

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Transportation Planner (Data Management & Analysis Track)**

**Position Number: 05012, 05021, 26049, 26054, 26068, 33211, 33212, 26048, 26036**

**Location: Helena, MT**

**Department: Transportation**

**Division: Rail, Transit & Planning**

**Bureau: Data & Analysis**

**Sections: GeoSpatial Information and Traffic Data Collection & Analysis**

### **Job Overview:**

This position is responsible for performing professional-level tasks in support of MDT's Data and Analysis Bureau functions. Tasks include researching compliance with federal and state laws for plans, programs, and projects; research, analysis, and interpretation of federal and state laws, guidelines, and agency policies and procedures; analyzing transportation-related data; program and project development, management, tracking, monitoring, and documenting; performing analysis using a variety of data sources; conducting planning studies; inter-agency and external coordination; and performing a variety of other duties as assigned. Incumbent may serve as a lead employee of various projects. These positions report to the section supervisor and do not supervise other agency personnel.

### **Essential Functions (Major Duties or Responsibilities):**

#### **Planner II (Level 1.1)**

*To be eligible for Planner II, the employee/applicant must possess the following minimum competencies and experience, and must be able perform all Planner I duties and responsibilities described in the Planning Technician job description.*

#### **Data Management, Analysis, and Reporting - 50%**

- Establish project or data collection schedules and parameters.
- Perform data entry, upload, and quality check function.
- Review raw data for completeness and integrity.
- Investigate and resolve simple discrepancies and transfer more complex issues to appropriate upper-level staff for further review.

- Assist upper level staff with map, data, and document reviews and standard information requests.
- Assess specific needs of requesting entity, gather necessary information.
- Develop, design and create documents, publications or specialized data visualization products.
- Creation and distribution of cyclical reports.
- Use established methods, procedures and guidelines to analyze and manage spatial, relational and traditional databases; perform specialized queries and analysis as directed.

#### **Program/Project Development, Management, and Enhancement - 40%**

- Propose program or process level efficiencies to upper level staff for further analysis.
- Assist in conducting ongoing research.
- Analyze and document pros and cons of implementation.
- Manage programs or projects with oversight from upper level staff.
- Develop program/project-level plans.
- Recommend priorities and schedules, oversee deliverables, and ensure project timelines are met and adhere to budget.
- Interact with internal and external data users.
- Efficiently communicate user needs and issues to appropriate staff.
- Maintain flow of accurate and timely information between all staff.
- Participate in educational out-reach sessions to ensure understanding of current and upcoming business processes and customer needs.
- Identify and suggest potential program or process changes.
- Assist with beta testing and assessing level of value.
- Identify, troubleshoot and resolve discrepancies.
- Assist upper level staff and assess current and upcoming business processes and needs.
- Actively engage in process or program modification or enhancement discussions.
- Assist upper level staff with work process and project specific documentation and training.
- Conduct periodic review and work with appropriate staff to update as needed.

#### **Other Duties - 10%**

- Performs technical, administrative and other work as assigned by the direct supervisor, bureau chief, and division administrator.

#### **Planner III (Level 1.2)**

*To be eligible for Planner III, the employee/applicant must possess the following minimum competencies and experience, and must be able perform all Planner II duties and responsibilities described in this job description.*

#### **Program/Project Development, Management, and Enhancement - 50%**

- Identify program or process efficiencies or innovations.
- Collaborate with staff and the section supervisor to assess pros and cons of implementation.

- Coordinate with all levels of staff to beta test and implement agreed upon changes.
- Ensure all affected programs, datasets, reports, etc. are updated and verified by appropriate staff.
- Troubleshoot and work with upper level staff and internal or contracted IT staff to resolve discrepancies.
- Work with contractors to oversee the development, ongoing support and maintenance of specialized software.
- Manage program(s) as assigned by the section supervisor.
- Develop program-level plans, set priorities and schedules, oversee deliverables, and ensure project timelines are met.
- Outline and justify program and budget needs to the section supervisor.
- Maintain open and proactive communication with all levels of staff and customers.
- Proactively identify and address customer requests.
- Elevate unmet data needs or concerns to the attention of the section supervisor.
- Proactively aid and guide lower level staff on the development and maintenance of process and project specific documentation.
- Mentor staff with job specific training.
- Continuously evaluate needs of customers at all levels, and work with appropriate staff to ensure training needs are met in a cost effective and proactive fashion.

