



Transportation Planner

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
359	Exempt	2 - Professionals	AFSCME	6	REV 10/06	NA	1 of 2

DEFINITION: Under general supervision, participates in policy development and implementation of service enhancement projects by conducting transit planning and service delivery studies that include the identification of issues, collection, analysis, and reporting of data, and the preparation and presentation of oral and written reports.

REPORTS TO: The Deputy General Manager – Service Development, an assigned Transportation Planning Manager, Senior Transportation Planner, or designee.

EXAMPLES OF DUTIES/FUNCTIONS: Duties/functions may include, but are not limited to, the following:

- Prepares a variety of transit planning and service delivery studies covering a small geographic or limited service area including documentation of service performance, service analyses, recommendations for service enhancements, and discussion of pertinent issues.
- Conducts transportation and service delivery studies including boarding and alighting, safety, and cost analysis.
- Analyzes technical, demographic, economic, and financial data used for assessing route and schedule changes, as well as related service enhancements; and provides expertise to Senior Planning staff in the development of recommendations for change.
- Provides expertise to the Grants unit of the Finance department to develop capital funding strategies and prepares a variety of written reports.
- Monitors current service levels and identifies potential areas for study, and may prepare cost analyses.
- Collects and/or supervises the collection of data, develops and implements survey techniques and processes, and may supervise and participate in field studies.
- Prepares statistical charts, maps, and other documents to accompany studies, reports, and presentations.
- Responds orally and in writing to requests from the public, staff, governmental agencies, advisory committees, and community groups, for information regarding existing services and funding, suggested service adjustments, and long-range planning issues.
- Makes oral presentations on transit and service related issues to the Board of Directors, staff, service users, governmental agencies, advisory committees, and community groups.
- May provide work direction to Assistant Transportation Planners, clerical staff and consultants on small contracts, and monitor consultant contracts.
- Performs related duties as required.

This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.

Previous class specification for Associate Trans. Planner approved March 1989. First revision 1/04. This revision 10/06

Approved by Rick Fernandez
General Manager

Date



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MINIMUM QUALIFICATIONS:

Knowledge Of: Principles of transportation planning and capital funding; principles and practices of data collection and presentation; report writing; business English usage; federal transportation funding program data reporting requirements; principles of traffic demand management; attractions and locations that generate patronage; cost analysis and modeling; potential service enhancements; basic statistics; measures of transit effectiveness used to assess route performance; applicable federal, state and local laws governing transit operations; research methods and survey techniques; and personal computers and current software for word processing, spreadsheets, and presentation at the intermediate level of proficiency.

Ability To: Analyze transportation, budget, and funding issues and make oral and written recommendations for immediate, short, and long-range service enhancements and capital requirements; design and implement service changes; conduct cost/benefit, impact and other related technical analyses; meet deadlines; prepare written technical reports and performance documentation materials; communicate in a clear, concise, persuasive, and tactful manner to a wide variety of audiences both orally and in writing; effectively participate in a variety of outreach activities; effectively advocate and promote the use of public transit; keep abreast of current trends in the field; and establish and maintain effective working relationships with District staff, governmental officials, advisory committees, and community groups using principles of good customer service.

Education/Training: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in City and Regional Planning, Urban Studies, Geography, Geographic Information Systems (GIS), Public Administration, Political Science, Business, Finance, Economics, or a closely related field.

Experience: Two (2) years of increasingly responsible experience in Transportation Planning or systems analysis in a large urban public transportation system. Some assignments in this classification may require a minimum of one (1) year in a professional capacity working with raw data files, GIS software, GIS based scheduling applications, Hastus and/or CAD/AVL.

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to conduct field studies.

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