

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

Planning Aide Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
04005	Planning Aide 1
04006	Planning Aide 2
04007	Planning Aide 3

Series Concept

Classes in this series are involved in transportation planning and the performance of a variety of procedural activities to prepare data for use in various planning programs. Planning Aides are responsible for collecting and maintaining data from various sources to be used in the making of charts, maps and other cartographic products/source data to be used for professional transportation planning.

Exclusions

Positions that perform professional transportation planning and propose/produce long-range statewide transportation plans, either in systems, data, economic funding, or forecasting. These positions should be classified in the Transportation Planner series.

Positions where incumbents perform procedural work related to or involving transportation planning, but are not expected to know or understand the planning principles involved.

Class Distinctions

Planning Aide 1

This is the entry/training level of the series where employees learn to perform planning work by assisting experienced Planning Aides and Transportation Planners in a variety of procedural activities (e.g., assembling traffic data, preparing traffic counts, transferring data to other systems, and maintaining electronic maps).

Planning Aide 2

This is the journey/full performance level of the series, where employees are expected to be able to perform all the activities of the Planning Aide 1 and the following additional duties:

- May direct the work of small teams of temporary, seasonal workers (e.g., inventory traffic activities, checking/correcting field data, etc.)
- Verify location descriptions, assist/maintain the Geographic Information Management System (GIMS) and Linear Referencing System (LRS).
- Enter data for various transportation modes including air, public transit, rail, and other transportation planning activities (e.g., cartography and research.)

Planning Aide Series

Note:

Because this class may include the direction of temporary, seasonal employees, lead work should not be considered part of the class concept or included in the compensation for this class.

Planning Aide 3

- Employees at this level are distinguished from other Planning Aide 2 in that this is the lead work class in the series. They perform initial updating, analysis and processing of transportation data; oversee the work of small groups of employees and maintain data used in development of maps and charts.

Effective date: 04/09 DDF