Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Transportation Planner Series

Classes in the Series

Class Code	Class Title
04049	Transportation Planner 1
04051	Transportation Planner 2
04052	Transportation Planner 3
04053	Transportation Planner 4

Series Concept

Classes in this series are involved in the planning of transportation endeavors in the State of Iowa. Transportation planning involves the consideration of various trends, forecasts, and factors that influence decision-making and investment. Planners forecast the demand for transportation infrastructure and services at the local, regional, and state levels by considering social and economic changes, technological changes, legislation, funding, and stakeholder and public priorities. Planning endeavors can involve many activities, from specialized functions and analysis to the development of long-range plans and studies. These activities also involve various levels of responsibility, from direct performance of the work to senior-level coordination.

"Transportation planning" includes preparing planning contracts and grants; managing planning grant application submittals and project development; preparing functional classification appeals; developing travel demand models and traffic forecasts; creating cartographic representations and data collection applications; analyzing transportation data, project plans, and/ reports to identify problems; developing portions of statewide transportation plans; or conducting/coordinating transportation research projects. These employees are responsible for researching and evaluating what exists today and making proposals of how and what should be done to reach what is projected or desired.

Class Distinctions

Transportation Planner 1

This class is the trainee level for the series. Position incumbents spend a minimum of three years at this level learning and preparing to be eligible for advancement to the journey level for the series. Work is performed under close supervision and is typically characterized by learning assignments.

Transportation Planner 2

This is the experienced/full performance "journey" level class in the series and differs from the first level in that work is performed under general supervision and no longer in a training or learning capacity. Employees at this level are responsible for the planning activities of a relatively narrow area of transportation. Employees lead development of travel demand models, traffic forecasts, cartographic representations, grant projects, or a section of a plan which may include assistance from Transportation Planner 1s and Planning Aides for such areas as grant programs, air transportation, public transit, freight transportation, bicycle/pedestrian, highway, safety, rail transportation, or transportation research.

Transportation Planner 3

Positions at this level direct major areas of a long-range intermodal plan either in systems, data, or economic and funding planning and forecasting. Employees may also be responsible for the coordination of planning activities done by lower-level Transportation Planners. The narrower areas of specialization of the Transportation Planner 2s are brought together into a consolidated plan.

Transportation Planner 4

These positions are located in the Central Office and the six District Offices located throughout the state. Employees are involved in providing planning-related direction, evaluation, and development of all operations in the Central Office and District Offices.

Employees act in one of the following three capacities:

1. A team leader within the Central Office, directing the work of a team of transportation planners within a bureau.
2. Extremely specialized positions involved in very complex and high-level data analysis; tracking, forecasting, and allocation of federal and state revenues; or project management. Such work performed is unique and not done by others within the department.
3. A District Office's principal representative of the Iowa DOT with metropolitan planning organizations (MPOs), regional planning affiliations (RPAs), and local governments on long-range transportation plans relating to highways, public transit, aviation, bicycle/pedestrian, freight, safety, and rail.

Positions in the Central Office provide recommendations to the bureau director, division director, and department director. Positions in the District Office make recommendations to the Central Office for inclusion of local projects in the statewide program.

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