Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to KDOT Bureau of Personnel Services.

CHECK ONE: [ ] NEW POSITION [X] EXISTING POSITION

PART I - Position Information

1. Agency Name
   KS Dept. of Transp.

9. Position Number
   00-12-62-808 / K0231155

10. Budget Program Number
   0121

2. Employee Name (leave blank if position vacant)
   VACANT

11. Present Civil Service Title / FLSA code (if existing position)
   Unclassified Planner II / Non-Exempt
   (Bicycle and Pedestrian Coordinator)

3. Division
   Planning and Development

12. Proposed Civil Service Title

4. Section
   Bureau of Transportation Planning

13. (a) Allocation
   (b) FLSA code

5. Unit
   Comprehensive Transportation Planning Unit

14. Effective Date

6. Location (address where employee works)
   City: Topeka
   County: Shawnee

15. By
   Approved

7. (Check appropriate items)
   Full Time X
   Regular
   Part Time
   Temp

16. Audit Date:
   By:

8. Regular hours work: (check appropriate time)
   FROM: 8:00 AM TO: 4:30 PM

17. Position Review Date:
   By:

PART II -- Organizational Information

18. a) Briefly describe why this position exists. (What is the purpose, goal or mission of this position?)
   b) If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which change the duties and responsibilities of the position.

   This position services as the Bicycle and Pedestrian Coordinator for KDOT which will include managing the Transportation Alternatives program for the state as well as coordinating all efforts related to bicycle and pedestrian matters. This position is also responsible for various planning studies as assigned. The employee is given specific direction for work by the Comprehensive Transportation Planning Unit Manager.

19. Who is the supervisor of the position? (Who assigns work, conducts performance reviews, gives directions, answers questions and is directly in charge?)

   Name
   Matt Messina

   Civil Service Title
   Unclassified Planner III
   (Comprehensive Transportation Planning Unit Manager)

   KDOT/SHARP Position Number
   00-12-62-800 / K0219000

20. a) How much latitude is allowed the employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail work assignments are made.

   This position is allowed considerable latitude in completing work assignments. Upon receipt of specific instructions, this position applies planning knowledge and skills to prepare work assignments for review by the Comprehensive Transportation Planning Unit Manager. Work in progress is reviewed on a regular basis as to progress, quality, and consistency.

   d) Check the statement which best describes the results of error in action or decision of the employee:

      (   ) Minimal property damage, minor injury and/or minor disruption of the flow of work.
      (   ) Moderate loss of time.
      (X) Major program failure, major property loss and/or serious injury.
      (   ) Loss of life and/or disruption of operations of a major agency.

   Give examples:
The mismanagement of federal funds and the involvement of KDOT in actions that do not comply with federal regulations could result in the forfeiture of federal funds statewide.

21. Describe the work of this position using this page or one additional page only. Use the following format for describing job duties: **What** is the action being done (use an action verb)? To **whom or what** is the action directed (object of action)? **Why** is the action being done (describe the expected result or outcome)? **How** is the action being done (describe the manner, methods, techniques or procedures by which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for? Number each task, indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential Functions are the primary job duties for which the position was created (see 18a) and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

<table>
<thead>
<tr>
<th>No.</th>
<th>%</th>
<th>E/M</th>
<th>Essential Duties:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>80%</td>
<td>E</td>
<td>This position is responsible for management and oversight of the state’s Bicycle and Pedestrian programs and activities –</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1) the Transportation Alternatives Program (TA), acting as the state’s TA Program Manager and Safe Routes to School Coordinator;</td>
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<td>2) the development of and/or updates to the state’s Pedestrian &amp; Bicycle Transportation planning documents;</td>
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<td>3) the Pedestrian &amp; Bicycle Chapter and Action Plan of the state’s Strategic Highway Safety Plan, acting as Team Leader of the Pedestrian &amp; Bicycle Emphasis Area Team;</td>
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<td>4) the Safe Transportation for Every Pedestrian (STEP) program;</td>
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<td></td>
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<td></td>
<td>5) the ongoing development, coordination, and monitoring of state policy on pedestrian and bicycle transportation issues – providing technical assistance, public testimony, or presenting to groups on behalf of KDOT and the state.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.</th>
<th>15%</th>
<th>E</th>
<th>Fundamental Duties:</th>
</tr>
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<tbody>
<tr>
<td></td>
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<td></td>
<td>This position is responsible for the management of daily pedestrian and bicycle related functions at KDOT –</td>
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<tr>
<td></td>
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<td>1) correspondence with individuals from the public, community representatives, other KDOT bureaus, other state agencies, other state DOTs, etc.;</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>2) provide technical assistance for KDOT’s planning and project development, safety initiatives, engineering studies, program application review, educational material, etc.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>3) update and distribute the Kansas Bicycle Map and other requested materials and information;</td>
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<td></td>
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<td></td>
<td>4) represent KDOT on various committees, boards, or special interest groups and at conferences or other events;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5) maintaining up-to-date material, contacts, and other information on the KDOT website and other resources made available to the public;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6) maintain and build positive, long-term relationships with other state agencies, communities, schools, and organizations throughout the state to enhance pedestrian and bicycle transportation.</td>
</tr>
</tbody>
</table>

| 3.  | 5%  | E   | Other duties as assigned.                                                          |

* Must be capable of performing the essential physical functions detailed in Section 28.

