



DOT-PLANNING AND PROGRAMMING SPECIALIST

CHARACTERISTICS OF WORK:

This is administrative work involving management of the Department of Transportation's three-year planning and programming activities for highway construction projects. The incumbent coordinates the development of the three-year construction plan in conjunction with District and Design Engineers and Department Administration; establishes priorities for scheduling of Federal funds for construction projects in conjunction with Federal Highway Administration staff and the Highway Comptroller; schedules state funded construction projects in conjunction with the Assistant Chief Engineer of Planning and Design; and coordinates administrative and technical details with various agencies/divisions involved in the development of highway construction projects from conception to contract letting. The incumbent receives general supervision from an administrative superior and may supervise technical and clerical personnel.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in Business Administration, Civil Engineering, or a related field;

AND

Experience:

Four (4) years of directly related experience.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Business Administration, Civil Engineering, or a related field;

AND

Experience:

Five (5) years of experience related to the described duties, four (4) years of which must be directly related.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Sedentary Work: May occasionally walk or stand and/or occasionally move light objects, materials, etc.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to stand; walk; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Planning and Evaluating: Organizes work, sets priorities, and determine resource requirements; coordinates with others to accomplish goals; monitors progress and evaluates outcomes.

Evaluates proposed construction projects to determine priority for scheduling projects for construction. Evaluates each project to ensure that the project is established in an acceptable schedule with proper priorities and to assure maximum utility of Department construction funds.

Administration and Management: Plans, coordinates, and executes business functions, resource allocation, and production.

Manages the Department of Transportation's three year planning and programming activities for highway construction projects. Coordinates the development of the three-year construction plan in conjunction with District and Design Engineers and Department Administration. Coordinates administrative and technical details with various agencies/divisions involved in the development of highway construction projects.

Workflow Management: Possesses the ability and willingness to ensure work is performed within defined specifications and time lines and to manage conflicting priorities.

Ensures projects are established in an acceptable schedule with proper priorities; reviews schedule of proposed projects to verify priorities. Makes appropriate choices or exercises sound judgment for a variety of circumstances.

Technical Competence: Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; understands and evaluates technical information.

Matches the Department's construction program with budgeted funds from the Federal Highway Administration in order to program projects. Prepares a Funding Report of proposed projects for use by the Financial Control Divisions for establishing cash flow and other financial information.

Professional Judgment: Possesses the ability to interpret and discuss technical literature and apply concepts appropriately to the designated task.

Exercises considerable judgment in the application of the appropriate guidelines to a variety of factual situations. Analyzes data to ensure compliance with established policies and procedures. Uses judgment in making recommendations to the agency head. Discusses and exchanges ideas with others.

Technical Communication: Effectively exchanges or conveys information through writing or speech about a specific topic to an intended audience.

Confers with Divisions Heads to determine the status of designs and plans for projects in order to coordinate the project work schedule. Confers with the Financial Agent of the Federal Highway Administration to determine if all necessary information required for Federal authorization of a construction project has been provided by the various divisions of the Department. Prepares reports and booklets regarding Highway construction for submission and approval to the Transportation Commission and the Transportation Committees of the legislature.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Establishes priorities for the scheduling of Federal funds for construction projects and schedules state funded construction projects.
2. Confers with agency staff and Federal Highway Administration staff in the management of the Department of Transportation's planning and programming activities for highway construction projects.
3. Prepares reports, correspondence, forms, and other written material to support project operations.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Evaluates proposed construction projects to determine a priority for scheduling projects for construction.

Reviews schedules of proposed projects submitted by District Engineers to verify priorities and availability of funds.

Evaluates each project to ensure that the project is established in an acceptable schedule with proper priorities and to assure maximum utility of Department construction funds.

Matches the Department's construction program with budgeted funds from the Federal Highway Administration in order to program projects.

Confers with Divisions Heads to determine the status of designs and plans for projects in order to coordinate the project work schedule.

Coordinates pre-advertising meeting in order to finalize the list of projects to be advertised to contractors.

Confers with the Financial Agent of the Federal Highway Administration to determine if all necessary information required for Federal authorization of a construction project has been provided by the various divisions of the Department.

Prepares a Funding Report of proposed projects for use by the Financial Control Divisions for establishing cash flow and other financial information.

Prepares reports and booklets regarding Highway construction for submission and approval to the Transportation Commission and the Transportation Committees of the legislature.

Prepares booklet in order to request additional funding from the Federal Government for high priority projects in the State.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.