

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

Transportation Planner 4

Definition

Provides senior-level transportation planning coordination and direction between the central office divisions, metropolitan planning organizations (MPOs), regional planning affiliations (RPAs), local governments, and district offices; 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

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

Serves as a team leader on long-range transportation planning matters; makes recommendations to the department director, division administrator, or bureau director.

Serves as a district's principal representative with metropolitan planning organizations (MPOs), regional planning affiliations (RPAs), and local governments on long-range transportation planning matters; makes recommendations to the district engineer or central office staff.

Performs unique work in very complex and high-level data analysis; tracking, forecasting, and allocation of federal and state revenues; or project management.

Directs completion of entire long-range modal and intermodal transportation plans as well as the interaction of multiple plans.

Utilizes short- and long-range forecasts of transportation revenues based on economic analysis in order to inform the Transportation Commission, department director, division administrators, bureau directors, district engineers, and local governments concerning future transportation program investment directions.

Provides multi-modal planning direction and assistance to regional planning affiliations and metropolitan planning organizations as they develop long-range transportation plans, transportation improvement programs, and transportation systems management to ensure that these activities conform to statewide standards relating to highways, public transit, aviation, bicycle/pedestrian, freight, safety, and rail transportation.

Reviews county road budgets and programs and city street finance and street construction programs and makes recommendations to the central office for action.

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

Coordinates planning activities with other Department of Transportation bureaus and divisions 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.

Reviews proposed transportation plans in order to ensure cost effectiveness and policy consistency by reading the plans, determining feasibility of proposals, and identifying areas that conflict with agency policy.

Writes memorandums and reports in order to inform the division director and other managers of planning analyses progress and conclusions.

Provides technical guidance to the Iowa Transportation Commission through presentations and reports to ensure that state and federal planning policies and procedures are considered in the development of plans.

Reviews administrative rules and makes recommendations for updates.

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

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.

Oversees local planning grant application preparation, monitoring, and evaluation to ensure consistency with agency direction and policy by reading grant requests and progress reports and assisting local officials with compliance.

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 any field, and experience equal to eight years of full-time work in professional transportation planning*/engineering.
- 2) Licensure as a professional engineer by the Iowa Engineering & Land Surveying Examining Board, and experience equal to four years of full-time work in transportation planning*.
- 3) Current, continuous experience in the state executive branch that includes two years of full-time work as a Transportation Planner 3 or Transportation Engineer Specialist.

- * “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.

Effective date: 06/19 SA