

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Transportation Specialist II

Class Code: 11472

Pay Grade: GK

A. Purpose:

Transportation Specialists II provide the foundation of information and business activities upon which transportation systems and projects are developed by analyzing and evaluating data, preparing long-range plans, coordinating scheduling, evaluating project costs and impacts on other entities, and implementing quality controls. Transportation Specialists II also manage multiple programs by developing policies and procedures to implement the programs at the state level, determining eligibility of sub grantees and providing oversight and funding for their projects, and preparing reports and justifications for project development and expenditures.

B. Distinguishing Feature:

The Transportation Specialist II manages project development in a project management program by establishing operating procedures, developing and implementing systems of control to track project activities and timelines, and providing direction to program and department staff; or they create long-range transportation plans; or they manage multiple transportation programs.

The Transportation Specialist I develops transportation projects according to the purpose and guidelines of a project management program; or they implement a transportation public service program to provide program services to the public.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Develops transportation plans to ensure transportation system development is based on accurate evaluation of needs and availability of funding.
 - a. Directs and conducts research to obtain pertinent statistics and information, and
 - b. Analyzes funding sources and construction costs and prepares funding forecasts.
 - c. Evaluates legislation and determines the fiscal and economic impact on the department.
 - d. Prepares condition statements for fund sources.
 - e. Recommends goals and objectives based on fiscal capability.
 - f. Presents and justifies plans to managers and answers questions.
2. Coordinates, develops, and maintains a schedule of projects to enable department-wide access and input to project development.
 - a. Reviews and approves preliminary cost estimates for projects in planning stages.
 - b. Organizes scoping inspections and composes and distributes notes that result from the inspections.
 - c. Organizes meetings and leads discussion of funding available to develop a project schedule, allowing for funding constraints for amounts tentatively programmed and considering the time necessary to design, prepare plans, and let projects to bid.
 - d. Contacts other department programs and state agencies to organize and include their projects into the project schedule.
 - e. Organizes projects within city boundaries with city governments.
 - f. Reviews the final project schedule to ensure all projects are programmed and

- scheduled correctly and efficiently.
 - g. Facilitates the process for public hearings on the project schedule; and presents information at hearings and meetings.
 - h. Maintains the status of the project schedule, e.g., making sure revisions are in order and accurate, and that they move through the system in a timely manner.
- 3. Implements assigned programs to assist program users and grantees to apply for and develop projects according to program guidelines.
 - a. Conveys program information to eligible applicants.
 - b. Works with applicants to identify eligible projects.
 - i. Develops statistical information.
 - ii. Performs cost benefit analyses.
 - c. Develops project scope and budget.
 - d. Provides direction in grant application.
 - e. Presents projects to appropriate authorities and recommends approval.
 - f. Develops contracts.
 - g. Includes projects in the construction program.
 - h. Monitors and maintains grants and resolves problems.
 - l. Completes required reports.
- 4. Administers assigned programs to ensure funding is allocated equitably and guidelines are clear.
 - a. Develops operating policies and procedures.
 - b. Completes grant applications.
 - c. Writes procedural and training manuals.
 - d. Coordinates program management with other effected agencies.
 - e. Maintains records and prepares appropriate reports.
- 5. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Program Manager or Division Director. Does not supervise but may provide work direction to others.

E. Challenges and Problems:

Challenged to acquire and evaluate sufficient information to validate the development of transportation plans, programs, and systems; and determine that implementation would provide the quality of services expected of the department. This is challenging because information is impacted by multiple sources, and participating entities may have differing philosophies. Further challenged to ensure that program guidelines are clear and concise and applied uniformly, and that all the steps are complete.

Problems include providing adequate program services while keeping in mind the possibility of insecure funding; ensuring assigned functions accomplish products that comply with applicable laws and regulations; determining cost effectiveness of end products when some project components are not easily measurable; coordinating activities among several organizations involved in the same project; planning, organizing, and prioritizing work activities to meet schedules and deadlines; and keeping current on changes in regulations.

F. Decision-making Authority:

Decisions include methods to compile and analyze data; content and format of plans; when to replace or revise erroneous data; content of funding proposals; contract negotiation; justifiable recommendations and alternatives to proposals; which potential projects meet eligibility requirements; content of grant applications; approval of preliminary cost estimates; assurance that projects are properly scheduled and within available funding; recommendation for approval of grant applications; recommendation for policies and procedures; and recommendation of program goals and objectives.

Decisions referred include final approval of goals and objectives, policies and procedures, long-range plans, grant applications, and project priorities and schedules.

G. Contact with Others:

Daily contact with department managers to exchange information on project scheduling and revisions to the schedule; weekly contact with transportation groups to accumulate data and other information used in the planning process; with grantees to exchange information and monitor project progress; with local governments to convey information about program implementation; with central office engineers to discuss plan errors and specification changes; and monthly contact with federal government agencies to acquire program information.

H. Working Conditions:

Typical office environment.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- transportation systems;
- construction management principles and practices;
- sources of state and federal highway revenue;
- statistical methods and their applications;
- principles and practices of planning;
- revenue forecasting as it is related to public finance;
- fiscal and grant management;
- computer systems;
- human relations sufficient to moderate and facilitate meetings.

Ability to:

- plan and organize research activities and studies;
- gather, analyze, and interpret data;
- interpret applicable laws and regulations and apply them appropriately;
- assess problems and determine corrective actions or alternatives;
- communicate information clearly and concisely.