

TRANSIT PLANNER 1-3

CLASS DESCRIPTION

General Responsibilities:

This class series is designed to describe professional transportation planning and research work for Metro Transit. Employees in this class series are responsible for a variety of assignments in connection with projects such as surveys, studies, data analyses and other related activities and are responsible for organizing and executing assignments and presenting findings for review. Work assignments are received from the Transit Planning and Scheduling Manager and depending on the class level, work is generally performed independently and is periodically reviewed while in progress and upon completion.

Unless specifically indicated, this series is structured to provide advancement from Transit Planner 1 to Transit Planner 2, as a function of the employee's career development, increased skill, and independence of action, and generally occurs after two years of starting employment as a Transit Planner 1. Progression to a Transit Planner 3 is not automatic, but rather is dependent upon the incumbent taking on additional duties and responsibilities as well as the needs of the department and is generally accomplished through competition or the position study process.

Transit Planner 1

This is entry level professional transportation planning and research work performed for Metro Transit. Employees in this class are responsible for a variety of assignments in connection with projects such as surveys, studies, data analyses and other related activities and are responsible for organizing and executing assignments and presenting findings for review. Assignments are received from the Transit Planning and Scheduling Manager and generally performed with increasing independence under close to limited supervision as the work is learned and are periodically reviewed while in progress and upon completion.

Transit Planner 2

This is objective-level professional transportation planning and research work involving such projects as surveys, studies, data analyses and other related activities. The work requires independent judgment and employees are responsible for planning, organizing, and executing assignments and projects and for presenting findings for review. Work assignments are received from the Transit Planning and Scheduling Manager, are generally performed independently under general supervision and are periodically reviewed while in progress and upon completion.

Transit Planner 3

This is responsible advanced-level professional transportation planning and research work. The work requires independent judgment and decision-making relative to a wide range of planning, organizing, coordinating, and administration activities associated with a major project or area of transportation planning. Work assignments and general supervision are received from the Transit Planning and Scheduling Manager or, in the case of major projects, directly from the Transit General Manager.

Examples of Duties and Responsibilities:

Transit Planner 1

Research, compile, organize, analyze, and summarize data used in transit related studies. Prepare information necessary to meet the requirements of local, state, and federally financed transit related programs. Assist in designing and conducting bus ridership surveys. Participate in developing criteria for sampling population, designing survey instruments, determining field work logistics, coding and analyzing survey results. Contribute to the final report including some recommendation development as assigned for review by the supervisor.

Conduct route and system productivity analyses. Summarize data, determine ridership trends and write reports for supervisory review.

Assist in the evaluation of routes. Evaluate and/or propose route extension or elimination to given areas in response to needs. Determine potential use, revenue generation, and costs incurred for route extensions. Determine such things as: impact on area residents and/or transit users, savings, revenue lost for route elimination. Prepare and implement bus route detours resulting from street closings for special events or construction projects.

Participate in studies and activities relating to long-range planning. Study current travel patterns to determine journey-to-work characteristics and transit needs. Evaluate present route structure on the basis of current travel patterns.

Perform related work as required.

Transit Planner 2

Perform all of the duties as the Transit Planner 1, with increased levels of judgment and independence and in addition:

Summarize data, determine ridership trends and write reports for circulation and presentation to relevant committees, departments and agencies, after supervisory review.

Work with local and regional planning agencies on transit and related planning elements.

Prepare update of Title VI information. Update general and special population census tables and service characteristics. Prepare updates of route performance reports, including graphic representation and explanation of trends.

Perform related work as required.

Transit Planner 3

Perform all of the duties as the Transit Planner 2, with increased levels of judgment and independence and in addition:

Coordinate and perform professional activities relating to major planning projects such as the development and implementation of a Transit Center based route structure for the Madison Metro Transit system. Supervise the work of assigned staff, coordinate the activities of a professional interdepartmental staff team, and/or work as staff to a citizen or other type of committee created in association with a major project.

Present information about project components or results to public bodies and other groups. Present reports for/to various boards, committees, commissions, and groups. Make speeches and public appearances as required. Serve as lead person on project media relations.

