

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**TRANSPORTATION PROGRAM COORDINATOR
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future Transportation Program Coordinator positions located at the Department of Transportation. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification series but is intended 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; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification series encompasses paraprofessional positions which, for a majority of the time, perform complex program coordination functions using computerized and integrated financial and scheduling systems relating to transportation project programming, scheduling, budgeting and auditing for a variety of specialized transportation programs and subprograms offered by the Department of Transportation. Programs include the Six Year Highway Improvement programs such as major highway development, existing highway improvement, state bridges and interstate rehabilitation as well as Local Programs, Safety Programs, Economic Assistance Programs and Statewide Multi-Modal Improvement Programs.

C. Exclusions

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

1. Positions which meet the statutory definitions of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions that perform professional duties as defined in s. 111.81(15), Wis. Stats., for the

majority of the time (more than 50%).

3. Positions which perform bookkeeping, financial clerk, accounting or auditing duties for a majority of the time and are more appropriately classified as Financial Specialist, Accountant or Auditor.
4. Positions which perform technical engineering related functions for multi-modal transportation systems for a majority of the time and are more appropriately classified as Engineering Specialist Transportation or Engineering Technician Transportation.
5. Positions which are not located in the Department of Transportation.
6. All other positions that are more appropriately identified by other classification specifications.

D. Entrance and Progression Through This Series

Entrance into this series will be through competition. Progression to the advanced level will occur through reclassification after the employee satisfactorily attains the specified training, education or experience.

II. DEFINITIONS

TRANSPORTATION PROGRAM COORDINATOR

Positions allocated to this level work under close progressing to limited supervision. Positions perform in a learning capacity with experienced program professionals within the regions, program coordinators from other regions, program staff from the central office and/or supervisors to acquire knowledge, understanding and experience in the local and state highway improvement programs managed by the department. The work performed is similar to the work described at the advanced level but involves fewer programs and lesser scope, complexity, discretion and decision making authority than found at the Transportation Program Coordinator Advanced level.

TRANSPORTATION PROGRAM COORDINATOR-ADVANCED

This is the full performance objective level under general supervision for positions that provide the full range of paraprofessional transportation program coordination work for local and state highway improvement subprograms. Positions have the necessary experience, training and knowledge in these duties and are responsible for the development, implementation and coordination of various programs. Positions at this level apply knowledge of project initiation and project management processes.

Positions analyze and recommend solutions to maintain maximum use of region allocations for highway improvement programs, local programs, safety programs, economic assistance programs and multi-modal transportation programs within variable program guidelines. Positions work directly with engineering staff and management, technical experts within the region, local government entities as well as the Federal Highway Administration. Positions serve as liaison with program administration staff in the central office bureaus in the Division of Transportation Investment Management and the Division of Business Management responsible for oversight of programming, scheduling and auditing matters.

Positions perform a combination of the following duties: establish preliminary project information; develop project description and control information; develop initial project funding allocations; input and track information in computerized financial and program scheduling systems; review project schedules and manage project data; prepare, produce, interpret and present various reports; update federal appropriation codes; and track and monitor allocations and balances.

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 experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective June 14, 2015 and announced in Bulletin OSER-0392-CC/SC as a result of the Financial Specialist classification series Personnel Management Survey. It was created to describe positions that provide paraprofessional transportation program coordination in the Department of Transportation. Positions were previously classified as Financial Specialists.

BAP/DLM
00180