

CLASSIFICATION SPECIFICATION

FLSA:		Job Code:	ACV76890
Job Class Code:	640	Salary Schedule:	ASRRTRANS
EEO Category:	02	Grade:	21
Workers Comp Code:	8601		

Job Code Established:	10/17/94	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Statistics, Statistical Research, and Economics Series

JOB CODE TITLE: TR PLANNER SENIOR

HRIS TITLE: TR PLANNER SR

CHARACTERISTICS OF THE CLASS: Works under the general supervision of a Section Supervisor. Has the authority to define objectives and make decisions for assigned projects/programs; to approve or disapprove consultant products. Performs advanced professional work in transportation planning. Provides expertise to other professionals in specific transportation modes and/or specialized transportation planning methods. This class functions as a planning program coordinator through the initiation of consultant studies, managing consultant contracts, evaluating consultant performance, and approving consultant products. Represents the Department and makes presentations to outside groups and other official bodies. Work product consists of written reports, studies, memoranda, correspondence; programmatic recommendations; program implementation; program representation; information provided to outside agencies/ community. Responsible for the development, coordination, and monitoring of major assignments, programs, plans and/or projects.

EXAMPLES OF DUTIES: Conducts highly technical transportation analyses and planning activities in specific transportation modes and/or specialized transportation planning methods. Functions as the in house expert on a specific transportation mode or planning method. Acts as a group leader on specific projects. Writes contracts or memoranda of agreement to provide for relationships with other agencies, outside consultants, other governments, or individuals. Manages consultant contracts and approves progress payments. Gives transportation presentations to outside groups and/or to elected or appointed officials. Writes requests for proposals, scopes of work, planning reports, transportation studies, issues papers and other correspondence. Prepares written and oral reports for departmental and local decision makers on project programs and on issues demanding attention. Acts as liaison between the Federal government and local jurisdictions involving the development of grant proposals, and management of approved planning grants.

WORK CONDITIONS: Occasional travel for field review purposes.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Principles, practices, tools and techniques utilized in a specialized area of transportation planning; computer capabilities and operations applicable to transportation planning; recent developments, emerging issues, current literature and sources of information related to transportation planning; pertinent Federal, State, and local laws, codes and regulations; basic principles and practices of contract preparation and administration.

Skill in: Applying transportation planning principles and techniques to transportation planning studies and programs/projects; expressing ideas clearly and concisely in oral, written and graphic form; establishing and maintaining effective working relationships; applying work management and work leadership techniques.

Experience and Education: Typical ways to obtain the KSAs would be:

- Two years of experience as a Planner II in Arizona State Service involving transportation planning, or
- three years of professional transportation planning experience.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.