

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION  
URBAN AND REGIONAL PLANNER  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under s. ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions that perform statewide or regional transportation planning, research and analysis located within the Department of Transportation. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses positions that perform statewide or regional transportation planning, research and analysis. Positions allocated to this classification, develop, promote and administer federal, state and local plans and policies affecting land use, travel corridors, transit demands, multi-modal systems planning, environmental justice, or other transportation programs. Positions analyze problems, issues, or proposals and develop alternatives, options, or plans based on the results of the analysis. Positions in this classification series meet the definition of professional as defined in s. 111.81(15), Wis. Stats. Positions at the Advanced level may function as project leaders or leadworkers.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which meet the definition of confidential, management, and/or supervisor positions, as defined in s. 111.81(7), (13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which do not meet the definition of professional as defined in s. 111.81(15), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
3. Positions which, for a majority of the time, perform program and policy analysis, budget and policy analysis or research and statistical analysis and are more appropriately classified in the Program and Policy Analyst, Budget and Policy Analyst or Research Analyst classification series respectively.
4. Positions which are not located in the Department of Transportation.
5. All other positions in which transportation planning, research and analysis functions constitute less than 50% of the assigned duties and are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Employees enter positions in this classification series by competition. Progression to the Advanced level occurs through reclassification once it can be demonstrated that the position spends the majority of their time on duties identified at the Advanced level. Positions with leadworker duties must be filled by competition.

E. Definition of Terms Used in This Classification Specification and Representative Program Areas

Guideline – Information communicated in written or oral form which provides the context in which the work is to be accomplished or imposes constraints on what work is done and in what manner. Guidelines may include: manuals; established procedures, precedents, policies and regulations; judicial decisions; traditional and professional practices; and reference materials.

Knowledge, Depth of – (1) Working Knowledge – implies sufficient knowledge of the subject to enable the employee to work effectively in a limited range of work situations. (2) Considerable Knowledge – implies sufficient knowledge of the subject to enable the employee to work effectively in a wide range of work situations and with little direct supervision. (3) Extensive Knowledge – implies an advanced knowledge of the subject matter so as to enable the employee to work effectively in a wide range of work situations and the employee is skilled in resolving unusually difficult work problems or issues, advising on technical questions and planning methods for resolving these problems or issues. (4) Thorough Knowledge – implies a specialized in-depth knowledge and means that work calls for an almost complete mastery of the subject and is only for highly advanced positions.

Leadworker – A position whose assigned duties include training, assisting, guiding, instructing, and assigning and reviewing the work of two or more permanent full-time classified employees (or equivalent) in the employee's work unit as assigned and documented on the work unit's organizational chart. Leadworkers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.

Objective level – The classification level, within a classification progression series, that any employee can reasonably expect to achieve with satisfactory performance of increasingly complex duties and/or the attainment of specified training, education, or experience.

Planning/Plan – The process of developing a specification for short or long range plans, and the processes or means necessary to achieve it for both internal and external issues. Planning involves choosing or prioritizing goals, identifying and developing alternative courses of action to achieve the goals, and selecting or recommending the optimum course based on systematic comparison of the efficiency or effectiveness of the alternatives.

Policy – A broad guideline or framework within which decisions are made regarding the distribution of program resources or benefits. Policy controls the nature of program outputs by defining what will be done, for whom it will be done, and the priorities to be applied to specific program objectives.

Program – An ongoing set of coordinated activities or functions carried out by a number of people, aimed at providing a specific service or benefit to a specific group, organization or group of organizations. A program typically has a unique set of policies, regulations, or procedures and a unique set of activities to be performed in providing service or achieving the program's goals, and a unique set of persons specializing in carrying these out. A program involves a variety of specific projects or functions coordinated to achieve program objectives.

Program Planning – The process of developing a specification of what a particular program will accomplish in the future and the courses of action that will be pursued to achieve those goals. To be complete in scope, program planning must involve defining program goals, developing and prioritizing specific objectives, developing alternative program designs or courses of action to achieve these objectives, and recommending appropriate priorities and alternatives to program administrators. Program planning which focuses on developing the specific processes, procedures, or operations necessary to implement overall program plans is called implementation planning. Implementation planning typically takes the overall design of the program as given, covers a shorter period of time, and is concerned with detailing specific parts of the overall design.

Project – A coordinated set of analytic activities aimed at reaching a conclusion, recommendation or decision on a specific question, problem, or issue. Projects do not continue indefinitely, but are expected to end in the foreseeable future when the conclusion, etc., is reached. A project differs from a program in that it has narrower scope, is situational in focus, and is temporary in duration.

## II. DEFINITIONS

### URBAN AND REGIONAL PLANNER

This classification level is used as an entry level progressing to an objective level for positions that perform professional statewide or regional transportation planning, research and analysis under limited progressing to general supervision. Duties require *working* knowledge to *considerable knowledge* of transportation planning principles in order to perform the duties and must take into consideration factors such as, social, economic, environmental and financial in developing recommendations for courses of action. Positions at this level perform a combination of the duties described below for a majority of the time.

