

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

# Transportation Planner 1

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## Definition

Performs entry-level transportation planning work; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

## Work Examples

Develops background information pertaining to assigned projects such as urban studies, modal studies, noise predictions, revenue and cost estimates, project priorities, etc.

Responds to general information requests from various government officials and civil organizations in order to facilitate public relations.

Writes memorandums and reports to document and inform higher-level planners and management of planning analyses conclusions.

Develops solutions to planning problems to facilitate the planning process by applying technical planning principles to the problem at hand, documenting findings and recommending alternatives to management.

Analyzes past, present, or future forecast data to provide information for use in the evaluation of proposed plans.

Provides technical guidance to planning committees and organizations to ensure that state and federal planning policies and procedures are considered in the development of plans by attending meetings and responding to inquiries, interjecting advice, listening, and consulting participants.

Provides technical assistance to planning agencies to ensure the implementation of state and federal planning policies and procedures by reviewing proposed plans for compliance and identifying areas of non-compliance for resolution.

Directs data collection and analysis studies in order to forecast transportation revenues, resource allocations, and project concepts and priorities by determining data needs and processing requirements, analyzing processed data for validity, and documenting data summarizations for general use.

Compiles planning data to centralize information on specific projects and that which require further analysis.

Coordinates transportation research efforts in order to support and facilitate the planning process by preparing specifications for consultant contracts, establishing project profiles and time schedules, reviewing work progress, writing progress reports, serving as project manager, and writing reports on research results which include recommending for or against the implementation of said transportation strategies.

Determines and reports sufficiency ratings for airports, railroads, bicycle and pedestrian facilities, public transit facilities, and highways to provide management with a basis for identifying critically needed

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improvements by obtaining information from various sources, utilizing this information to perform necessary calculations, and writing a report of findings.

Coordinates planning activities with other Department of Transportation bureaus and divisions in order to achieve common goals without overlapping efforts by notifying bureau and division directors and discussing with them studies, analyses, and personal contacts to be made that impact individual divisions.

Develops new planning models to improve the efficiency and productivity of planning operations by designing the model concept, writing the computer program or consulting with a programmer, and testing the model for accuracy by inputting observed data and comparing the output to the observed data.

Analyzes the transportation needs of shippers of various commodities by conducting needs surveys, compiling survey results, comparing needs to existing transportation conditions, identifying capital investments required to meet needs, and documenting the above information.

## Competencies Required

### Knowledge:

- Transportation – Principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Engineering and Technology – The practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Design – Design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Geography – Principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.

### Abilities:

- Written Comprehension – Read and understand information and ideas presented in writing.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Fluency of Ideas – Come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
- Originality – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Systems Analysis – Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Operations Analysis – Analyzing needs and product requirements to create a design.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Mathematics – Using mathematics to solve problems.

### Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in civil/transportation/traffic engineering, environmental engineering, finance, business administration, supply chain management, data science, geography, economics, mathematics, community development planning, regional planning, urban planning, or transportation planning.
- 2) A total of four years of education and/or full-time experience, where one year of full-time work experience in civil/transportation/traffic engineering, environmental engineering, finance, business administration, supply chain management, data science, geography, economics, mathematics, community development planning, regional planning, urban planning, or transportation planning equals thirty semester hours of accredited college or university course work (as described in number one).

*Effective date: 06/19 SA*