

 <p>STATE OF INDIANA <b>CLASSIFICATION SPECIFICATION</b></p>	<b>Class Title:</b> Developmental Specialist 2		<b>Class Code:</b> 002SA2
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> PAT 2	<b>Effective Date:</b> 11-25-14
	<b>Summary:</b> Incumbent works for the Indiana Department of Transportation (INDOT) Planning Section performing a variety of duties in the planning and coordination of highway projects including maintenance and construction of state roads, interstates and other capital improvements.		

**Duties:**

- Forecasts traffic usage and recommends applicable improvements to local planners and State Highway Engineers by performing preliminary design and planning work;
- Submits proposed highway improvements in a local area to Federal Highway Administration for approval;
- Communicates decisions and recommendations from federal and state commissions to local area government and planning committees which includes mayors and county councils;
- Obtains approval from local areas to implement improvements;
- Gives technical and administrative assistance to local area governments and planning committees in the formation of local highway plans;
- Works on special projects as a troubleshooter and performs public relation functions to local areas in special situations;
- Performs related duties as required.

**Job Requirements:**

- Extensive knowledge of federal and state guidelines and regulations pertaining to highway planning and construction;
- Extensive knowledge of civil engineering and/or transportation planning including highway planning;
- Working knowledge of State Highway Administrative procedures for project proposal planning and implementation;
- General knowledge of highway engineering cost benefit analysis and statistics;
- Effectively communicate, both orally and in writing;
- Ability to maintain cooperative work relationships.

**Difficulty of Work:**

Incumbent applies federal guidelines which are generally applicable in developing highway interstate improvements in regional areas. Incumbent follows general agency guidelines in performing liaison and public relations duties while working with local governments and planning committees and incumbent applies various technical guidelines in performing forecasting and planning duties. All applications of guidelines require judgment as situations vary greatly in type of area, people and improvements involved.

**Responsibility:**

Incumbent's duties involve making recommendations to local areas on type of improvements needed and on fulfillment of federal requirements. Incumbent also makes recommendations to State Highway Engineers on type of facility and size needed to fulfill area needs. Incumbent is given general objectives and applies administrative and technical expertise in dealing with the local government and planning committees. All plans and recommendations are reviewed by higher authorities for compliance with agency policy and federal requirements.

**Personal Work Relationships:**

Incumbent works with town mayors, city and county councils and local planning committees in a cooperative relationship to develop plans for local highway systems according to federal requirements. Incumbent reports information and recommendations to INDOT and the Federal Highway Administration.