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, 26061, 26024

Location: Helena, MT **Department: Transportation**

Operations Area and Program: Asset Strategy, Operations & Maintenance / Asset Strategy Program

Bureau: Data & Analytics Bureau

Sections: Traffic Data Collection & Analysis / Geospatial Information Sections

Job Overview:

This position is responsible for performing professional-level tasks in support of MDT's Data & Analytics 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; collecting and analyzing transportation-related data; program and project development, management, tracking, monitoring, and documenting; performing analysis using a variety of data sources; 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)

Data Management, Analysis, and Reporting - 50%

- Establishes project or data collection schedules and parameters.
- Performs data entry, upload, and quality check function.
- Reviews raw data for completeness and integrity.
- Investigates and resolves simple discrepancies and transfer more complex issues to appropriate upper-level staff for further review.
- Assists upper level staff with map, data, and document reviews and standard information requests.
- Assesses specific needs of requesting entity, gather necessary information.
- Develops, designs and creates documents, publications or specialized data visualization products.

- Creates and distributes cyclical reports.
- Uses established methods, procedures and guidelines to analyze and manage spatial, relational and traditional databases; performs specialized queries and analysis as directed.

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

- Proposes program or process level efficiencies to upper level staff for further analysis.
- Assists in conducting ongoing research.
- Analyzes and documents pros and cons of implementation.
- Manages programs or projects with oversight from upper level staff.
- Develops program/project-level plans.
- Recommends priorities and schedules, oversee deliverables, and ensures project timelines are met with adherance to budget.
- Interacts with internal and external data users.
- Efficiently communicates user needs and issues to appropriate staff.
- Maintains flow of accurate and timely information between all staff.
- Participates in educational out-reach sessions to ensure understanding of current and upcoming business processes and customer needs.
- Identifies and suggests potential program or process changes.
- Assists with beta testing and assessing level of value.
- Identifies, troubleshoost and resolves discrepancies.
- Assists upper level staff and assesses current and upcoming business processes and needs.
- Actively engages in process or program modification or enhancement discussions.
- Assists upper level staff with work process and project specific documentation and training.
- Conducts 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 or appropriate levels of management.

Planner III (Level 1.2)

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

- Identifies program or process efficiencies or innovations.
- Collaborates with staff and the section supervisor to assess pros and cons of implementation.
- Coordinates with all levels of staff to beta test and implement agreed upon changes.
- Ensures all affected programs, datasets, reports, etc. are updated and verified by appropriate staff.
- Troubleshoots and works with upper level staff and internal or contracted IT staff to resolve discrepancies.

- Works with contractors to oversee the development, ongoing support and maintenance of specialized software.
- Manages program(s) as assigned by the section supervisor.
- Develops program-level plans, sets priorities and schedules, oversees deliverables, and ensures project timelines are met.
- Outlines and justifies program and budget needs to the section supervisor.
- Maintains open and proactive communication with all levels of staff and customers.
- Proactively identifies and addresses customer requests.
- Elevates unmet data needs or concerns to the attention of the section supervisor.
- Proactively aids and guides lower level staff on the development and maintenance of process and project specific documentation.
- Mentors staff with job specific training.
- Continuously evaluates needs of customers at all levels, and works with appropriate staff to ensure training needs are met in a cost effective and proactive fashion.

Data Management, Analysis, and Reporting - 40%

- Performs data entry, upload, and quality check functions.
- Reviews raw data for completeness and integrity.
- Investigates and resolves complex discrepancies.
- Runs validations between datasets to ensure consistency.
- Identifies data, processing, or output issues and recommends fixes and improvements to upper-level staff.
- Manages various data projects or programs and performs analyses, quality assurance and control checks on data collection, processing and output.
- Performs unique data, map, and document reviews and provides summary of comments to upper-level staff.
- Responds to data requests.
- Seeks general knowledge of other program areas from upper-level staff or supervisor to develop, design, and create data visualization products.
- Performs complex queries and specialized analysis.
- Oversees 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.
- Develops and maintains 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 or appropriate levels of management.

Planner IV (Level 2.1)

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

- Conducts research and summarizes findings.
- Analyzes pros and cons and recommends process and program changes to the section supervisor.
- Oversees implementation of process and program modifications.
- Assesses efficiencies or innovation proposals from lower level staff.
- Champions proposals amongst staff and to the section supervisor.
- Engages in the successful implementation of agreed upon changes.
- Serves as a lead worker and mentor to lower level staff tasked with data acquisition, verification and processing.
- Ensures accuracy and completeness of datasets and subsequent products.
- Provides feedback and initiates additional training as needed.
- Oversees priorities, schedules and deliverables of lower level staff to ensure overall section goals and timelines are met.
- Works with the section supervisor to establish future program goals and funding needs.
- Proactively engages in open communication with staff, customers and consultants.
- Monitors status of program goals and deadlines, meet with appropriate individuals as necessary to ensure deadlines are met.
- Performs complex analysis to meet unique requests.
- Identifies and implements innovative approaches to meeting customer and program analysis needs.
- Assists and mentors staff in addressing customer data requests.
- Provides guidance to inter and intra agency program managers regarding innovative ways to limit software processing functions or data management redundancies.
- Conducts assessments of current and upcoming business processes and needs, works with consultant or appropriate staff to ensure software is capable of meeting current and future program and data needs
- Oversees 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%

- Acquires data and information necessary to meet non-standard requests.
- Meets with customers to quantify needs and timeframes, schedules and conducts or directs field and/or electronic data collection and research.
- Mentosr and provides oversight to lower level staff in data, maps, draft document reviews.

- Assesses process improvement recommendations from lower level staff, draw conclusions, presents final recommendation for or against implementation to the section supervisor and implements agreed upon process improvements.
- Responds to data requests.
- Develops, designs and creates customized reports, maps, publications using the correct application.
- Ensures 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 or appropriate levels of management.

Planner V (Level 3.0)

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 or appropriate levels of management.

Planner VI (Level 3.1)

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

- Analyzes transportation related specialty projects to ensure the plans and projects coincide with agency mission and goals.
- Facilitates and solicits input from other agency staff and continually monitor state, federal and MDT processes and requirements to identify and make recommendations to management staff on necessary program or procedural changes to ensure compliance with state and federal regulations.
- Manages transportation projects or programs, which include making project specific decisions, providing project oversight and direction to lower-level staff consistent with project and agency goals.
- Manages and facilitates MDT participation in multi-jurisdiction interaction for both internal and externally initiated planning, environmental, and permitting processes.
- Represents, communicates, and defends MDT positions/policies in various settings. Moderates and resolves conflicts while negotiating consensus among different interests, objectives, and points of view.
- Directs and reviews work of consultants and/or other MDT staff (e.g., lower-level staff) to determine the adequacy of technical aspects, methodology, forecasting techniques, gross assumptions, and documentation.

Mentorship - 20%

- Mentors 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 or appropriate levels of management.

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: Associate degree in one of the following areas: Planning, Computer Information Systems, Business, or a related field and one (1) year of related work experience.

Planner III – Level 1.2: Associate degree in one of the areas mentioned above, or a related field, and two (2) years of related work experience.

Planner IV – Level 2.1: BA/BS in one of the areas mentioned above, or a related field and one (1) year of related work experience.

Planner V – Level 3.0: BA/BS in one of the areas mentioned above, or a related field, and two (2) years 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) year 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 035	☐	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, 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:

☐ FLSA Exempt ☒ FLSA Non-Exempt

☐ Telework Available ☒ Telework Not Available

☒ Classification Complete ☐ Organizational Chart attached

Human Resources:

Signature **Title** **Date**