- Assist in developing long and/or short range transportation plans.
- Recommend policies and procedures for existing planning efforts and propose new policies and procedures.
- Research and analysis of land use, transportation, traffic or environmental data.
- Perform analysis of statistical data including forecasting.

- Research and review data from a variety of sources to develop recommendations to approve or deny projects, plans or requests for resources.
- Review survey results and recommend development of rural, urban, regional and/or system level plans.
- Identify primary impacts of transportation plans as they relate to community sensitive design, environmental justice and indirect and cumulative effects of projects.
- Assist in the development of consultant contract language including goals, performance measures, areas of responsibilities, etc.
- Interpret and apply appropriate local, city, state and federal laws, and program policy.
- Implement policies and provide recommendations and feedback.
- Attend public meetings and assist with coordination of politically sensitive community involvement activities.
- Participate in or act as team member of various groups.
- Perform all day-to-day functions of implementation planning.
- Work with project leads and management in analyzing, developing and addressing policy issues.
- Analyze and provide recommendations to project leads and management in the decision making process and future direction.
- Forecast traffic volumes and traffic patterns for existing roads.
- Develop the beginning of demand model forecasts.

#### **URBAN AND REGIONAL PLANNER – ADVANCED**

This is the objective level for positions that perform professional statewide or regional transportation planning, research and analysis under general supervision. Duties require *extensive knowledge* to *thorough knowledge* of transportation planning principles. These positions lead efforts and independently forecast conditions, conduct policy analysis, develop transportation plans and coordinate public outreach. These positions differ from positions classified at the lower level in the scope, impact, and complexity of planning and the analysis performed. In addition to performing the duties listed in the lower level, positions at the advanced level perform a combination of the duties described below for a majority of the time. Advanced planners function as experts at this level and may function as a project leader or leadworker.

- Develop long and/or short range transportation plans.
- Develop, recommend, implement, and coordinate policy changes with effective recommendations or implementation for present and future planning efforts.
- Independently identify issues, prepare analyses and produce final products.
- Identify primary and secondary impacts of transportation plans as they relate to community sensitive design, environmental justice and indirect and cumulative effects of projects.
- Develop, approve or deny changes to project scope, concept, schedule, financial estimates, etc.
- Perform project initiation, identify barriers and apply existing program guidelines.
- Develop and recommend program implementation ensuring all decisions are made in compliance with laws and regulations on the local, state and federal level.
- Perform complex economic impact analysis.
- Analyze and lead public meetings and coordination of politically sensitive community involvement activities such as, discussions on environmental justice impacts, direct, indirect, and cumulative effects of projects, etc.
- Develop and recommend policies and guidelines.
- Communicate proposals for results with the department management, the public and stakeholders.
- Participate in the scoping, review, analysis and development of options for consultant contracts.

- Review the work of consultants in the areas of planning, marketing, public involvement, engineering, etc.
- Plan and request resources to meet project needs.
- Review survey results and implement development of rural and urban transportation plans.
- Coordinate and lead complex and politically sensitive community involvement activities.
- Represent the agency at public meetings to explain department proposals and impacts.
- Provide technical assistance in the development of corridor plans and governmental land use agreements.
- Represent the agency for projects/business areas with stakeholders, as well as at public meetings to explain department proposals, impacts, and project results.
- Initiate analysis to identify possible barriers and potential solutions during the planning and implementation of a project.
- Initiate and lead various studies including corridor, feasibility, operational, relocation, traffic, etc.
- Forecast traffic volumes and traffic patterns for projected or future infrastructures.
- Develop, implement and test turning movement forecasts or entire demand model forecasts.

**Representative positions:**

**Department of Transportation, Division of Transportation Investment Management, Bureau of Planning & Economic Development:**

Positions perform long range modal and multimodal systems level planning, policy analysis, research and data analysis, economic development analysis, forecasting, technical assistance to region staff as requested and local units of government as appropriate; responsible for highway systems management efforts including but not limited to functional classification, connecting highways, transportation plans for key travel corridors, preparation of highway corridor plans, developing system level plans, completing special studies, etc.. Positions may be involved in management of the Statewide Transportation Improvement Program, highway systems management, freight modeling and analysis with other business areas relative to transit and passenger rail.

**Department of Transportation, Division of Transportation System Development, Regional Offices:**

Utilizing transportation planning strategies, develop, lead, monitor and evaluate transportation plans and studies including the development of environmentally acceptable transportation alternatives addressing concerns of the public and elected officials; work directly with local, county, regional, state, and federal government agencies to develop new and innovative intergovernmental land use agreements for the purpose of maximizing the functional life of existing and planned transportation facilities and to minimize desired land use impacts induced by existing and planned transportation facilities; coordinate regional multimodal planning activities including highway, bike, pedestrian, transit, rail, harbor, and airport; maintain contacts and relationships with planning and zoning officials in the assigned region.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experiences which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. Most positions in this classification will have knowledge and skills required that would typically be acquired through formal education in urban and regional planning in an institution of higher learning.

**IV. ADMINISTRATIVE INFORMATION**

These classifications were created effective October 12, 2008 and announced in bulletin OSER-0224-MRS/SC as a result of the Program and Planning Professionals personnel management survey. These positions were formally classified in the Program and Planning Analysts series.

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