



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TRANSPORTATION PLANNER/ANALYST V	43	A	7.702
TRANSPORTATION PLANNER/ANALYST IV	41	A	7.705
TRANSPORTATION PLANNER/ANALYST III	38	B	7.720
TRANSPORTATION PLANNER/ANALYST II	36	B	7.729
TRANSPORTATION PLANNER/ANALYST I	34	B	7.731
TRANSPORTATION PLANNER/ANALYST TRAINEE	31	B	7.733

SERIES CONCEPT

Transportation Planner/Analysts participate in transportation system analysis, a continuing comprehensive and cooperative planning process, research programs or projects, safety programs and/or related functional areas as mandated by, and within the guidelines of, federal, State and local authorities; monitor, develop and implement State and federal funding and programming/planning requirements and ensure compliance with federal funding requirements.

Participate in the development of studies, reports, or long-range and short-range planning documents concerning specific transportation systems utilizing state-of-the-art computerized systems and software; conduct research, collect, analyze and disseminate safety data, traffic count data, road data, and forecast trends and developments, make recommendations, and develop transportation alternatives to achieve department and division goals and identify financing; monitor and adjust the planning programs to ensure timeliness, relevancy and accuracy in addressing current and future transportation needs.

Provide management oversight for consultant and service providers and assistance to public and private entities in applying for State and federal funds; participate in selecting recipients and monitor recipient performance; review financial reports and conduct physical inspections of the operation/project to ensure compliance with program regulations and specifications.

Oversee the installation and/or operation of equipment that collects field data such as traffic speed, volume, system characteristics, and global positioning.

Conduct various transportation system, traffic engineering, safety, and planning studies to facilitate movement of people and goods; compile and analyze data; prepare comprehensive reports and recommendations.

Coordinate and/or conduct training sessions for department staff regarding equipment usage and/or program procedures, goals and requirements.

Provide information and outreach activities to the public and governmental agencies regarding transportation system related matters and services through training, correspondence, newsletters, published reports, public meetings, and a variety of public outreach efforts; conduct inspections and reviews in accordance with applicable regulations.

Use collaboration skills to coordinate all Statewide, regional and local needs in each of the multimodal areas; aviation, bicycles, freight, motorists, pedestrians, rail and transit modes.

Perform related duties as assigned.

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Page 2 of 6

CLASS CONCEPTS

Transportation Planner/Analyst V: Under general direction, incumbents are responsible for administering at least three major planning sections within the Department of Transportation including day-to-day operations and planning and coordinating elements of the program areas such as budgeting, fiscal management, and developing an effective and efficient work environment.

Plan, organize and administer programs and activities in assigned areas of responsibility; develop and implement goals and objectives; review and evaluate outcomes and results; assess program effectiveness and propose enhancements to improve efficiency and effectiveness; and develop innovative solutions to operational problems.

Provide administrative direction by reviewing, analyzing, developing and recommending policies, procedures and work flow to ensure efficiency; arrange for necessary resources; develop goals and objectives; establish priorities; and communicate strategies to staff.

Work collaboratively with representatives of other State agencies, federal and local jurisdictions, regulatory agencies, vendors, consultants and other stakeholders in the community to coordinate activities, provide and obtain information, resolve problems and represent the interests of management.

Provide direction and oversight to assigned sections; supervise a staff of Transportation Planner/Analyst IV's to include performance evaluations, work performance standards, work assignment and review, training and disciplinary actions.

Transportation Planner/Analyst IV: Under general direction, incumbents manage a research or planning division within the Department of Transportation by establishing program area policies and procedures, and developing and monitoring the budget to include federal grants, payments and closings according to federal guidelines. They direct and evaluate the activities of subordinate supervisors and lower level Transportation Planner/Analysts and project teams in carrying out the administration of State and federally mandated programs. They also review and research proposed federal, State and local guidelines and regulations, codes and ordinances.

Transportation Planner/Analyst III: Under limited supervision, incumbents perform the duties described in the series concept and have full supervisory responsibility for lower level professional staff and two or more major program areas such as Planning Management, Roadway Inventory, Statewide Continuous Counts, Statewide Long Range Plan, and Project Evaluation. These program areas are characterized by their size and the complexity of their implementation. Incumbents assess data collection needs, methods, procedures and analysis, and may also assist in the development of program budgets.

Transportation Planner/Analyst II: Under general supervision, incumbents perform the duties described in the series concept; and have leadworker responsibility over lower level Transportation Planner/Analyst positions in overseeing transportation system analysis, research or planning functions of one or more assigned programs or work units and/or may supervise and/or provide training, direction or assign work to lower level Transportation Planner/Analyst and technical staff. This is the advanced journey level in the series and is distinguished from lower level Transportation Planner/Analyst positions by its leadworker responsibilities, which include work assignment, work review and training; and broader scope and complexity in work assignments.

Transportation Planner/Analyst I: Under general supervision, incumbents perform the duties described in the series concept and conduct research and planning activities according to a specific program's requirements. Incumbents report to a higher-level Transportation Planner/Analyst and may supervise Transportation Technicians in the performance of work activities. This is the journey level in the series.

Transportation Planner/Analyst Trainee: Under close supervision, incumbents receive training in performing all or part of the duties described in the series concept. This is the entry level in the series and incumbents may

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Page 3 of 6

CLASS CONCEPTS (cont'd)

Transportation Planner/Analyst Trainee: (cont'd)

progress to the Transportation Planner/Analyst I upon meeting the minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Qualifying experience may be substituted for the education required above the high school level on a year-for-year basis.

