

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
TRANSPORTATION PLANNER 2

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**DEFINITION**

Provides oversight in specialized transportation planning projects and coordinates studies in the formulation of long-range and short-range transportation plans; 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**

Provides oversight in specialized planning assignments; coordinates the necessary work and assures timely completion of assignments by determining time frames for completion, reviewing the work of other planners, providing technical advice and assistance to other planners, and conveying management directions and philosophy to team members.

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

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

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

Reviews existing and proposed transportation policies in order to ensure compliance with governing rules, regulations and laws by reading the policies and identifying areas of non-compliance for resolution.

Recommends transportation technologies, planning ideas and methodologies by reading various literature, identifying technologies, ideas and methodologies, developing and applying planning models, consulting with agency staff and writing reports of findings.

Conducts general research for management in order to collect information that is necessary for the decision making process by discussing research issues and past practices with Department of Transportation (DOT) personnel, reviewing related literature, and preparing summary reports of findings.

Coordinates planning activities with other D.O.T. offices and divisions in order to achieve common goals without overlapping efforts by notifying office and division directors, and discussing with them studies, analyses and personal contacts to be made that impact individual divisions.

Oversees data collection and analysis studies in order to forecast transportation needs by determining data needs and processing requirements, analyzing processed data for validity, and documenting data summarizations for general use.

Updates computerized forecasting models in order to maintain accuracy or to adapt to new techniques by mathematically adjusting the model parameters.

Prepares grant requests in order to obtain federal funding for state or local transportation projects by reviewing plans to ensure compliance with federal and state requirements and completing the necessary forms to describe the project and how financial assistance will be applied.

Conducts research for various projects in order to identify new planning strategies and techniques by reading transportation planning and engineering literature.

Analyzes past, present or future forecast data to provide information for use in the evaluation of proposed plans by comparing the proposal to the data through the application of prescribed methodologies.

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

**COMPETENCIES REQUIRED**

Knowledge of transportation planning principles, practices and methodologies.

Knowledge of current transportation trends and technologies.

Knowledge of state and federal rules and regulations relating to transportation planning.

Knowledge of statistical methodologies utilized to gather and analyze socio-economic, land use and other types of planning data.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to establish project objectives and performance goals for planning teams, and assess progress toward their achievement.

Ability to read and comprehend technical transportation journals, reports and plans.

Ability to translate planning data and information into visual aids such as maps and charts.

Ability to perform accurate algebraic calculations.

Displays high standards of ethical conduct. Exhibits honesty and integrity while refraining 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. Makes an effort to follow policy and cooperate with supervisors.

Acts to align one's 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 an accredited college or university and experience equal to four years of full-time professional work in transportation planning\*/engineering;

OR

licensure as a professional engineer by the Iowa Board of Engineering Examiners;

OR

employees with current, continuous experience in the state executive branch that includes experience equal to three years of full-time work as a Transportation Planner 1 or Transportation Assistant.

\* transportation planning includes preparing planning contracts and grants; preparing functional classification appeals; analyzing transportation project plans/reports to identify problems; developing portions of statewide transportation plans; or conducting/coordinating transportation research projects.

Effective Date: 10/98 GR