



AOT Policy and Planning Specialist I

Job Code: 47450T

Pay Grade: 16

Occupational Category: Business and Financial Operations

Effective Date: 11/23/16

Class Definition:

Policy and planning work at an entry level for the Agency of Transportation. Work assignments include routine and repetitive activities in basic data gathering and analysis, report writing and preparation, policy and planning analysis, document review, preparation of outreach materials, meeting participation and notetaking. Assignments are performed under general supervision of a higher-level policy and planning staff member. There are no supervisory responsibilities.

Examples of Work:

Assists staff with the preparation of transportation studies and plans. Conducts basic policy and planning research. Gathers data and performs basic analysis and interpretation, and reports findings to more senior policy and planning staff. Attends meetings and prepares summaries for policy and planning staff. Monitors legislative activities and assists in tracking bills. Prepares basic public outreach materials. Assists with meeting logistics to support policy and planning activities. Participates in work groups and coordinated assignments with other staff. Performs related duties as required.

Environmental Factors:

Normal office working conditions general apply. Incumbents must be prepared to attend meetings which may occur outside normal working hours. Private means of transportation is required for a significant amount of travel to field sites.

Knowledge, Skills and Abilities:

Knowledge of basic writing and mathematics.

Ability to take notes and to prepare clear and effective reports, and outreach materials.

Ability to conduct basic research and read and interpret basic studies and reports.

Ability to use basic word processing, spreadsheet, mapping, and graphics software.

Ability to communicate effectively orally and in writing.

Minimum Qualifications:

30 college-level credits in social science, business, or related field.

OR

High school diploma or equivalent AND two (2) years of experience performing policy and planning support tasks involved in one or more of the following: data collection and analysis, research, public outreach materials preparation, report preparation.