

## TRANSPORTATION PROGRAM SPECIALIST 2

### KIND OF WORK

Journey-level professional administration work in a technical, transportation-specific program

### NATURE AND PURPOSE

Under general supervision/procedural control, employees in this class perform journey-level transportation specific program responsibilities; coordinate a narrow technical or administrative program with MnDOT division or agency-wide impact or assist higher level program experts in coordinating a more complex program with agency-wide impact. With small programs, the employee may be considered the technical expert of the particular program(s). Makes program decisions independently requiring the application of relevant policies, standards and law to situations encountered.

This class is distinguished from the entry Transportation Program Specialist 1 classification by greater program administration responsibility and authority and/or a more broad scope of work; employees possess enhanced applied program knowledge and expertise including the ability to independently make program decisions in a variety of situations requiring the application of relevant laws, standards and policies.

**This class is used with class options.**

### EXAMPLES OF WORK

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

Coordinate and prepare assessments for the program or project; conduct studies; test, survey, sample and/or investigate issues related to the program; analyze, interpret and summarize compiled data to evaluate program operations or results; document findings.

Create, design and develop communication materials; determine distribution audience and methods to create awareness and encourage participation and/or provide information regarding the goals, objectives and services of a program.

Develop, manage and implement consultant professional/technical contracts; develop, recommend and implement quality assurance initiatives to improve and accelerate contract processing; serve as a consultant contract coordinator to communicate issues and resolutions; resolve disputes; review consultant progress; process amendments.

Collect, prepare, review and analyze program data and information to provide evaluation and measurement of compliance with goals and expectations; make recommendations for improvement and assist management in measurement and/or implementation of approved changes.

Provide professional and technical assistance in the implementation and coordination of programs or projects so that provided services are consistent with program guidelines or requirements; perform analysis to identify potential impacts of proposed projects.

Develop, maintain and revise information databases according to nature and scope of the work unit and requirements of management; analyze reporting methods and results; determine and implement database management, spreadsheet development and reporting procedures.

Develop curriculum, materials and/or formal presentations for assigned program area; provide and coordinate presentations to individuals or groups; coordinate preparation of annual conference and/or periodic educational programs specific to assigned program area.

Provide technical expertise, communication and coordination regarding acquisition of transportation supplies, equipment and systems; evaluate new technologies; ensure equipment or systems are located, installed, repaired and/or maintained to provide for effective operations; work with vendors or contractors regarding equipment or systems.

Develop and maintain research and provide information and recommendations to managers regarding transportation products, equipment, services or supplies; explore and recommend new products or techniques; evaluate new technologies.

Perform related work as required.

### KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of:

MnDOT policies, procedures, rules, regulations and standards sufficient to effectively administer or coordinate a specific transportation program.

Federal and state laws, rules, regulations and technical guidelines sufficient to monitor program operations.

Database and data management concepts sufficient to design, develop, maintain, update and revise information databases and create spreadsheets in order to compile and report on relevant data.

Principles, practices and methods of data collection, research and analysis sufficient to evaluate and measure the program and/or operations.

MS Office applications sufficient to manage data and produce documents, spreadsheets, presentations and reports.

Principles and practices of program coordination sufficient to provide professional and technical assistance in the implementation and coordination of programs or projects.

Contract management principles, policies, practices and procedures sufficient to develop, implement and maintain consultant professional/technical contracts.

Ability to:

Conduct qualitative and quantitative analysis sufficient to research and evaluate program results.

Create materials, plans, charts, technical drawings sufficient to provide program compliance evaluation and recommendations to a variety of audiences.

Communicate both orally and in writing sufficient to professionally interact with others and maintain effective working relationships.

Work independently sufficient to coordinate programs.

LEGAL OR LICENSURE REQUIREMENTS

May require possession of a valid Class D driver's license

Established: 9/94

Revised: 4/14

T.C.:

Former Title(s):