

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

TRANSPORTATION PLANNING MANAGER

JOB DESCRIPTION

Employees in this job direct the work of professional staff in a transportation planning program. The work requires knowledge of the regulations, rules, policies and procedures pertaining to specialized areas of transportation planning, and supervisory techniques, personnel policies, and procedures. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations, as needed.

There are three classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title - Transportation Planning Mgr-3

Transportation Planning Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title - Transportation Planning Mgr-4

Transportation Planning Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

Position Code Title - Transportation Planning Mgr-5

Transportation Planning Manager 16

The employee functions as a second-line professional manager of professional positions in a complex work area receiving executive direction, a third-line professional manager of professional positions in a complex work area, a third-line manager of professional positions in a standard work area receiving executive direction, or a fourth-line professional manager of professional positions in a standard work area.

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.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Conducts projects in urban federal assistance planning programs, urban, rural, and regional trunkline studies, urban freeway analyses, planning research, transportation needs, and socioeconomic studies.

Authorizes project additions and changes to the department's transportation program.

Directs the preparation of environmental impact statements as required by State and Federal legislation.

Directs the monitoring and reporting of the transportation program progress toward strategic and tactical goals.

Directs the preparation of studies relative to the state trunkline and Federal Aid systems in accordance with the provisions and statutory requirements of state and federal legislation.

Directs the activities of Transportation Planners and analysts in developing regional multi-modal transportation plans, and programs.

Directs the activities of multi-discipline teams, which coordinate the work with regional and urban agencies.

Directs the development of new transportation planning techniques, tools and the maintenance of automated tools to assist department and local agencies to conduct studies and research on transportation system performance.

Directs or manages the collection of field data and information on local conditions for use in transportation planning studies.

Represents the department on regional and urban area technical committees.

Represents the department on state, national and international groups for specific transportation related studies.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 14 level and thorough knowledge is required at the 15 and 16 level.

Knowledge of federal and state laws related to transportation planning.

Knowledge of electronic data processing computers and their application to transportation studies.

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

Knowledge of community organization.

Knowledge of state and federal transportation financing.

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

Knowledge of equal employment opportunity policies and procedures.

Knowledge of labor relations.

Knowledge of urban, regional, and statewide transportation system planning.

Knowledge of factors involved in the analysis of complex traffic data used to provide the basis for highway classifications, determinations of jurisdictional responsibility, and long-range planning of highway transportation facilities.

Ability to organize planning studies independently and supervise the work of others.

Ability to instruct, direct, and evaluate employees.

Ability to coordinate research with other work units, other agencies, and other states.

Ability to analyze and evaluate data.

Ability to develop methods and procedures for use in the compilation, analysis, and interpretation of data.

Ability to prepare clear and concise reports and tabulations pertaining to transportation planning statistics and factual data.

Ability to make forecasts based on studies or data.

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

Ability to maintain favorable public relations.

Ability to communicate effectively.

### Working Conditions

*None*

### Physical Requirements

*None*

### Education

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

### Experience

#### Transportation Planning Manager 14

Five years of professional experience in the field of transportation planning equivalent to a Transportation Planner or Transportation Engineer, including three years equivalent to a Transportation Planner P11 or Transportation Engineer P11, two years equivalent to a Transportation Planner 12 or Transportation Engineer 12, or one year equivalent to a Transportation Planning Specialist 13 or Transportation Engineering Specialist 13.

#### Transportation Planning Manager 15

Six years of professional experience in the field of transportation planning equivalent to a Transportation Planner or Transportation Engineer, including three years equivalent to a Transportation Planner 12 or Transportation Engineer 12, two years equivalent to a Transportation Planning Specialist 13 or Transportation Engineering Specialist 13, or one year equivalent to a Transportation Planning Manager 14 or Transportation Planning Specialist 14 or Transportation Engineering Specialist 14 or Engineer Manager Licensed 14.

Transportation Planning Manager 16

Seven years of professional experience in the field of transportation planning equivalent to a Transportation Planner or Transportation Engineer, including four years equivalent to a Transportation Planner 12 or Transportation Engineer 12, three years equivalent to a Transportation Planning Specialist 13 or Transportation Engineering Specialist 13, or two years equivalent to a Transportation Planning Manager 14 or Transportation Planning Specialist 14 or Transportation Engineering Specialist 14, or one year equivalent to a Transportation Planning Manager 15 or a Transportation Planning Specialist 15 or Transportation Engineering Specialist 15 or Engineer Manager Licensed 15.

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

Job Code Description

TRANPLMGR

TRANSPORTATION PLANNING MANAGER

Position Title

Position Code

Pay Schedule

Transportation Planning Mgr-3

TRANMGR3

NERE-108

Transportation Planning Mgr-4

TRANMGR4

NERE-109

Transportation Planning Mgr-5

TRANMGR5

NERE-283

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