

Job Family Description

Jobs whose primary duties generally involve engineering and/or planning activities. Individuals in this family are responsible for consultation, investigation, evaluation and planning, design, design review and approval, and/or determination of environmental and safety impacts of work processes and products (buildings, utilities, systems, sites, mapping, or infrastructures); may provide project management oversight, which may include supervision.

SC4001	Engineering & Planning Svcs I	Grade 202
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Level Definition:

Work at this level includes the performance of a variety of basic technical duties in the completion of project and programs according to engineering standards and practices, under close supervision.

Knowledge Skills & Abilities

Ability to communicate effectively in writing and verbally. Ability to accurately follow both written and verbal directions. Ability to interact effectively with others in a professional manner. Skill in collecting and organizing data. Ability to apply general rules to specific problems. Ability to complete work assignments accurately, timely and with attention to detail. Basic knowledge of and ability to use tools necessary for assigned work. Basic knowledge of industry practices and procedures. Basic ability to evaluate distinct information to form general conclusions. Demonstrated knowledge of fundamental math skills.

Minimum Education & Experience

High School diploma or equivalent or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certification, experience and/or additional qualifications depending on the position to be filled.

SC4002	Engineering & Planning Svcs II	Grade 203
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Level Definition:

Work at this level includes the performance of a variety of basic technical duties in the completion of project and programs according to engineering standards and practices, under general supervision. May be assigned lead role under supervision.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to prepare and maintain records and reports. Skill in collecting, organizing, and analysis of semi-complex data. Proficient level knowledge of and ability to use tools necessary for assigned work. Demonstrated knowledge of higher-level math skills.

Minimum Education & Experience

High School or equivalent or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. At time of recruitment the hiring agency may specify additional education, certification, experience and/or additional qualifications depending on the position to be filled.

SC4003	Engineering & Planning Svcs III	Grade 204
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Level Definition: Work at this level involves performing more complex technical assignments in the coordination of single projects and programs; conducting studies, preparing reports, and assisting higher level planners or surveyors on project feasibility; entry level appraisal and negotiation activities of property and right of way access. May involve participation in determination of project objectives and outcomes. Work is normally performed under general supervision after initial training period. May provide task-specific training and guidance to staff.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to handle difficult situations with composure. Skill in the use of analytical tools and data analysis methods. Ability to work effectively within a complex work environment. Ability to devise solutions to operational problems. Ability to make sense of, combine, and organize information into meaningful patterns. Knowledge of basic survey principals or more advanced engineering and planning principles and practices.

Minimum Education & Experience

An Associate’s degree in related field or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. The hiring agency may specify education, certification, experience and/or additional qualifications depending on the position to be filled.

SC4004	Engineering & Planning Svcs IV	Grade 205
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Work at this level involves performing more complex technical assignments in the coordination of multiple projects and programs; conducting studies, preparing reports and developing & coordinating planning; complex survey work; basic level appraisal and negotiation activities of property and right of way access; supervision, under general supervision, of water management applications and ensuring water management projects follow established engineering standards. Some positions may involve providing supervision or technical guidance to others. Therefore, work at this level is of a highly complex and requires a high degree of knowledge, skills, and abilities and/or specialization in specific subject matter. Work activities involve decision-making within parameters of approved policies and procedures.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to set priorities and determine workflow. Skill in evaluating alternative solutions, conclusions, or approaches to problems. Skilled at conducting and analyzing extensive research and communicating results. Skilled at applying principles, methodologies, standards, and best practices to identify needs and determine solutions.

Minimum Education & Experience

An Associate’s degree or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. The hiring agency may specify education, certification, experience and/or additional qualifications depending on the position to be filled.