#### **Data Management, Analysis, and Reporting - 40%**

- Perform data entry, upload, and quality check functions.
- Review raw data for completeness and integrity.
- Investigate and resolve complex discrepancies.
- Run validations between datasets to ensure consistency.
- Identify data, processing, or output issues and recommend fixes and improvements to upper-level staff.
- Manage various data projects or programs and perform analyses, quality assurance and control checks on data collection, processing and output.
- Perform unique data, map, and draft document reviews and provide summary of comments to upper-level staff.
- Respond to data requests.
- Seek general knowledge of other program areas from upper-level staff or supervisor to develop, design, and create data visualization products.
- Perform complex queries and specialized analysis.
- Oversee the timely and accurate generation and distribution of cyclical reports (online & published) and customized information with direction from upper-level staff and the section supervisor.
- Develop and maintain data visualization products such as maps, charts, and graphs and oversee internal and external website to ensure data is accurate and accessible.

#### **Other Duties - 10%**

- Performs technical, administrative and other work as assigned by the direct supervisor, bureau chief, and division administrator.

## **Planner IV (Level 2.1)**

*To be eligible for Planner IV, the employee/applicant must possess the following minimum competencies and experience, and must be able perform all Planner III duties and responsibilities described in this job description.*

### **Program/Project Development, Management, and Enhancement - 55%**

- Conduct research and summarize findings.
- Analyzes pros and cons and recommends process and program changes to the section supervisor.
- Oversee implementation of process and program modifications.
- Assess efficiencies or innovation proposals from lower level staff.
- Champion proposals amongst staff and to the section supervisor.
- Engage in the successful implementation of agreed upon changes.
- Serve as a lead worker and mentor to lower level staff tasked with data acquisition, verification and processing.
- Ensure accuracy and completeness of datasets and subsequent products.
- Provide feedback and initiate additional training as needed.
- Oversee priorities, schedules and deliverables of lower level staff to ensure overall section goals and timelines are met.
- Work with the section supervisor to establish future program goals and funding needs.
- Proactively engage in open communication with staff, customers and consultants.
- Monitor status of program goals and deadlines, meet with appropriate individuals as necessary to ensure deadlines are met.
- Perform complex analysis to meet unique requests.
- Identify and implement innovative approaches to meeting customer and program analysis needs.
- Assist and mentor staff in addressing customer data requests.
- Provide guidance to inter and intra agency program managers regarding innovative ways to limit software processing functions or data management redundancies.
- Conduct assessments of current and upcoming business processes and needs, work with consultant or appropriate staff to ensure software is capable of meeting current and future program and data needs
- Oversee the development and maintenance of program and process documentation by lower level staff.
- Serves as a trainer and knowledge-source to all MDT, FHWA, MPO, and consultant staff on program specific elements.

### **Data Management, Analysis, and Reporting - 30%**

- Acquire data and information necessary to meet non-standard requests.
- Meet with customers to quantify needs and timeframes, schedule and conduct or direct field and/or electronic data collection and research.
- Mentor and provide oversight to lower level staff in data, maps, draft document reviews.

- Assess process improvement recommendations from lower level staff, draw conclusions, present final recommendation for or against implementation to the section supervisor and implement agreed upon process improvements.
- Respond to data requests.
- Develop, design and create customized reports, maps, publications using the correct application.
- Ensure agreed upon deliverables are created, reviewed and approved to meet timeframes.

#### **Other Duties as Assigned - 15%**

- Performs technical, administrative and other work as assigned by the direct supervisor, bureau chief, and division administrator.

#### **Planner V (Level 3.0)**

*To be eligible for Planner V, the employee/applicant must possess the following minimum competencies and experience, and must be able perform all Planner IV duties and responsibilities described in this job description.*

#### **Program/Project Development, Management, and Enhancement - 60%**

- Identify potentially outdated or inefficient processes, software, equipment or other program elements.
- Engage in extensive and detailed literature research and peer-to-peer discussions.
- Compile and present comprehensive assessment to appropriate staff.
- Propose alternatives, present proposal and supporting information to management to make informed decisions.
- Mentor or lead lower level staff tasked with data acquisition, verification and processing.
- Ensure accuracy and completeness of datasets and subsequent products.
- Oversee priorities, schedules and deliverables of lower level staff to ensure overall section goals and timelines are met.
- Establish future program goals and funding needs.
- Proactively engage customers, consultants and staff, as directed.
- Monitor status of projects; meet with appropriate individuals to ensure deadlines are met, or if necessary, proactively reach out to impacted entities to coordinate an adjusted completion date.
- Maintain flow of relevant, accurate, and timely information between section.
- Respond to complex, time critical requests for information from FHWA, MDT staff, and others in an efficient manner.
- Work with consultant and appropriate MDT staff regarding current program and data needs.
- Ensure specialized software programs function accurately and when needed.
- Initiate and oversee all customized software maintenance.
- Oversee consultants to ensure adequate training is available.
- Oversee MDT and consultant staff in the creation of training documents.