TRANSPORTATION PLANNER/ANALYST V

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, business administration, planning, math, geography, statistics, economics or related field and seven years of professional experience in two or more of the following: transportation analysis, planning or research programs; developing studies, reports and master plans; collecting and analyzing data; forecasting trends and developments; developing alternatives to achieve goals and identifying available financing. Two years of the required experience must be in a management capacity; **OR** an equivalent combination of education and experience; **OR** two years of experience as a Transportation Planner/Analyst IV in Nevada State service. (*See Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):

Working knowledge of: federal laws and regulations regarding transportation systems, analysis, research, planning, and federal fund administration; State budgetary process; principles and practices of personnel management; the department's Affirmative Action plan. **Ability to:** plan, organize and administer programs and activities; work collaboratively with representatives of other State agencies, federal and local jurisdictions, regulatory agencies and other stakeholders; *and all knowledge, skills and abilities required at the lower levels.*

FULL LEVEL KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Ability to: exercise administrative control in delivering division and unit structure, budget development and control, staffing and administration of funds. **Skill in:** planning, organizing and administering broad and complex programs.

TRANSPORTATION PLANNER/ANALYST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, business administration, planning, math, geography, statistics, economics or related field and five years of professional experience in two or more of the following: transportation analysis, planning or research programs; developing studies, reports and master plans; collecting and analyzing data; forecasting trends and developments; developing alternatives to achieve goals and identifying available financing. Two years of the required experience must have been in a supervisory capacity; **OR** an equivalent combination of education and experience; **OR** two years of experience as a Transportation Planner/Analyst III in Nevada State service. (*See Informational Note*)

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Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

TRANSPORTATION PLANNER/ANALYST IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: federal Department of Transportation programs, policies and objectives; transportation planning techniques and procedures and related regulatory codes and ordinances; federal, State and local laws regarding the planning, funding, construction and operation of transportation systems; program budget preparation and implementation. **Ability to:** supervise professional staff in various transportation programs; develop work programs; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Planner/Analyst V.)

TRANSPORTATION PLANNER/ANALYST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, business administration, planning, math, geography, statistics, economics or related field and three years of professional experience in two or more of the following: overseeing and conducting specific transportation analysis, planning or research programs; developing studies, reports, and master plans; collecting and analyzing data; forecasting trends and developments; developing alternatives to achieve goals; and identifying available financing. One year of the required experience must have been in a leadworker capacity; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Transportation Planner/Analyst II in Nevada State service. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles and practices of transportation engineering; federal, State and local laws related to transportation systems; development of work programs; project scheduling; budgeting; supervisory techniques and principles. **General knowledge of:** budget preparation and implementation. **Ability to:** manage two or more programs/projects concurrently; understand and utilize computer systems and software; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Planner/Analyst IV.)

TRANSPORTATION PLANNER/ANALYST II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, business administration, planning, math, geography, economics, statistics or a related field and two years of professional experience in two or more of the following: conducting and participating in specific transportation analysis, planning or research programs; developing studies, reports, and master plans; collecting and analyzing data; forecasting trends and developments; developing alternatives to achieve goals and identifying available financing; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Transportation Planner/Analyst I in Nevada State service. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: forecasting and modeling; understand and interpret contract specifications; financial recordkeeping practices sufficient to review fiscal reports and draw logical conclusions; installation and operation of data collection equipment; preparation and dissemination of transportation related information; transportation master plans. **General knowledge of:** principles of training; conducting and overseeing

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Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

TRANSPORTATION PLANNER/ANALYST II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 transportation analysis projects; developing a master plan. **Ability to:** review financial reports; oversee work of private contractors and consultants; develop recommendations for computer software and advanced technology systems; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Planner/Analyst III.)

TRANSPORTATION PLANNER/ANALYST I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, business administration, planning, math, geography, economics, statistics or related field and one year of professional experience in one or more of the following: conducting and participating in transportation analysis, planning or research programs; developing studies, reports, and master plans; collecting and analyzing data; forecasting trends and developments; developing alternatives to achieve goals and identify available financing; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Transportation Planner/Analyst Trainee in Nevada State service. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: system analysis, planning and research techniques and procedures; forecasting and modeling. **General knowledge of:** principles and practices of traffic engineering. **Ability to:** compose business correspondence and reports; conduct product evaluations; conduct department wide assessments relative to products and materials proposed for acceptance; understanding of grant processes or programs; communicate with all level within the organization including multi-disciplinary project teams; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Transportation Planner/Analyst II.)

TRANSPORTATION PLANNER/ANALYST TRAINEE

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in engineering, business administration, planning, math, geography, economics, statistics, or related field; **OR** an equivalent combination of education and experience; **OR** graduation from high school and four years of experience collecting, compiling, analyzing and reviewing data and developing reports; **OR** four years of experience as a Transportation Technician II or three years of experience as a Transportation Technician III in Nevada State service. *(See Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: analysis, planning and research techniques and procedures; data collection and analysis. **Ability to:** input and retrieve computer information; use advanced data collection equipment and technology; make mathematical and statistical computations including addition, subtraction, multiplication, division and algebra; communicate effectively both orally and in writing; generate reports; establish and maintain cooperative working relationships with others.

