

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
PLANNING AIDE 2

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**DEFINITION**

Performs journey level work technical and procedural work checking/correcting field data; verifying location descriptions by maintaining geographic information management and linear referencing systems; oversees seasonal workers and enters transportation data for multiple modes of transportation (e.g., air, public transit, rail, etc); performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Oversees assignments to temporary, seasonal employees work and makes work assignments engaged in gathering traffic data.

Assists in maintaining the Geographic Information Management System (GIMS).

Assists in maintaining the Linear Referencing System (LRS).

Prepares traffic count programs by plotting and resolves coding count locations. Helps resolve technical problems/questions encountered.

Collects traffic data for use in various highway planning activities by conducting traffic counts either manually or by using portable electronic traffic recorders.

Conducts special collections as needed by other users and identifies alternatives to current processes in order to make operational changes.

Processes field data by checking, correcting, summarizing and/or expanding it for use in published reports or in the analysis of a specific study.

Writes computer database queries to research and verify location descriptions.

Compiles, organizes, analyzes, prepares and inputs a variety of traffic data from various sources into computerized data bases.

Operates a GIS and CADD system to create traffic count and flow maps using multiple computer programs.

Evaluates/analyzes a variety of data for use in various highway planning activities, including sufficiency determinations.

**COMPETENCIES REQUIRED**

Knowledge of data gathering and preliminary data analysis techniques.

Ability to help plan, organize, and oversee the work of temporary employees.

Ability to communicate effectively with supervisor and coworkers.

Ability to understand and apply mapping technologies and techniques.

Ability to operate a personal computer to accurately post and retrieve information.

Ability to use and manipulate CADD files.

Ability to maintain accurate records.

Ability to make accurate arithmetic calculations. (e.g., addition, subtraction, multiplication and division).

Ability to understand and follow oral and written instructions and guidelines in order to communicate with supervisor and co-workers.

Ability to communicate with others for purposes of gathering or explaining factual information.

Ability to recognize/assess errors or incompleteness in data in order to make corrections.

Ability to communicate with others for purposes of gathering or explaining factual information.

Ability to understand, interpret and explain complex information.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from high school or the G.E.D. equivalent and two years of technical highway planning or computer database work;

OR

an equivalent combination of education and experience from an accredited college, university or recognized trade school substituting one year (thirty semester or equivalent hours) for each year of the required experience to a maximum substitution of two years;

OR

employees with twelve (12) months of current continuous experience in the state executive branch as a Planning Aide 1.

Effective Date: 03/09 DK