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodations for qualified persons with disabilities.

22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
   (    ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
   (    ) Plans, staffs, evaluates, and directs work of employees of a work unit.
   (    ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the titles and position numbers of all persons who are supervised directly by the employee on this position.

<table>
<thead>
<tr>
<th>Civil Service Title</th>
<th>KDOT / SHARP Position Numbers</th>
</tr>
</thead>
</table>
23. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

The incumbent in this position has nearly daily contact with public officials from cities, counties, MPOs, FTA, FWHA and other offices within KDOT. The purpose of these contacts is to confirm that federally mandated planning requirements are met. These contacts involve emails, letters, phone calls and meetings. This position also has contact with consultants, though less frequently.

24. What hazards, risks or discomforts exist in the job or work environment?

(   ) Frequent exposure to extreme cold/heat wet/humid conditions.
(   ) Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
(   ) Exposure to noise, vibrations, fumes, odors, gases, dust and/or poor ventilation.
(   ) Works in traffic.
(X) Other: Travel hazards.

25. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

- Computer Daily
- Telephone Daily
- Automobile Weekly
- For more specific information on equipment used regularly please see Section 28.

PART III -- Education, Experience and Physical Requirements

26. REQUIRED CLASS SKILLS (See Class Specifications)

Minimum Requirements: One year of experience in urban/regional planning. Education may be substituted for experience as determined relevant by the agency.

27. SPECIAL REQUIREMENTS

a) Indicate any license, registration, certification, etc. required for this position:

(   ) Professional Civil Engineer License
(   ) Engineer in Training Certificate
(   ) Survey License
(   ) CDL - Employee must attain a Commercial Driver’s License with required endorsements or options within 60 days of hire, and maintain it, unless the time is extended by the District Engineer in accordance with SOM 2.1.9. (This statement is for Equipment Operator positions.)
(   ) CDL - Employee must attain a Commercial Driver’s License with required endorsements or options within 60 days of hire and maintain it unless the time is extended or the employee is exempted by the District Engineer, Bureau Chief, or Division Director in accordance with SOM 2.1.9. (This statement is for CDL positions other than Equipment Operators.)
(X) Other: A Master of Urban Planning degree from a university accredited by the Planning Accreditation Board or a Master of Public Administration degree from an accredited university; AND Valid Class C Driver’s License

b) List preferred education or experience that may be used to screen applicants.

- Master’s degree in planning from a university accredited by the Planning Accreditation Board (PAB).
- Professional planning experience that includes at a minimum, an internship with a city, county, state DOT or MPO.

28. ESSENTIAL PHYSICAL FUNCTIONS/DUTIES – duties that are fundamental to the position based on the function and the results to be achieved, rather than the manner in which they are being performed. Duties that are directly related to the reason the position exists and cannot be reassigned without changing the nature of the position. **All job duty physical demands are essential physical functions of this position and the employee must be able to perform them.**

**Definition of Frequency:**

Occasional = 1-33% (1 – 100 reps)     Frequent = 34-66% (101 – 500 reps)     Continuous = 67 – 100% (500+ reps)
<table>
<thead>
<tr>
<th>Job Duty</th>
<th>Job Duty Physical Demands/Comments</th>
<th>Weight/Force</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work at computer workstation</td>
<td>Sit - At a seated computer workstation.</td>
<td>N/A</td>
<td>Continuous</td>
</tr>
<tr>
<td></td>
<td>Stand - To use printer, fax, scanner, file, etc.</td>
<td>N/A</td>
<td>Occasional</td>
</tr>
<tr>
<td></td>
<td>Walk - To access printer, fax, scanner, etc.</td>
<td>N/A</td>
<td>Occasional</td>
</tr>
<tr>
<td></td>
<td>Bilateral Hand Coordination - To use computer keyboard and mouse.</td>
<td>N/A</td>
<td>Continuous</td>
</tr>
<tr>
<td></td>
<td>Reach, above shoulder - To access binders on shelves over desk (height of 54”).</td>
<td>N/A</td>
<td>Occasional</td>
</tr>
<tr>
<td></td>
<td>Crouch or bend – To access files out of bottom file cabinets.</td>
<td>N/A</td>
<td>Occasional</td>
</tr>
<tr>
<td></td>
<td>Lift, floor to waist - To access files out of bottom file cabinets (&lt;5 lbs.). To move recycled paper box (self-select weight).</td>
<td>2 lbs.</td>
<td>Occasional</td>
</tr>
<tr>
<td></td>
<td>Lift, Waist to shoulder – To access/handle largest binder(s) from desktop to shelf above desk. (30” to 54”).</td>
<td>7 lbs.</td>
<td>Occasional</td>
</tr>
</tbody>
</table>

**PART IV -- Signatures**

Signature of Employee __________________________ Date __________ Signature of Personnel Official ______________ Date __________

Signature of Supervisor _________________________ Date __________ Signature of Appointing Authority ____________ Date __________