

DEPARTMENT OF TRANSPORTATION
ADMINISTRATION
FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR

Under the general direction of the Governor of the State of Hawaii, plans, directs, and coordinates the various activities of the Department of Transportation within State laws and established policies, procedures and regulations.

1. Represents the major transportation modes and directs the design, construction, maintenance and operation of the transportation facilities of the State, including airports, harbors, and highways, with a view toward providing the State with the best system of integrated transportation facilities possible.
2. Directs the preparation and maintenance of state-wide transportation plans and the development of Department-wide transportation planning policies and procedures, transportation system plans and procedures, short-and-long range capital improvement plans, and other planning activities required in support of the departmental mission.
3. Through a deputy director for staff services, directs performances of department-wide staff support services, including personnel administration, preparation and control of departmental budgets, central computer services, procurement and contract services, land matters administration, and financial and related business management activities.
4. Through the civil rights coordinator, assures that the department is in full compliance with the Civil Rights Act of 1964 and all related regulations, directives and executive orders.
5. Through the Office of Environmental Compliance, plans, develops and provides department-wide functional direction for the Environmental Compliance and Hazardous Materials Programs.
6. Through the Rail Transit Safety Oversight Office, oversees the safety and security of the Honolulu rail transit system.
7. Recommends departmental policies and organization for approval to the Governor and after approval directs their implementation.
8. Represents the department before the legislature and community and public groups.
9. Maintains effective relationships between the Department of Transportation and the Governor, legislature, other government officials, and the public.
10. Exercises leadership, guidance and control of the efforts of employees toward achieving departmental objectives.
11. Through the Office of Public Affairs, directs the departmental public information program.
12. Acts as appointing authority, approves contracts, and establishes procedures for communication between the Office of the Director and subordinate units.
13. Promulgates administrative rules, regulations and procedures governing the conduct of departmental business.

14. Through its Special Assistant, serves as chairman of the Governor's Task Force on overlapping State and County functions and conducts analyses of existing State and County transportation and engineering operations, researches applicable statutes, rules, legislative and county council documents to verify jurisdictional roles and functions, and formulates recommendations for the establishment of priorities to eliminate jurisdictional overlap; assists in developing sustainable transportation policies related to various transportation and energy issues and problems for ongoing improvements.
15. Attends top-level conference with other agencies of the State and County governments for the purpose of developing transportation strategies.
16. Serves as the Governor's Highway Safety representative for the State and directs the State's Highway safety program, including the federal grant program.

ALOHA TOWER DEVELOPMENT CORPORATION

The Aloha Tower Development Corporation's (ATDC) enabling statute, HRS Chapter 206J, states that the Aloha Tower complex is one of the most valuable properties in downtown Honolulu and that certain portions should be redeveloped or improved to better serve the people's economic, maritime and recreational needs. Moreover, the complex serves a vital maritime function that must be maintained to insure adequacy and viability for existing and future maritime activities.

The purpose of the ATDC is to undertake the redevelopment of the Aloha Tower complex to:

1. Strengthen the international economic base of the community in trade activities;
2. Enhance the beautification of the waterfront;
3. Better serve modern maritime uses; and
4. Provide for public access and use of the waterfront property.

The ATDC is administered by a Board of Directors composed of three members:

1. Director of business, economic development & tourism.
(Chairperson)
2. Director of transportation; and
3. Deputy director of transportation-harbors division.

The ATDC performs the following functions:

1. Provides the overall administration and management of all functions and activities related to the operation of ATDC.
2. Implements programs to meet ATDC goals and objectives in concert with applicable plans and guidelines.
3. Establishes policies and procedures to guide program operations; adopts by-laws for the organization and oversees internal management of the ATDC.
4. Provides the central coordination to integrate delivery of staff support services to promote achievement of goals and objectives.

5. Appoints officers, agents and employees; prescribes their required qualifications and duties, and fixes their salaries.
6. Provides the focal point for program and personnel development and evaluation.
7. Submits to the Governor and to the Legislature a complete and detailed annual report of ATDC's activities
8. Studies and reviews national financial and real estate markets to identify and target potential developers of large-scale projects to develop the Aloha Tower Complex and its broader jurisdictional area.
9. Develops and executes contracts and all other instruments necessary or convenient for the exercise of powers and functions authorized under HRS Chapter 206J.
10. Recommends and adopts administrative rules, or amendments thereto, under HRS Chapter 206J, necessary to effectuate HRS Chapter 206J, in connection with projects, operations, properties and facilities of ATDC.
11. Implements Chapter 19-170, Hawaii Administrative Rules, related to the ATDC jurisdictional area.
12. Prepares, or causes to be prepared, a developments plan for the Aloha Tower Complex, incorporating the needs of the Department of Transportation.
13. Partners with qualified persons and constructs, reconstructs, rehabilitates, improves, alters or repairs facilities required in the development of the Aloha Tower Complex and its broader jurisdictional area.
14. Issues revenue bonds for the purpose of providing funds for corporate purposes.
15. Imposes, prescribes and collects rentals, fees or charges for the lease, use, and services of its projects.
16. Prepares operating and CIP budget requests, oversees actions related to fund release, expenditures and encumbrances.
17. Oversees and coordinates the formulation, presentation and execution of the multi-year program and financial plans.
18. Manages and provides support regarding state budget policies and instructions, procedures and timetables.
19. Administers the expenditure of departmental funds in accordance with federal and state statute, rules and regulations, and generally accepted accounting practices and procedures; establishes and follows procedures for non-bid purchasing of goods and services, processing of invoices, inventory or personal property and equipment, petty cash fund establishment and reimbursement.
20. Plans, organizes and directs the development of accounting systems for all of ATDC's project components.
21. Monitors contracts and associated documents for compliance to revenue bond underwriting requirements.
22. Reviews contracts and associated documents for compliance to revenue bond underwriting requirements.

