

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**

**TRANSPORTATION PLANNER**

**JOB DESCRIPTION**

Employees in this job complete and oversee a variety of professional assignments to develop, analyze, map, and manage system performance or evaluate urban and rural transportation, land use, environment, or community system development projects, plans, and assets.

There are four classifications in this job.

**Position Code Title - Transportation Planner-E**

Transportation Planner 9

This is the entry level. The employee carries out a range of professional transportation planner assignments while learning the methods of the work.

Transportation Planner 10

This is the intermediate level. The employee performs an expanding range of professional transportation planner assignments in a developing capacity.

Transportation Planner P11

This is the experienced level. The employee performs a full range of professional transportation planner assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**Position Code Title - Transportation Planner-A**

Transportation Planner 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

**NOTE:** Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

**JOB DUTIES**

**NOTE:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Analyzes and evaluates survey, asset condition and performance data, prepares reports and makes specific recommendations regarding the development of rural and urban transportation plans.

Uses economic, population, land use, asset condition, and traffic projections to substantiate transportation recommendations involving state, regional, urban or rural areas.

Attends meetings and project conferences; discusses department operations, proposals and methods; resolves transportation-related problems; and carries out coordinative programs to meet federal and state legislative requirements and/or local policy.

Interacts and coordinates with other areas of the department on project development and operational studies.

Participates in various rural and urban transportation system development activities and projects, including corridor and classification studies, route numberings, and determinations of excess property, urban area boundaries, institutional roads, scenic routes and interchange spacing.

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

Represents the department on technical committees involving comprehensive transportation planning and asset management.

Participates in the development of transportation plans, program or policy for highway, air, rail, bus, port, motor carrier, freight, non-motorized or related modes.

Provides input to the management of the department's transportation programs.

Develops, tests, and implements fiscal performance and asset condition forecasting tools.

Develops, tests, and implements geospatial data and technology.

Analyzes impacts of federal and state legislative proposals.

Assists leadership and the State Transportation Commission in the development of policy statements.

Participates in special studies and surveys and prepares technical reports.

Meets with local officials and regulatory agencies to obtain input to and explain results of planning studies and coordinates activities between the Michigan Department of Transportation (MDOT), local units of government, and other state agencies.

Participates in public meetings and hearings to explain the department's planning and project proposals.

Prepares community impact assessments for planning and National Environmental Policy Act (NEPA) environmental documents.

Defines new information technology and imagery processes and programs and coordinates data management in specific planning areas; inputs, maintains, and retrieves data from specialized data bases.

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

Performs related work as assigned.

### **Additional Job Duties**

#### **Transportation Planner 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

#### **Transportation Planner 12 (Senior Worker)**

Performs on a regular basis professional transportation planner assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of techniques used in the collection, retention, distribution, analysis, reporting and mapping of transportation asset condition, performance, sociological, economic, environmental, and other related data.

Knowledge of community organization.

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

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.

Knowledge of federal and state laws, local policy, and legislative processes related to transportation planning, asset management, and performance management.

Knowledge of the principles of economics, sociology, logistics and supply chain management, geography, asset management, performance management, policy, and environmental science/studies as they pertain to transportation.

Knowledge of electronic data, collection, storage, maintenance, processing and their application to transportation programming, performance management, asset management, and transportation studies.

Knowledge of data analytic, mapping, and imagery tools.

Ability to analyze and evaluate data.

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

Ability to forecast based on studies or data.

Ability to interpret data, charts, maps, and property descriptions.

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

Ability to prepare clear and concise reports, charts, maps, and tabulations pertaining to transportation projects and performance, statistics, and factual data.

Ability to perform linear referencing or centerline route miles.

Ability to prepare written and graphic reports.

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

Ability to communicate effectively with others.

Ability to maintain favorable relations with internal and external partners and the public.

### **Additional Knowledge, Skills, and Abilities**

#### **Transportation Planner 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to communicate department policies to external partners and the public.

Ability to set priorities and assign work to other professionals.

### **Working Conditions**

The job requires travel.

### **Physical Requirements**

*None*

## **Education**

Possession of a bachelor's degree in any major with at least 30 semester (45 term) credits in one or a combination of the following: planning (city, community, environmental, regional, and/or urban), environmental studies and/or sustainability, environmental sciences, engineering, statistics, mathematics, geography, geographic/geospatial information systems, logistics and/or supply chain management, or economics.

## **Experience**

### **Transportation Planner 9**

No specific type or amount is required.

### **Transportation Planner 10**

One year of professional experience in the planning, mapping, or assessment of transportation, land use, environmental, or community systems equivalent to a Transportation Planner 9.

### **Transportation Planner P11**

Two years of professional experience in the planning, mapping, or assessment of transportation, land use, environmental, or community systems equivalent to a Transportation Planner, including one year equivalent to a Transportation Planner 10.

### **Transportation Planner 12**

Three years of professional experience in the planning, mapping, or assessment of transportation, land use, environmental, or community systems equivalent to a Transportation Planner, including one year equivalent to a Transportation Planner P11.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

## **Special Requirements, Licenses, and Certifications**

*None*

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

TRANSPAN

### **Job Code Description**

TRANSPORTATION PLANNER

### **Position Title**

Transportation Planner-E

Transportation Planner-A

### **Position Code**

TRPLNRE

TRPLNRA

### **Pay Schedule**

H21-003

H21-011

EC

04/28/2024