

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: Policy Analysis Section Supervisor Position Number: 08006

Location: Helena Department: Transportation

Division and Bureau: Rail, Transit & Planning Division/Policy, Program & Performance Analysis Bureau

Section and Unit: Policy Analysis

Job Overview:

This position serves as the Policy Analyst Section Supervisor within the Policy and Project Analysis Bureau. The position coordinates reviews of large developments and facilities impacting state roadways and non-MDT initiated environmental review processes; provides technical assistance to local agencies and private developers; participates on MDT policy committees assuring that transportation programs and processes comply with federal/state statute and guidelines including Title 23 USC, Title 40 USC, EPA Conformity Regulations, Clean Air Act Amendments, and other FHWA and FTA regulations; and assigns, monitors and guides work of staff. This position reports to the Policy and Project Analysis Bureau Chief and directly manages a staff of 5 FTE within the Section.

Essential Functions (Major Duties or Responsibilities):

Program Development, Implementation and Administration - 40%

Conducts program development, implementation and administration to ensure the overall quality, compliance, and effectiveness of the System Impact Analysis Process (SIAP) operations and services.

Serves as a liaison with other state agencies, local government agencies, and developers for projects, programs and committees; speaks on behalf of MDT in formal settings, and gives guidance on department processes and federal program regulations.

Coordinate with partners to analyze and interpret eligibility criteria, funding objectives, administrative requirements, and other parameters; identify unique needs within communities;

develop innovative approaches to meeting these community needs and funding objectives; and frame policy, policy debates, analyses and communication for project and program implementation.

Represents the bureau chief at internal and external meetings and committees, and keeps the bureau chief, and division administrator informed of local planning and development issues.

Takes lead role in negotiating contracts and agreements and oversees the drafting of funding agreements, memorandums of understanding, and contracts with local governments or other external partners to define roles, responsibilities, and funding commitments for developing various transportation plans and projects.

Oversees the coordination of stakeholder, public relations and information dissemination activities to ensure the proper flow of accurate information and to increase involvement and cooperation. Participate in public meetings and communicate complex concepts and information in an easily understood manner.

Establish and adjust project priorities, negotiate and establish deadlines, and review of work products to determine the overall adequacy of the approach, concept, and technical adequacy of the information.

Section Operations - 25%

Monitors compliance with established operational policies and procedures and achievement of goals through consultation and meetings with subordinate staff (e.g. weekly meetings, status reports etc); personal review of program operations and project plans; and through discussions with other department staff and management. Monitors compliance with established policies in programs and reviews and approves atypical or developmental methods and procedures.

Develops short and long-term plans and program objectives to ensure that the Section remain current with federal and state laws, rules and standards; develops effective implementation plans for new methods, technologies, and standards.

Reviews and approves all requisitions, payrolls, expense claims, vendor claims, etc. for the Section to ensure budgets are not exceeded and Department resources are used in the most efficient manner possible. Reports any issues to the bureau chief.

Determines and fulfills equipment procurement needs of the Section, including responsibility for developing or approving specifications, ensuring compliance with Department procurement practices, developing budget justifications and submitting requests, and integrating equipment into Bureau practices to ensure maximization of resources.

Keeps the Bureau Chief and other MDT management informed of concerns, status, section needs, and project problems. Develops progress reports and solutions to problems to facilitate program operations and activities.

Staff Supervision - 25%

Directly supervises 5.0 FTE, approves work schedules and leave requests.

Establish and assign work plans, priorities, and procedures. Monitors progress and conducts performance reviews.

Establish objective, measurable, and observable performance standards for subordinates. Monitor and manage the performance of all positions directly supervised and complete performance appraisals. Implement and monitor corrective actions including discipline and recommendations for termination. Ensure all subordinates comply with State and department personnel rules, regulations, and policies. Resolve staff grievances at the lowest level possible.

Coordinate or provide training for subordinates by assessing staff input and interests, professional development needs and budget limitations, developing or arranging training to meet those needs, and ensuring the efficient implementation of training programs. Assess the effectiveness of training activities, and modify programs as appropriate.

Other Duties – 10%

Performs a variety of other planning, project management, and public relations activities as assigned by the Director, Chief Operating Officer and/or Administrator in support of MDT's mission and Division objectives.

Supervision

The number of employees supervised is: 5.0 FTE

The position number for each supervised employee is: 13005, 13015, 13018, 26021, 32009

Physical and Environmental Demands:

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Occasional travel within the state and out of state travel by airline to national conferences and meetings.
- Operating a personal computer

Knowledge, Skills and Abilities (Behaviors):

Knowledge: The position requires knowledge of the theories, methods and techniques of transportation planning and program administration. Knowledge of State and Federal budget processes; public administration; professional research and analytical methods; statistical evaluation; Federal and State transportation laws and regulations; financial management; federal transportation program structure, funding distribution, and legislative process; the basic principles

of highway engineering and non-highway and alternative modes of transportation; the structure and responsibilities of the divisions and field offices of the Montana Department of Transportation; and contract administration.

Skills: The position requires skills in negotiating complex issues, program management, developing specialized research methods and analytical processes; planning, organizing, and directing policy and program analysis activities; applying analysis and judgment in arriving at solutions to difficult research problems; written and verbal communication, facilitation, and negotiating and defending department policy positions and standards with broad audiences, negotiating; establishing and maintaining effective working relationships; and promoting consensus and cooperation among multiple and often competing interests and objectives. Skilled at appropriately delegating responsibilities to competent staff.

Abilities: This position requires the ability to provide clear directions, technical assistance, and guidance to team members to ensure effective operations and project activities; to assesses complex and rapidly changing technological issues and national trends; identify root causes of problems and development of alternative solutions; confidently challenge the status quo by experimenting with new ideas; to evaluate multiple and ambiguous factors to resolve problems; to demonstrate leadership and create a positive work climate; to work effectively in a high stress and multi-task environment.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Transportation Planning, Engineering, Management, Public Administration or a related field.

Related Field Includes: Economics, Finance, Statistics, Political Science, and Communications.

This position requires a minimum of 4 years of experience in progressively responsible experience in planning, program analysis, research, impact assessment, mitigation or another appropriate field.

This position requires a minimum of 1 year of supervision or team lead experience.

Certifications, licensure, or other credentials include: n/a

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

Special Requirements:

List any other special required information for this position

- Fingerprint check
- Background check
- None Union Code
- Valid driver's license
- Other; Describe
- 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
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Transportation Planner Supervisor Job Code Number: E3901M

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 type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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