Direct the development and conduct studies, research and various types of data collection and analysis. Develop evaluation criteria for inclusion in contracts for outside vendors or services. Oversee progress and monitor contract compliance.

Direct and/or perform necessary operational, strategic, and long-range planning activities in assigned areas. Develop work plans, time tables, and the analytical framework to be used. Develop necessary, specialized data bases and sources of information. Prepare final report/plan documents and coordinate review and distribution. Make public presentations relative to planning/project activities.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Transit Planner 1

Knowledge of the physical and social aspects of transportation planning. Knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of transportation planning theory and methods and techniques of planning and carrying out research. Knowledge of basic concepts of economics and sociology theory and of socio-economic research methods and techniques. Knowledge of statistical methods and techniques. Knowledge of urban and community considerations relating to transportation planning and operations. Ability to organize and develop technical and statistical reports, to draw conclusions, and make recommendations for action based on these conclusions. Ability to prepare and direct the preparation of maps, drawings, and illustrative material

for planning studies. Ability to communicate effectively in oral and written forms. Ability to establish and maintain effective working and public relationships. Ability to work effectively with multicultural populations. Ability to maintain adequate attendance.

Transit Planner 2

Working knowledge of the physical and social aspects of transportation planning. Working knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of transportation planning theory and methods and techniques of planning and carrying out research. Working knowledge of basic concepts of economics and sociology theory and of socio-economic research methods and techniques. Working knowledge of statistical methods and techniques. Working knowledge of urban and community considerations relating to transportation planning and operations. Ability to organize and develop technical and statistical reports, to draw conclusions, and make recommendations for action based on these conclusions. Ability to prepare and direct the preparation of maps, drawings, and illustrative material for planning studies. Ability to communicate effectively in oral and written forms. Ability to establish and maintain effective working and public relationships. Ability to work effectively with multicultural populations. Ability to maintain adequate attendance.

Transit Planner 3

Thorough knowledge of the physical and social aspects of transportation planning. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Thorough knowledge of transportation planning theory and methods and techniques of planning and carrying out research. Thorough knowledge of basic concepts of economics and sociology theory and of socio-economic research methods and techniques. Thorough knowledge of statistical methods and techniques. Thorough knowledge of urban and community considerations relating to transportation planning and operations. Ability to organize and develop technical and statistical reports, to draw conclusions, and make recommendations for action based on these conclusions. Ability to prepare and direct the preparation of maps, drawings, and illustrative material for planning studies. Ability to communicate effectively in oral and written forms. Ability to establish and maintain effective working and public relationships. Ability to work effectively with multicultural populations. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Transit Planner 1

Graduation from an accredited college or university with a degree or major in Urban Planning, Transportation Planning, Engineering, Economics or related degree. Other combinations of training and/or experience which can be demonstrated to result in possession of the knowledge, skills and abilities necessary to perform the work will also be considered.

Transit Planner 2

Two years of responsible professional planning experience comparable to the Transit Planner 1 level which included activities in such areas as survey design, statistical analysis, transportation modeling, transportation system analysis and socio-economic data analysis. Such experience would normally be gained after graduation from college with a degree or major in Urban Planning, Transportation Planning, Engineering, Economics or a related field. Other combinations of training and/or experience which can be demonstrated to result in possession of the knowledge, skills and abilities necessary to perform the work will also be considered.

Transit Planner 3

Two years of responsible professional planning experience comparable to the Transit Planner 2 level which included activities in such areas as survey design, statistical analysis, transportation modeling, transportation system analysis and socio-economic data analysis. Such experience would normally be gained after graduation from college with a degree or major in Urban Planning, Transportation Planning, Engineering, Economics or a related field. Other combinations of training and/or experience which can be demonstrated to result in possession of the knowledge, skills and abilities necessary to perform the work will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

All positions

Possession of a valid driver's license.

Physical Requirements:

Employees will be expected to spend a majority of time sitting while operating a desktop computer and telephone. Employees may also have significant public contact and will be expected to provide excellent customer service. Employees may be required to travel to various locations in the City of Madison to attend meetings.

Department/Division	Comp. Group	Range
Transit Planner 1	44	06
Transit Planner 2	44	08
Transit Planner 3	44	10

Approved:

Brad Wirtz
Human Resources Director

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