23. Prepares financial reports for ATDC; coordinates audits; and verifies or makes projections on revenues and expenditures.
24. Maintains sound internal controls by overseeing and performing proper procurement actions and documentation for contracts and purchasing.
25. Reviews for appropriateness and conformity to procurement requirements, RFPs, scope of services and other contract documents.

STAFF SERVICES

PERSONNEL OFFICE

1. In accordance with the policy guidance of the Director, plans, develops and provides department-wide functional direction to the comprehensive personnel management program for the Department of Transportation, including:
 - (a) the establishment and maintenance of a sound and equitable position classification system;
 - (b) the application of fair compensation policies and principles including actions necessary to assure the pricing of positions in the compensation plan in accordance with recognized levels of difficulty and responsibility;
 - (c) the development, coordination and carrying out of effective recruitment, selection, and placement activities designed to assure a supply of well qualified candidates for Department of Transportation needs;
 - (d) the conduct of a strong and progressive employee relations and training program to increase employee productivity and job satisfaction and provide for the upward career progression of well trained and motivated employees;
 - (e) the establishment and execution of just and orderly labor-management relations to help assure open channels of resolution of grievances and disputes;
 - (f) the development of an effective occupational health and safety program to include safety training and inspections;
 - (g) the conduct of continuing programs on on-site assistance to and evaluation of personnel activities throughout the Department of Transportation to assure they are being carried forward in timely and efficient manner in conformance with laws and DHRD and DOT policies, regulations and directives, and as a recognizably effective aid to management in the achievement of DOT missions, as well as in meeting employee needs;
 - (h) accomplishing personnel work to meet the changing needs of DOT programs.
2. The departmental personnel office serves as the department's liaison with the Department of Human Resources Department (DHRD), and provides for coordination between DOT personnel programs and activities and those of other state, county, federal, and private organizations.
3. It advises and consults with the director, deputy directors and with other management officials on the interpretation and application of laws, policies, and regulations; and in the resolution of problems of management and employees.

4. It represents DOT and serves as a spokesperson for the department before other public and private agencies and interested groups on personnel matters of concern to DOT. Follows up to assure the timely and appropriate action upon and response to DOT needs as they are reflected in pending actions before other state agencies.
5. It provides for the training and career development of the professional, technical, and clerical personnel of the department. Conducts periodic meetings with all DOT personnel staff to discuss and resolve matters of concern and explore new and improved methods and procedures. Serves as advisor to and ex-officio member of the department's incentive and service awards committee.
6. With the approval of the director, initiates and conducts such investigations and special studies of DOT personnel programs and activities as are appropriate to assure observance of laws, policies and regulations and improve performance.

Labor Relations Staff

1. Plans, develops, coordinates and executes a comprehensive department-wide program of labor management relations, including provisions for equitable and consistent administration of discipline and the just and orderly resolution of grievances, disputes, and appeals.
2. Develops proposed policies and procedures necessary for full implementation of the Hawaii Public Employee Relations (Act 171, SLH 1970) in DOT within the framework and guidance of the rules of practice and procedure promulgated by the Hawaii Public Employment Relations Board.
3. Advises and consults with the director, deputy directors and other management officials in all labor-management relation matters, particularly in dealings with employees' organizations and in the interpretation and observance of contract provisions.
4. Acts as the departmental personnel office's spokesperson in relations with the Attorney General's Office and other agencies in labor relation matters. Represents the departmental personnel office at hearings on grievances and appeals.
5. Provides special technical assistance on DOT concerns and problems to negotiation committees of the Public Employment Relations Board.
6. Develops and conducts training of DOT personnel specialist, managers, and supervisors in labor relations activities, including the provisions of special seminars and sessions on the interpretation and observance of newly negotiated bargaining agreements.
7. Maintains continuing contacts with business agents and other union officials and with departmental union stewards for the purpose of building sound relationships, which will assist in the prevention or early resolution of disputes and grievances. Arranges for and conducts periodic meetings between management and employee organizations to discuss matters of mutual concern.
8. Develops synopses and evaluations of settled grievances and completed disciplinary actions for the guidance of managers and supervisors in the equitable resolution of grievances and administration of discipline throughout the DOT.

