

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, 26070, 33211, 33212, 26048, 26036

Location: Helena, MT

Department: Transportation

Division and Bureau: Rail, Transit & Planning/Data & Statistics

Section and Unit: GeoSpatial Information and Traffic Data Collection & Analysis Sections

Job Overview:

Planners within the Data & Statistics Bureau, in the Data Management and Analysis career track, oversee a range of federal and state mandated programs and are responsible, to varying degrees, for maintaining MDT's program compliance. This includes ensuring quality standards and reporting deadlines are met; evaluating programs and processes and implementing modifications, as necessary, to ensure MDT remains in line with analytical and technology trends.

Incumbents work collaboratively as well as independently to complete vital functions needed to enhance program and project levels discussions and support data driven decisions within the Department, in other agencies, and in the public sector.

Essential Functions (Major Duties or Responsibilities):

Planner II - Level 1.1

Data Management, Analysis, and Reporting

50%

With guidance from upper-level staff, establish project or data collection schedules and parameters; perform data entry, upload, and quality check functions; 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.

Mentor lower-level staff on routine tasks and procedures such as the creation and distribution of cyclical reports or routine maintenance or repair of vehicles, specialized equipment, and electronics. Provide technical support and general monitoring of lower-level staff work 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 through literature, policy, peer-to-peer, etc.; work with upper level staff to 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 as set by supervisor.

Interact with internal and external data users; efficiently communicate user needs/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; clearly convey information to upper level staff including supervisor.

Use established methods, procedures and guidelines to analyze and manage spatial, relational and traditional databases; perform specialized queries and analysis as directed.

Identify and suggest potential program or process changes; assist with beta testing and assessing level of value; with oversight, identify, troubleshoot and resolve discrepancies; assist upper level staff 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%**

With some oversight of senior staff; this position performs a variety of other duties as assigned by supervisors in support of MDT mission and Division objectives. This can include participating in special projects, completing data creation/collection efforts, attending various meetings and conferences, attending ongoing education and training, assisting with field duties with occasional required travel on short notice and working along the roadway and performing a variety of other duties.

Planner III – Level 1.2

The responsibilities are the same as above in addition to:

Data Management, Analysis, and Reporting

40%

Independently 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/improvements to upper-level staff.

Independently manage various data projects or programs and perform analyses, quality assurance and control checks on data collection, processing and output.

Independently perform unique data, map, and draft document reviews and provide summary of comments to upper-level staff.

Independently respond to data requests; assess specific needs of requesting entity, gather and utilize appropriate information; seeks general knowledge of other program areas from upper-level staff or supervisor to develop, design, and create data visualization products – maps, publications.

Independently perform complex queries and specialized analysis.

Independently oversee the timely and accurate generation and distribution of cyclical reports (online & published) and customized information with direction from upper-level staff and 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 assessible.

Mentor lower level staff in areas of data visualization tools, data sources, and data analysis.

Program/Project Development, Management, and Enhancement

50%

Independently identify program or process efficiencies or innovations; collaborate with appropriate staff and supervisor to assess pros/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; and work with contractors to oversee the development, ongoing support and maintenance of specialized software.

Independently manage program(s) as assigned by 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 supervisor.

Maintain open and proactive communication with all levels of staff and customers; communicate program goals and deadlines with appropriate staff; maintain flow of accurate and timely information between all staff including supervisor.

Proactively identify and address customer requests; elevate unmet data needs or concerns to the attention of supervisor and appropriate staff.

Proactively aid and guidance to 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 users at all levels, MDT, local governments, and public, etc., work with appropriate staff to ensure training needs are met in a cost effective and proactive fashion.

Other Duties as Assigned

10%

With minimal oversight of senior staff; this position performs a variety of other duties as assigned by supervisors in support of MDT mission and Division objectives. This can include participating in special projects, completing data creation/collection efforts, attending various meetings and conferences, attending ongoing education and training, assisting with field duties with occasional required travel on short notice and working along the roadway and performing a variety of other duties.

Planner IV - Level 2.1

The responsibilities are the same as above in addition to:

Data Management, Analysis, and Reporting

30%

Acquire data/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/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 supervisor(s); and implement agreed upon process improvements.

Independently respond to data requests; develop, design and create customized reports/maps/publications using application of best fit and guides lower-level staff on responses to basic data requests.

Ensure agreed upon deliverables are created, reviewed and approved and meet rigid timeframes.

Program/Project Development, Management, and Enhancement

55%

Conduct research – literature, policy, peer-to-peer, etc.; summarize personal and staff findings, analyzes pros/cons and recommends process and program changes to supervisor; oversee implementation of process/program modifications.

Access efficiencies or innovations proposals from lower level staff; provide positive feedback and direction; champion worthwhile proposals amongst staff and to supervisor; fully engage in the successful implementation of agreed upon changes.

Serve as a lead worker/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 supervisor to establish future program goals and funding needs.

