

Washington General Service (WGS) Position Description

For assistance completing this form, contact your Human Resource Office or see the [WGS Position Description Guide](#) and [WGS Sample Position Description](#).

Position Information		
Action: Establish Date: 02/16/2024 Proposed Class Title: Transportation Planning Specialist 5	HR Approved Class Title:	Effective Date:
Current Class Title:	HR Approved Overtime Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/>	Seasonal/Cyclic: Yes <input type="checkbox"/> No <input type="checkbox"/>
Work Schedule: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>	Position Number/Object Abbreviation: 0007	Salary Range: 69
Position Included in a Bargaining Unit: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes , indicate union:	Assignment Pay: Dual Language <input type="checkbox"/> Other <input type="checkbox"/>	
Incumbent's Name (If filled position):	Address Where Position Is Located: 505 Union Ave SE, Olympia, WA 98501	
Agency/Division/Unit: Freight Mobility Strategic Investment Boards	Supervisor's Name and Title: Kjristine Lund	
Supervisor's Position Number: 0001&	Supervisor's Phone: 206-612-8138	

Position Objective	
Briefly explain the purpose of the position and how it supports the organization's mission (attach an organizational chart).	
<p>Reporting to the Executive Director of FMSIB, this position will work to establish budget and policy recommendations for the Legislative Transportation Committees/Office of Financial Management/Washington Governor. Serves as the subject matter expert for FMSIB's six-year investment plan recommendation, freight mobility studies, identification of emerging freight mobility issues, and feedback on freight mobility plans and funding opportunities. Will work independently with Executive Director guidance to develop common procedures and practices for identification of strategic freight mobility priorities for the Board to recommend to the Governor and Legislature. Will require a collaborative approach to coordinate these efforts with tribes, WSDOT, regional planning organizations, cities, counties, ports, freight industry stakeholders, and communities.</p>	
Assigned Work Activities (Duties and Tasks)	
Describe the duties and tasks, and underline the essential functions. Assign a percentage of time to each duty. Task statements should describe the action performed; to whom or what ; using what tools, equipment, methods, and/or processes ; and the final product or outcome .	
For more guidance, see the Essential Functions Guide and Examples of Work Statements .	
% of time (Must total 100%)	List the assigned work in order of importance, with essential functions underlined.
50%	<p>Duty: <u>Oversee project studies and research to develop a six-year investment plan for priority freight-mobility projects statewide</u></p> <p>Tasks include: <u>Manage the process established by the Board for recommending a six-year investment program with input from local governments, transportation planning organizations, tribes, and other public</u></p>

	<p>entities_</p> <p><u>Utilize GIS skills while developing Six-Year Investment Program.</u></p> <p>Manage project studies involving Washington's freight, highway, rail, trucking, port, and steamship transportation needs in improving transportation infrastructure to facilitate these operations.</p> <p><u>Develop the investment program to be consistent with the federally recognized state freight plan.</u></p>
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	<p><u>Conduct research and outreach to identify prospective projects for the investment plan. Marshall information statewide while using GIS, digital communication, and transportation software.</u></p> <p><u>Provide analysis of the prospective investment projects and metrics for evaluation by the Board.</u></p> <p>Research advanced multimodal analyses of freight projects for inclusion within the six-year investment plan that align with the transition to zero-emissions freight movement corridors.</p> <p>Conduct research on strategies, tools, and metrics for the freight sector to achieve zero-emissions consistent with state policy expressed in RCW 70A.45.020.</p> <p>Assist Director with developing the scopes of work for studies, evaluating proposals, coordinating with study consultants, monitor progress on deliverables, providing status reports to the Board.</p>
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<p>30%</p>	<p>Duty:</p> <p><u>Serve as the program's consulting expert in the establishment and maintenance of a project management system to monitor the implementation of projects included in the six-year investment program on an on- going basis.</u></p> <p>Tasks include:</p> <p><u>Act as the main point of contact for professional specialists for a study</u> of best practices for preventing or mitigating the impacts of investments in and the operation of freight systems in overburdened communities, with a focus on developing common procedures and practices for use by jurisdictions developing freight projects.</p> <p>Evaluate and recommend for state sponsorship priority freight mobility projects eligible for federal grant funding under the nationally significant multimodal freight and highway projects program.</p> <p>Prepare written communications for prospective project sponsors, prepare and present written information for board decision-making, and write reports to support the Board's recommendation to Legislature and Governor.</p> <p>Coordinate with WSDOT Local Programs on project status and financial reporting; contact project sponsors to monitor progress and provide technical assistance as needed, assemble regular status reports for the Board on project implementation. <u>Use Excel, GIS, and other digital technology to facilitate information standardization, sharing, and communication.</u></p> <p>Coordinate with tribes, WSDOT, transportation planning organizations, cities, counties, ports, and freight mobility stakeholders to recommend and establish a process for integrating impacts on overburdened communities in the implementation of FMSIB's six-year planning process and strategic freight issues.</p> <p>Coordinate with WSDOT throughout the process of its periodic update to the state's freight mobility plan and make recommendations to the Board for feedback on the plan.</p>
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Work with WSDOT by participating in working groups on the freight plan, review plan drafts, provide written and oral recommendations to the Board.
Keep informed about the status of federal freight mobility funding programs.