SC4005	Engineering & Planning Svcs V	Grade 206
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Level Definition:

Work at this level involves performing more complex engineering assignments in the coordination of multiple projects and programs; conducting studies, preparing reports and developing & coordinating planning; complex survey work; higher level appraisal and negotiation activities of property and right of way access; supervision, of water management applications and ensuring water management projects follow established engineering standards. Work is multi-disciplinary, and assignments address complex issues, problems, and/or systems. Work involves the review and evaluation of existing data and research. Provides technical guidance to others. Often manages the work of others. Work at this level involves a comprehensive understanding of all basic, intermediate, and advanced services and programs being provided within an agency.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Advanced knowledge of engineering and planning principles. Advanced skill in use of analytical tools and data analysis methods. Skilled in mediation and dispute resolution. Ability to develop, interpret, and evaluate policies and procedures. Ability to plan, assign, and/or supervise the work of others.

Minimum Education & Experience

An Associate’s degree in related field or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. The hiring agency may specify education, certification, experience and/or additional qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC4006	Engineering & Planning Svcs VI	Grade 207
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Level Definition:

Work at this level involves performing complex engineering assignments in the coordination of multiple projects and programs; conducting studies, preparing reports and developing & coordinating planning; complex survey work; basic level appraisal and negotiation activities of property and right of way access; supervision of water management applications and ensuring water management projects follow established engineering standards. Defines, directs, and provides leadership for highly complex and challenging programs or projects. Most often manages the work of others either directly or indirectly.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Advanced ability to develop, interpret, apply, and evaluate policies, regulations, and procedures. Highly refined ability to handle difficult situations with composure. Advanced skill in the use of analytical tools and data analysis methods. Expert level engineering and planning skills. Ability to direct the preparation of work plans, project budgets, and program status reports.

Minimum Education & Experience

A bachelor's degree in a related field or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. The hiring agency may specify education, certification, experience and/or additional qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC4007	Engineering & Planning Svcs VII	Grade 208
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Level Definition:

Individuals at this level perform work activities associated with division assistance in application of engineering concepts and methodologies in performing activities associated with managing administrative, planning, construction, and maintenance programs and projects within a district, division, or office of an engineering division of an agency. Manages the work of others either directly or indirectly.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Advanced knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Ability to develop, interpret, and evaluate policies and procedures. Ability to implement new

systems and evaluate their effectiveness. Ability to solve program or service-related problems; determine actions to be taken in unusual circumstances within parameters established by formal policy, procedures, and standards. Mastery level engineering and planning skills. Extensive ability to implement new and ongoing program initiatives.

Minimum Education & Experience

A bachelor’s degree in a related field or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. An associated certifications plus professional registration with the state. The hiring agency may specify education, certification, experience and/or additional qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC4008	Engineering & Planning Svcs VIII	Grade 209
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Level Definition:

Work at this level involves application of the highest level of engineering concepts and methodologies in performing activities associated with managing administrative, planning, construction, environmental, and maintenance programs and projects within a district, division, or office of an engineering division of an agency. Defines, directs, and provides leadership for these highly complex and challenging programs or projects. Regularly has end-to-end responsibility for major projects or programs and has full authority within limits established through department policy. Manages the work of others either directly or indirectly. Develops and maintains long-range planning.

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels - Ability to champion employee, customer, and stakeholder driven ideas. Ability to provide leadership on best practices to address a wide range of complex and interrelated programs and issues. Ability to work intra-agency to create efficiencies. Skilled at improving organizational efficiency by developing, planning, and implementing multi-tiered solutions to complex or unprecedented problems. Master skill level in strategic and long-range planning.

Minimum Education & Experience

A bachelor’s degree in engineering or a combination of education, training, and experience which demonstrates equivalent knowledge, skills, and abilities. An associated certifications and or/professional state registrations. The hiring agency may specify education, certification, experience and/or additional qualifications depending on the position to be filled. Certain job types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

Job family descriptions are not to be used as the sole determinant for classification assignment. Classification analysis includes a review of the job family description, comparisons to other state-wide positions, review of the job description and classification request, organizational structure, and agency information.