Proactively engage in open communication with all levels of staff, customers and consultants; monitor status of program goals and deadlines, meet with appropriate individuals as necessary to ensure deadlines are met; maintain flow of accurate and timely information between all staff including supervisor.

Perform complex analysis to meet unique requests; identify and implement innovative approaches to meeting customer and program analysis needs; assist/mentor staff in addressing customer data requests; keep supervisor aware of potential areas of concern.

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; ensure smooth transfer of duties and high staff productivity.

Serves as a trainer and knowledge-source to all MDT, FHWA, MPO, and consultant staff on program specific elements.

Other Duties as Assigned **15%**

This position independently performs a variety of other duties as assigned by supervisors in support of MDT mission and Division objectives. This can include participating in special projects, completing data creation/collection efforts, attending various meetings and conferences, attending ongoing education and training, assisting with field duties with occasional required travel on short notice and working along the roadway and performing a variety of other duties.

Planner V – Level 3.0

The responsibilities are the same as above in addition to:

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

Independently research, plan, organize and manage projects with agreed upon goals and timeframe but limited guidance on strategy; 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.

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

Draw upon experience and knowledge to 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, if deemed appropriate, present proposal and supporting information management necessary to make an informed decision (upfront budgetary and staffing commitment, long-term savings to the budget, staff resource, etc.). Generate discussions; seek and incorporate suggestions which enhance the proposed solution. Seek supervisor approval and implement, or oversee the implantation as agreed.

Mentor or lead work 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; work with supervisor to 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 including the supervisor

Respond to complex, time critical requests for information from FHWA, MDT staff and others in an efficient manner; oversee responses of lower level staff, follow-up with customers to ensure needs have been met; keep supervisor aware of potential areas of interest or concern

Independently develop analysis parameters and assist others to conduct and understand in-depth assessments

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 and audience focused training is available; oversee MDT and consultant staff in the creation of training documents.

Other Duties as Assigned

15%

This position autonomously performs a variety of other duties as assigned by supervisors in support of MDT mission and Division objectives. This can include participating in special projects, completing data creation/collection efforts, attending various meetings and conferences, attending ongoing education and training, assisting with field duties with occasional required travel on short notice and working along the roadway and performing a variety of other duties.

Supervision (for all levels of this job description)

The number of employees supervised is: 0

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

Physical and Environmental Demands: Physical

- Operating a personal computer/keyboard/mouse to respond to emails, perform data management tasks, generate reports, maps, memos, read and edit documents, etc. (on average more than 4 hours per day)
- Sit or stand for extended periods of time with occasional walking and bending
- Operating a passenger vehicle, cargo van or SUV (depending on activity)
- Lifting (less than 30 lbs.)

- Occasional extended periods of travel, working in all types of weather conditions and alongside roadways which expose the incumbent to varying roadside environments as well as high volume and high-speed traffic
- Occasional assistance with flagging and directing traffic which requires standing for long periods of time
- Operating laptop and digital measuring equipment to conduct data collection activities while simultaneously ensuring the safety of self, co-workers and traveling public
- Regular, predictable attendance is required

Knowledge, Skills and Abilities (Behaviors):

Successful Planners possess sound oral and written communication skills; are able to establish productive, collaborative working relationships with co-workers, management, FHWA, consultants and customers; align their behavior with the needs and goals of the department; provide a visible, positive role model for others; are aware of how their position supports the department's mission and carry out responsibilities effectively; exercise sound judgment; understand and adhere to policies, procedures, rules, and laws that govern daily work activities; hold themselves accountable for activities, services, decisions, successes and failures; are creative and forward thinking problem solvers; are analytical, detail-oriented, flexible, reliable, and punctual; are able to coordinate several activities at once; and are able to quickly analyze and resolve issues and cope with deadlines appropriate to their specified Planner level.

Minimum Qualifications (Education and Experience):

Planner II – Level 1.1: BA/BS in one of the following areas: Planning, Geology, Geography, Computer Science, Computer Information Systems, Business, Economics, Education, Public Administration, Mathematics, Finance, Accounting, Statistics, Social or Physical Science, Engineering, Land Use Planning, or Resource Management.

Planner III – Level 1.2: BA/BS in one of the areas mentioned above AND 1 year of progressively responsible experience in planning, programming, analysis, data collection and analysis, research or another appropriate field (statistics, engineering).

Planner IV – Level 2.1: BA/BS in one of the areas mentioned above AND 3 years of progressively responsible experience in planning, programming, analysis, data collection and analysis, research or another appropriate field (statistics, engineering).

Planner V – Level 3.0: BA/BS in one of the areas mentioned above AND 4 years of progressively responsible experience in planning, programming, analysis, data collection and analysis, research or another appropriate field (statistics, engineering).

Alternative qualifications include: Any combination of additional 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
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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 1, 2, 3 Job Code Number: E39011, E39012, E39013

Levels: 1, 2, 3

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

Human Resources:

Signature	Title	Date
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