

# Missouri Department of Transportation

Code: R01038

Title: Intermediate Planning Technician

Exemption Status: Non-Exempt

Grade: 8

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## Job Description

**Effective Date** 01-01-2014

**Replaces  
(Effective Date)** 08-01-2005

**General Summary** The intermediate planning technician provides routine technical or paraprofessional support of engineering projects and programs involving the collection, classification, summarization and routine analysis of planning data. Responsibilities are performed under moderate supervision.

**Minimum/Required  
Qualifications** High School Diploma or GED/HiSET and four years of experience in the collection and analysis of data, including methods and procedures of forecasting.  
OR  
Associate Degree in Civil Engineering Technology, Surveying, Drafting, Computer Science or related field and two years of experience in the collection and analysis of data, including methods and procedures of forecasting.

**Supervisory  
Responsibilities** None

**Location** Central and District Offices - Transportation Planning

**Special Working  
Conditions/Job  
Characteristics** Job may require statewide travel.

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## Examples of Work

- (1) Compiles relevant data used in the assigned section through various contacts; reviews for accuracy and prepares instructions for tabulation of computerized data.
- (2) Analyzes data to assist supervisor in specific phases of developing projections; utilizes computer software to tabulate current data and historical data in the preparation of statistical projections or informational reports.
- (3) Maintains control sections and updates files to reflect current status; may conduct special studies and analyze data to develop projections, trends, and patterns.
- (4) Maintains and updates historic and current records on assigned data and initiates updates when necessary.
- (5) Creates and maintains databases, charts, graphs, and maps using current technology.
- (6) Collects and analyzes data on specific projects; researches state transportation agencies' practices and trends.

- (7) May initiate or answer correspondence related to collection of data in assigned section.
- (8) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**