15%
Duty:
Engage governments, industry, and the public to seek input on plans and policies.
Tasks include:
Coordinate with tribes, WSDOT, transportation planning organizations, cities, counties, ports, and freight mobility stakeholders with regular communications. Keep Director and Board informed of outreach and communications.
Research and identify emerging freight mobility issues not yet addressed by investments considered in the six-year investment plan.
Participate in conferences and workshops, identify topics for Board educational briefings. Write issue papers on emerging freight mobility issues.
Coordinate with WSDOT on ways to leverage funds for the benefit of the State of Washington. Provide status reports and recommendations to the Director and Board.

5%
Duty:
Performs other work as directed by the Executive Director.
Tasks include:
Research and writing as assigned.
Represent Board in absence of Director.
Perform other duties as assigned by the Director.

Lead Work/Supervisory Responsibilities

Lead Position: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> Assigns Work	<input type="checkbox"/> Instructs Work	<input type="checkbox"/> Checks Others' Work
Supervisory Position: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> Plans work	<input type="checkbox"/> Evaluates Performance	<input type="checkbox"/> *Takes Corrective Action
If yes , list each direct report below.	<input type="checkbox"/> *Hires	<input type="checkbox"/> *Terminates	

(*Has the authority to effectively recommend these actions.)

Class Title of Direct Report(s)	No. of Positions	Work Schedule

Add information that clarifies this position's lead or supervisory responsibilities:

Working Relationships

Level of Supervision received (check one): For more guidance see: [Glossary of Classification Terms](#).

- Direct/Close Supervision: Most work is reviewed in progress and upon completion.
- General Supervision: Completed work is spot checked.
- General Direction: Completed work is reviewed for effectiveness and expected results.
- Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws, and program goals.

Add information that clarifies this position's interactions with others to accomplish work:

Continuity of Operations Plans (COOP) Designation – For Disaster or Emergency Recovery

For more information see: [COOP and Critical Positions](#).

Is this position critical based on agency COOP? Yes No

If **yes**, describe how the position supports the agency COOP Critical Functions:

Working Conditions	
Work Setting, including hazards:	Work is typically conducted in an office setting.
Schedule (i.e., hours and days):	Monday-Friday 8 a.m. to 5 p.m., eligible for telework, hybrid, flexible and/or compressed work week.
Travel Requirements:	Five times each year, FMSIB has Board meetings across the State of Washington. Attendance at these meetings, as well as some site visits may be necessary.
Tools and Equipment:	Laptop/computer, cell phone, Microsoft Office products.
Customer Interactions:	Communications directly with FMSIB staff, public, local agencies, tribes, WSDOT staff, and representatives from other agencies.
Other:	

Qualifications
List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors).

Required Qualifications:

- Bachelor’s degree or higher in transportation planning, engineering, planning, business administration or closely related field, or five years of experience equivalent to TPS 4 or equivalent.
- Two years of experience utilizing GIS skills.
- Two years of experience conducting research on freight mobility projects and issues, providing technical assistance and guidance on transportation project needs: design, construction, environmental, financing etc.
- Two years of experience with GIS, digital communications, transportation planning software.
- Skills to work with diverse groups and to act as a liaison between FMSIB Board, tribes, WSDOT, transportation planning organizations, cities, counties, ports, and freight mobility.
- Skills and experience communicating effectively in written and verbal form to diverse audiences.
- Intermediate skill level with Microsoft Excel

Preferred/Desired Qualifications:

- Experience in transportation project planning.
- Experience in technical expertise in surface transportation issues. Strong background in funding and project management.
- Excellent writing skills.
- Thorough knowledge of Washington State statutes and administrative codes.
- Thorough knowledge of the State’s fiscal and business climate and the revenue used to finance state transportation.
- Ability to develop policy and manage complex transportation programs. Experience working with Board members that represent different interests.
- Solid knowledge of the Washington State Road system as a whole.
- Knowledge of Washington’s legislative process.

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

In-Training Plan, If Applicable

Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date:	Supervisor's Signature (required): <i>Kjristine Lund</i>	
Date: 7/3/24	Appointing Authority's Name and Title: Executive Director Kjristine Lund	Signature (required): <i>Kjristine Lund</i>
As the incumbent in this position, I have received a copy of this position description.		
Date:	Employee's Signature:	

Position details and related action have been taken by Human Resources as reflected below.

For Human Resource/Payroll Office Use Only			
Approved Class Title:	Class Code:	Salary Range:	Effective Date:
Pay Scale Type:	Job Analysis On File? Yes <input type="checkbox"/> No <input type="checkbox"/>	Position Type (Employee Group):	EEO Category:
Employee Sub-Group:	Position Retirement Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/>	Position is: Funded <input type="checkbox"/> Non-Funded <input type="checkbox"/>	Workers Comp. Code:
County Code:	Business Area:	Personnel Area (FEIN):	
Position Eligible for Telework Yes <input type="checkbox"/> No <input type="checkbox"/>		Position Eligible for Flextime Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position Eligible for Compressed Workweek Yes <input type="checkbox"/> No <input type="checkbox"/>		Unique Facility Identifier (UFI) For more information see: UFI Search Feature	

Cost Center Codes						
COST CENTER	PCT. (%)	FUND	FUNCTIONAL AREA	COST OBJECT	AFRS PROJECT	AFRS ALLOCATION
Date:	HR Designee's Name:		HR Designee's Title:		HR Designee's Signature:	
Date:	Budget Designee's Name:		Budget Designee's Title:		Budget Designee's Signature:	