### **Data Management, Analysis, and Reporting - 25%**

- Research, plan, organize and manage projects with agreed upon goals and timeframe.
- Utilize innovative approach to fulfilling requests and to convey complex information to various audiences. Establish and maintain section-level distribution processes (online maps, data exports, customized reports, etc.).
- Update best practices as technology advances allow.
- Train and mentor staff at all levels on use of software and other analysis and reporting tools.

### **Other Duties - 15%**

- Performs technical, administrative and other work as assigned by the direct supervisor, bureau chief, and division administrator.

### **Planner VI (Level 3.1)**

*To be eligible for Planner VI, the employee/applicant must possess the following minimum competencies and experience, and must be able to perform all Planner V duties and responsibilities described in this job description.*

### **Program/Project Development, Management, and Enhancement - 70%**

- Analyze Transportation Planning Division and district specialty projects to ensure the plans and projects coincide with agency mission and goals.
- Facilitate and solicit input from other planning staff and continually monitor state, federal and MDT processes and requirements to identify and make recommendations to immediate supervisor or bureau chief on necessary program or procedural changes to ensure compliance with state and federal regulations.
- Manage planning projects or programs, which include making project specific decisions, providing project oversight and direction to lower-level transportation planners consistent with project and agency goals.
- Manage and facilitate MDT participation in multi-jurisdiction interaction for both internal and externally initiated planning, environmental, and permitting processes.
- Represent, communicate, and defend MDT positions/policies in various settings. Moderates and resolves conflicts while negotiating consensus among different interests, objectives, and points of view.
- Direct and review work of consultants and/or other MDT staff (e.g., lower-level planners) to determine the adequacy of technical aspects, methodology, forecasting techniques, gross assumptions, and documentation.

### **Mentorship - 20%**

- Mentor lower-level team members in complex transportation process/policy or funding issues and to direct their efforts for achieving their desired level in the relevant career ladder.

## **Other Duties - 10%**

- Performs technical, administrative and other work as assigned by the direct supervisor, bureau chief, and division administrator.

## **Supervision**

The number of employees supervised is: 0

The position number for each supervised employee is: N/A

## **Physical and Environmental Demands:**

- Lifting (less than 25 lbs.).
- Remaining seated for extended periods of time, with occasional walking, standing, and bending.
- Travel within and outside the state.
- Communicate in writing, in person, and over the phone.
- Operating a personal computer.
- Operating a motor vehicle.

## **Knowledge, Skills and Abilities (Behaviors):**

- Establish productive, collaborative working relationships with co-workers, management, and customers.
- Align behavior with the needs and goals of the department.
- Visible, positive role model for others.
- Proactively engage in training and discussions to expand awareness of how the position supports the department's mission.
- Exercise sound judgment and request guidance from senior planners and supervisor.
- Understand and adhere to policies, procedures, rules, and laws that govern daily work activities.
- Self-accountability for activities, decisions, successes, and failures.
- Creative and forward-thinking problem solver.
- Able to coordinate several activities at once.

## **Minimum Qualifications (Education and Experience):**

**Planner II – Level 1.1:** Associates Degree in one of the following areas: Planning, Computer Information Systems, Business, or a related field.

**Planner III – Level 1.2:** Associate's in one of the areas mentioned above, or a related field, and one (1) year of related work experience.

**Planner IV – Level 2.1:** BA/BS in one of the areas mentioned above, or a related field.

**Planner V – Level 3.0:** BA/BS in one of the areas mentioned above, or a related field, and one (1) year of related work experience.

**Planner VI – Level 3.1:** BA/BS in one of the areas mentioned above, or a related field, and five (5) years of related work experience.

Alternative qualifications include: Any combination of related work experience and education equivalent to the minimum qualifications.

**Special Requirements:**

- ☐ Fingerprint check
- ☒ Valid driver’s license
- ☐ Background check
- ☐ Other; Describe
- MFPE Union Code
- Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor

Title

Date

Administrative Review

Title

Date

My signature below indicates that I have read this job description.

Employee

Title

Date



**Human Resources Review**

**Job Code Title: Transportation Planner II, III, IV, V and VI    Job Code Number: E39011, E39012, E39013**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- |   |  |
|---|--|
| <input type="checkbox"/> FLSA Exempt                        | <input checked="" type="checkbox"/> FLSA Non-Exempt    |
| <input checked="" type="checkbox"/> Telework Available      | <input type="checkbox"/> Telework Not Available        |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

**Human Resources:**

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**Signature**

**Title**

**Date**