mission and Division objectives. This can include participating in special projects, completing data creation/collection efforts, attending various meetings and conferences, attending ongoing education and training, assisting with field duties with occasional required travel on short notice and working along the roadway and performing a variety of other duties.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: N/A

Physical and Environmental Demands:

Physical

- Operating a personal computer/keyboard/mouse to respond to emails, perform data management tasks, generate reports, memos, read and edit documents, etc. (on average more than 4 hours per day)
- Sit or stand for extended periods of time with occasional walking and bending
- Operating a passenger vehicle, cargo van or SUV (depending on activity)

- Lifting (less than 30 lbs.)
- Occasional extended periods of travel, working in all types of weather conditions and alongside roadways which expose the incumbent to varying roadside environments as well as high volume and high-speed traffic
- Operating laptop and digital measuring equipment to conduct data collection activities while simultaneously ensuring the safety of self, co-workers and traveling public
- Regular, predictable attendance is required

Mental

- Daily interaction with internal and external customers
- Compiling and analyzing information
- Demands for accuracy in all aspects of work performed
- Effectively communicate varying levels of information both verbally and in writing
- Coordinating, negotiating, and instructing individuals with varying skill levels
- Work on multiple tasks, prioritizing effectively, remaining aware of workload and make appropriate adjustments to complete tasks and meet deadlines

Knowledge, Skills and Abilities (Behaviors):

- Sound oral and written communication skills
- Establish productive, collaborative working relationships with co-workers, management, FHWA, and customers
- Align behavior with the needs and goals of the department
- Visible, positive role model for others
- Proactively engage in training and discussions to expand awareness of how the position supports the department's mission
- Exercise sound judgment and request guidance from senior planners and supervisor
- Understand and adhere to policies, procedures, rules, and laws that govern daily work activities
- Self-accountability for activities, decisions, successes, and failures
- Creative and forward-thinking problem solver
- Detail-oriented, flexible, reliable, and punctual
- Able to coordinate several activities at once
- Resolve issues and cope with deadlines

Minimum Qualifications (Education and Experience):

Planner I:

Combination of education and experience equivalent to a two year Associates degree in Planning, Cartography, Statistics, Business Administration, Computer Technology or Office Technology.

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

Special Requirements:

<input type="checkbox"/> Fingerprint check	<input checked="" type="checkbox"/> Valid driver’s license
<input type="checkbox"/> Background check	<input type="checkbox"/> Other; Describe
MFPE Union Code	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: Planning Technician Job Code Number: E46011 Level: 1

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

☐ FLSA Exempt

☒ FLSA Non-Exempt

☐ Telework Available

☒ Telework Not Available

☐ Classification Complete

☐ Organizational Chart attached

Human Resources:

Signature

Title

Date