

# Missouri Department of Transportation

Code: R01037

Title: Planning Technician

Exemption Status: Non-Exempt

Grade: 6

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## Job Description

**Effective Date** 01-01-2014

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

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

**Minimum/Required  
Qualifications** High School Diploma or GED/HiSET and two 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.

**Supervisory  
Responsibilities** None

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

**Special Working  
Conditions/Job  
Characteristics** Job requires occasional, statewide travel.

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## Examples of Work

- (1) Compiles and tabulates data used in assigned sections; calculates percentages and ratios using raw data.
- (2) Maintains files and records for analysis and presentation; maintains databases.
- (3) Assists in the preparation of charts, graphs, and maps using current technology.
- (4) Compiles, scans and enters job data into project history database; maintains written and electronic records of historical data.
- (5) Collects field data and assists in preliminary analysis of data; summarizes and codes data for computer processing.
- (6) May compile and coordinate the printing and distribution of project or information booklets for distribution to federal, state and other agencies.
- (7) 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.**