

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

TRANSPORTATION PLANNING SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists with responsibility for a transportation planning program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title - Transportation Plan Spl 2

Transportation Planning Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title - Transportation Plan Spl 3

Transportation Planning Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

NOTE: There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the program or specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist:

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects.

Prepares special studies and reports.

Participates in environmental studies.

Participates in and approves urban and rural transportation system development projects such as corridor studies, classification studies, route numbering, excess property determination, urban area boundaries, institutional roads, scenic routes, and interchange spacing.

Participates in airport master plan, transit improvement program, or rail plans.

Utilizes economic, population, land use, and traffic projections to substantiate recommendations for transportation planning in rural, regional or urban areas.

Analyzes, approves, and evaluates survey data, prepares reports and makes specific recommendations concerning the development or rural or urban transportation plans.

Attends meetings and conferences to discuss department operations, proposals, and techniques for the resolution of transportation problems and to carry out coordinate programs to fulfill federal and state legislative requirements.

Develops and tests transportation network models to determine travel distribution and future travel demands.

Represents the department on technical committee for comprehensive transportation studies and origin-destination studies.

Participates in public meetings and hearings explaining the department's planning proposals, and the socio-economic and environmental effects of them.

Meets with local officials to explain results of planning studies and coordinate activities between the Bureau of Transportation Planning and local governments.

Defines new computer processes and programs, and coordinates data processing in specific planning areas.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant:

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist:

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the need, preparation, and use of reports.

Knowledge of community organization.

Knowledge of urban and regional planning as related to transportation systems.

Knowledge of techniques used in the collection, organization, and analysis of sociological, economic, and other data.

Knowledge of factors involved in the analysis of complex traffic data to provide the basis for such uses as highway classification, determination of jurisdictional responsibility, and long-range planning of highway transportation facilities.

Knowledge of electronic data processing computers and their use in transportation studies.

Knowledge of the principles of economics, sociology and environmental science as they related to transportation.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to prepare charts, maps and other tools for the analysis of data.

Ability to make forecasts as a result of studies.

Ability to interpret property descriptions.

Ability to maintain records, and prepare reports and correspondence related to the work.

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor's degree in urban or regional planning, resources development, engineering, statistics, mathematics, geography, economics, or a related field.

Experience

Transportation Planning Specialist 13

Four years of professional experience equivalent to a Transportation Planner, including two years equivalent to a Transportation Planner P11 or one year equivalent to a Transportation Planner 12.

Transportation Planning Specialist 14

Five years of professional experience equivalent to a Transportation Planner, including three years equivalent to a Transportation Planner P11, two years equivalent to a Transportation Planner 12, or one year equivalent to a Transportation Planning Specialist 13.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

TRANPLSPL

Job Code Description

TRANSPORTATION PLANNING SPECIALIST

Position Title

Transportation Plan Spl 3

Transportation Plan Spl 2

Position Code

TRPLSPL3

TRPLSPL2

Pay Schedule

H21-017

H21-035

SA

10/25/2015