

TRANSPORTATION PROGRAM SPECIALIST 4

KIND OF WORK

Expert professional-level transportation program administration work

NATURE AND PURPOSE

Under limited supervision/procedural control, employees in this class administer a transportation-specific program that is both comprehensive and technically complex. Responsibilities include providing lead work direction to other program staff and/or serves as technically deep program specialist/expert; providing consultation, analysis, information and/or training to customers on a statewide basis. Occasionally represents MnDOT in dealings with other government jurisdictions at the local, state and/or national levels. Responsibility may include consolidating multiple program activities to ensure efficient and effective administration.

This designation is distinguished from the advanced professional Transportation Program Specialist 3 classification by greater program administration responsibility and authority and a mastery of applied program knowledge and expertise. Positions in this class often will have lead work authority over other professional or technical staff in the unit. At this level, the employee is directly responsible for administration of a large-scale program of considerable agency-wide impact. Responsibility extends to include development of policy and procedure as well as initiating or implementing corrective action when required to gain compliance or meet program requirements.

**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.)

Develop, implement and administer a program for the district or agency; develop program goals and objectives, performance measures and improvement strategies that are consistent with agency-wide objectives and relevant rules, regulations and policies; ensure goals and objectives are met.

Provide lead work direction over professional or advanced-level technical staff involved in the delivery of a transportation program or service; provide consultation and assistance both internally and externally regarding highly complex program issues and problems.

Serve as a technical expert in the administration a transportation program; participate in the development of statewide program strategies and planning; research and formulate policies and procedures; represent MnDOT at various internal and external meetings and conferences.

Provide expert technical assistance and guidance regarding internal/external facility or program audits for determination of risk, liability and/or compliance with MnDOT, state and federal laws, rules and regulations; provide expert field monitoring and compliance support; conduct scheduled or periodic inspections or audits.

Provide project management of district studies; act as liaison between MnDOT and other agencies or entities throughout completion of program or project to ensure problems, questions and concerns are addressed; manage mitigation efforts or citations.

Negotiate on behalf of MnDOT with external agencies and/or private citizens; prepare and manage complex multiagency agreements; represent the district in any enforcement action; ensure resolution is in compliance with laws and regulations; provide training and technical expertise to district staff.

Provide leadership for a regional coordinators group; chair district or regional committees; establish statewide work plans or strategies and coordinate efforts; analyze regional data and implement best practices; work with communications staff to implement statewide and regional communication plans.

Develop, manage and implement consultant professional/technical contracts and contract programs on an agency-wide basis; 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.

Provide oversight for data collection techniques to ensure effective information analysis and reporting processes; analyze data in order to evaluate, measure and/or revise program objectives.

Serve as MnDOT's representative as part of a team of state agencies to address statewide or national program objectives or issues; make oral and written presentations; coordinate program activities with personnel both internal and external to MnDOT.

Perform related work as required.

## KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

### Knowledge of:

Federal and state laws, policy, procedure, rules, regulations and standards regarding an agency-wide transportation program sufficient to serve as a technical expert.

Principles and practices of program or project management sufficient to develop and organize projects, establish goals and timetables, clarify and communicate expectations, evaluate results and negotiate for resources.

Principles and practices of effective employee management sufficient to distribute and assign work, monitor work assignments and provide work direction.

Database management, data collection, analysis and reporting methods sufficient to effectively compile, review, evaluate data and recommend outcomes of transportation programs.

Governmental budgeting process sufficient to assess and identify funding needs or issues and demonstrate relevance to the transportation program requirements.

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

Skill in:

Human relations sufficient to effectively lead or guide staff or customers to understanding and cooperation in competing relationships and/or agendas.

Ability to:

Use advanced statistical tools to conduct qualitative and quantitative analysis sufficient to identify comparables, provide alternatives, measure compliance and evaluate program results.

Communicate orally and in writing sufficient to prepare and present complex and technical information to a variety of audiences.

Effectively negotiate and administer agreements and contracts with consultants, vendors, other state agencies, county and/or local government units.

Organize work efforts and keep accurate records sufficient to handle multiple projects simultaneously.

LEGAL OR LICENSURE REQUIREMENTS

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

Established: 9/99  
Revised: 04/14

T.C.:  
Former Title(s):