CITY OF CHATTANOOGA
Classification Specification Title: Planning Analyst 2

Department: City Planning

Supervision Received From: Director Research & Information

Supervisory Responsibility For: None

Pay Grade: GS.12

FLSA Status: Exempt

Established: 9/14/16

Revision Dates: 4/3/25

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification provide expertise and project leadership for the development, calibration, validation, application, and maintenance of various geographic information systems (GIS)-based computer models for land use and transportation planning, population estimation, forecasting, and scenario planning. Incumbents are also responsible for developing and managing complex and advanced technical analyses, policy analyses, feasibility and impact analyses, performance measurements including Big Data analytics, and research projects; developing, maintaining, and manipulating a transportation monitoring system; participating in the request for proposals (RFP) process including selection of consultant and oversight; identifying and assessing strategies to evaluate project effectiveness; administering the agency's GIS software platforms; and providing consultation and support for other research and analytical projects as a subject matter expert in geospatial technology and qualitative and quantitative data analysis and visualization. Fulfillment of responsibilities requires incumbents to design, develop, test, integrate, and deploy a variety of custom-built software solutions across different developer environments including the ability to work with web services API. Incumbents should be able to manage and prioritize complex tasks and communicate variegated information to diverse audiences and stakeholders. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: This is the second level of a two level Planning Analyst series in the Planning Department.

ESSENTIAL FUNCTIONS:
(*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*)

Provides complex data analytics including land use modeling and transportation modeling in fulfillment of the prerequisites of the Chattanooga-Hamilton County/North Georgia Transportation Planning Organization (TPO), the federally designated Metropolitan Planning Organization (MPO) for the Chattanooga, TN-GA Urbanized Area to receive federal and state transportation funding.

Leads the development, maintenance, calibration, validation, application, and documentation of the land use model (LUM); runs and trouble-shoots the LUM; codes and maintains custom

Python tools utilized in the LUM; develops and maintains a routable street network; accesses and utilizes data from various data systems; supports model application to evaluate growth and development, formulate policies, and guide capital improvements.

Coordinates the integration of the LUM into the activity-based Travel Demand Model (TDM). Provides expertise to the development, maintenance, calibration, validation, and application of the TDM.

As part of the Congestion Management Process (CMP), employees will produce probe data-based performance metrics to evaluate effectiveness of congestion mitigation strategies. Requires ability to develop extract, transform, and load (ETL) procedures for Big Data in addition to handling the storage and analysis of such.

May serve as a project team leader formulating project work plans, assigning tasks to team members, monitoring task progress, determining timelines and deliverables, organizing meetings, preparing informational packets for members, and performing other related activities.

Conveys technical information in a meaningful way to assist decision makers; prepares thorough documentation, including metadata, of work products; writes reports describing work completed, processes used, results observed, and support/justification for any recommendations and conclusions.

Develops, adapts, modifies and extends manual and electronic procedures, tools, scripts, and applications to improve and enhance data collection, data analysis, and finished map products.

Researches and recommends software, hardware, applications, and process improvements relating to information systems.

Develops technical reports, policies, ordinances, regulations, grant applications, and/or requests for proposals (RFPs) related to land use, transportation, and capital improvements; incorporates community values and priorities, planning principles and research to formulate recommendations based on findings.

Develops and organizes appropriate public participation processes and design; prepares presentations, materials and other communication tools to facilitate project review, public meetings, and community outreach and serves as lead presenter/facilitator for contentious/complex projects.

Prepares data visualizations in print, digital, and/or interactive formats to be utilized in technical reports, policies, ordinances, regulations, grant applications, web sites, and/or requests for proposals related to land use, transportation, and capital improvements; creates a variety of materials such as maps, charts, graphics, reports, brochures and visual presentations for meetings and to facilitate community education and outreach activities with interest groups, neighborhood associations, advisory boards, and elected officials.

Keeps abreast of current planning applications and tools such as Census Apps and NPMRDS; participates and presents in professional peer groups such as Tennessee Model Users Group (TNMUG) to stay attuned to modeling trends, developments, best practices, issues, and innovations; collaborates with other professionals, consultants, and TPO jurisdictions and partners to assess and implement the LUM, TDM, and other TPO projects.

Represents the Chattanooga-Hamilton County Regional Planning Agency, Transportation Planning Organization (TPO), County and/or jurisdictions and serves as a technical resource and consensus builder on a variety of meetings, commissions, councils, boards, public events, training sessions, on committees, task forces, and/or other related groups.

Provides professional-level staff support to various Commissions and Boards, such as the Chattanooga Hamilton County/North Georgia Transportation Planning Organization, including organizing meetings, preparing informational packets for members and performing other related activities.

Provides guidance and monitors the work of contractors and ensures the contract terms are met. Performs quality assurance on all deliverables.

Reviews, interprets, and applies federal, state, and local regulations as they relate to planning projects and transportation planning.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Master's degree in Urban Planning, Geography, or closely related field and at least five (5) years of professional level experience in geospatial analysis and geographical information systems (GIS) applications targeting the Esri software suite, land use modeling, activity-based travel demand modeling; computer programming and Python scripting, advanced qualitative and quantitative research methods and design, SQL enterprise database design, development, and maintenance; and statistical analysis for land use and transportation planning; or any combination of equivalent experience and education. Experience with population projections; and Federal Highway Administration (FHWA) transportation planning requirements - preferred.

LICENSING AND CERTIFICATIONS: Certified GIS Professional (GISP). Valid class D license.

SUPPLEMENTAL INFORMATION:

In-depth knowledge of GIS principles, practices, and methods including GIS software, such as Esri ArcGIS Pro/ArcGIS Online/ArcMap, City Explained CommunityViz, and Caliper Corporation TransCAD, tools and workflows; methods and techniques including quality control methods and practices; cartographic principles; database development and administration principles, methods and techniques including quality control methods and practices; GIS software tools; GIS workflow principles; cartographic principles as it relates to GIS; urban planning principles and theory; forecasting and trend analysis as applied to population and land

use planning; spatial analysis concepts and techniques; scenario planning and land use modeling; multimodal transportation analysis tools and methods; operation and function of travel demand models; policy analysis and management; quantitative and qualitative research theory and methods; cost-benefit analysis; impact analysis; statistical survey; descriptive statistics and statistical analysis; site planning and principles; planning principles, methods, materials, practices and techniques; budgeting principles; customer service and public relations principles; mapping software applications; project management principles and practices; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures, and interpretation thereof.

Skill in prioritizing and assigning work; developing and modifying computer programming and script writing; designing GIS and database systems; installing and maintaining GIS software; facilitating training; using statistical/model estimation computer software programs; managing complex projects; managing multiple priorities simultaneously; managing and manipulating large database; manipulating GIS data; performing mathematical calculations; compiling data from multiple external sources; developing and testing models; designing and executing surveys, reading and interpreting architectural and engineering drawings; reading maps and scales; conducting research; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; organizing, collecting, analyzing and interpreting data; resolving conflict; creating and making presentations; speaking in public; effective writing techniques, preparing reports and documents and communication and interpersonal skills as applied to interaction with co-workers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require: reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.