

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: 33210

Location: Helena

Department: Transportation

Division: Rail, Transit & Planning Division

Bureau: Multimodal Planning

Job Overview:

This position is responsible for performing professional-level tasks in support of MDT's Multimodal 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; analyzing transportation-related data; program development, management, tracking, monitoring, and documenting; performing analysis using a variety of data sources; conducting planning studies; inter-agency coordination; and performing a variety of other duties as assigned. Incumbent may serve as a lead employee of various projects. This position reports to the section supervisor and does not directly supervise other agency personnel.

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 and develops web sites for public communication.
- Performs ongoing process and project tracking for transportation studies, plans, and programs.

- Manages low risk planning projects or processes. This 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, and county entities for review. .

Transportation Planning Services

35%

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

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. Oversees data analysis for past transportation planning studies and assists with data collection for new studies.
- Conducts quality control and reasonableness checks of data such as costs, locations, study scopes, and GIS representations. Develops and prepares annual report of projects conducted as a result of an MDT initiated transportation planning study.
- Manages reoccurring and cyclical planning processes. This includes working with internal and external stakeholders, preparing grant applications, and reviewing and providing additional information as requested.
- Develops original documents for signature, including Memorandum Of Understandings (MOAs), Memorandums Of Agreements (MOAs), contracts for grants and planning 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. Works with the data and statistics bureau to develop layers and ensure data is accessible for special projects.
- Participates in reviews of research materials assigned by the section supervisor.
- Provides additional assistance as directed by the section supervisor.

Other Duties As Assigned

5%

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

Physical and Environmental Demands:

PHYSICAL

- Lifting (less than 20 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Extensive travel within the state to project locations, and out of state travel by airline to national conferences and meetings
- Operating a personal computer
- Communicate in writing, in person, and over the phone

MENTAL

- Deal with the public on a regular basis
- Ability to multi-task
- Exercise independent judgment and make decisions
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Consensus-building
- Negotiating

Knowledge, Skills and Abilities (Behaviors):

KNOWLEDGE:

Revision Date: 09/2021

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

SKILLS:

The position requires skill 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

Education & Experience:

BA/BS in the following areas: 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.

Planner III - Level 1.2

Education & Experience:

BA/BS in the following areas: 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 AND 1 year of progressively responsible experience in planning, programming analysis, data collection and analysis, research, or another appropriate field (statistics, engineering).

Related: Computer Science, Computer Information Systems, Business, Economics, Education Public Administration, Mathematics, Accounting, Statistics, Engineering, Geology, Geography, Social or Physical Science, Land Use Planning or Resource Management.

Certifications, licensure, or other credentials include: none

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

Special Requirements:

Fingerprint check

Valid driver's license

Background check

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: Transportation Planner Job Code Number: E39011 Pay Levels: 1.1 and 1.2

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 type="checkbox"/> Telework Not Available |
| <input type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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