Position Classification Staff

1. Plans, develops, coordinates, executes and evaluates a comprehensive, department-wide position classification and pricing program for all DOT positions, including:
 - (a) the accurate and current description and evaluation of positions and their classification in accordance with the standards and specifications of DHRD;
 - (b) the initiation of new and revised class specifications to meet needs of new and revised programs and functions;
 - (c) the establishment and conduct of arrangements for DOT and divisional allocations of positions in designated classes under delegated authority from DHRD;
 - (d) the established and administration of annual, joint employee-supervisor reviews and certification of position descriptions with provisions in designated for the revision and reclassification of those found inaccurate or no longer current;
 - (e) the conduct of periodic on-site audits to determine the accuracy of pending and proposed classification actions;
 - (f) the review, development, and provision of comments to PECAB of appeals from supervisors and employees on the pricing of positions; and
 - (g) the conduct of orientation and training of managers and supervisors in position classification matters.
2. Supervises and coordinates all personnel actions for departmental administration personnel, i.e., Office of the Director, Deputy Directors, and all staff offices.

Employee Relations, Training and Safety Staff

1. Plans, develops, coordinates, and conducts effective employee relations, training, and occupational health and safety programs designed to increase work effectiveness, help provide upward career progression to well motivated and trained employees, and to assure a safe and healthful work environment.
2. Provides plans and procedures for the assessment of training needs and makes arrangements to meet such needs in a timely and effective manner.
3. Provides for the joint employee-supervisor development of individual employee development plans, setting forth both long and short-term career objectives and related training requirements.
4. Oversees the Department of Transportation's evaluation of employee performance program.
5. Serves as the Departmental Personnel Office's representative on the Department's Incentive and Service Awards Committee as ex-officio member, advisor and technical support staff.
6. Maintains liaison with DHRD on departmental training needs to assure provision of necessary course offerings.
7. Prepares the departmental Personnel Office's annual comprehensive training plan and budget.
8. Reviews and acts upon in-service and out-service training requests and submits to DHRD for approval;

9. Develops and conducts or arranges the provision of in-service training to meet specialized needs of the Department of Transportation's professional, technical, and clerical employees.
10. Develops reporting procedures and reviews accident reports; meets with safety committees, evaluates causes and frequency of injuries, makes safety inspections, and develops, recommends and follows through to assure that effective accident prevention measures are taken, including the conduct of remedial safety training programs.

Special Services Staff

1. Provides staff assistance in the development of the departmental personnel programs, policies, functions and services related to civil service reform. Serves as the staff specialist in charge of special projects and administrative programs such as Time and Attendance System, FMLA, Leave Share, FLSA, Temporary Disability Benefits, Departmental Staff Manual update and coordination, legislative matters (i.e., review and comments on personnel-related bills, testimony preparation, etc.) for the Personnel Office, Student Helper/Intern programs, and exempt position review and management.
2. Also serves as staff specialist responsible for handling complaints/appeals typically heard by the Merit Appeals Board, which involve non-classification and/or non-bargaining unit issues and concerns. May provide assistance to the Labor Relations Staff as technical support in grievances involving new DHRD policies and procedures, which will replace the former personnel rules in civil service reform.

Recruitment Services Staff

1. Plans, develops, coordinates and conducts a department recruitment selection and placement program which is designed to assure the timely filling of department vacancies in conformance with pertinent Federal and State laws, rules, and contracts.
2. Plans, develops and conducts the program necessary for the establishment and validation of job-related selection criteria for filling departmental positions.

BUSINESS MANAGEMENT OFFICE

Provides business management advice, assistance and support to the Director, departmental staff offices and divisions in accounting, financial management, process improvement, internal control, records management and office services.

1. Provides fiscal management of federal-aid programs; guidance on the financial rules and regulations on the use and control of federal-aid funding as required by the Federal Government Policies and Procedures.
2. Provides fiscal management, accounting services, financial reporting and advises on department-wide accounting services and procedures.
3. Provides business process re-engineering services and transfer information technology support; provides internal management control assistance, audits and related services; provides legislative coordination and pCard administration services.

4. Provides management and control services for the records management program, access to government records, OIP reporting, DOTCMS and DOT Library.
5. Provides payroll transaction services for the Administration and staff offices and serves as the central coordinating office;
6. Provides office services for mail, messenger, reprographic, central files maintenance, and administrative support.

Federal-Aid Staff

1. Plans, directs and coordinates the fiscal activities of federal funds administered by the Federal Grant Program to the Departmental Administrative Staff, Oahu Metro Planning Office (OMPO) and other grantees. Develops and maintains a cost accounting system to track federal expenditures, prepares billing vouchers, records reimbursements and to compile financial information for reporting purposes.
2. Prepares the reports or transmittals for reimbursement and performs the electronic withdrawal from the Federal Government. Coordinates the timing of the receipts from federal agencies and distributes payments to applicable State, County and non-profit agencies to meet the applicable federal requirements on a timely basis.
3. Prepares financial reports required by the Federal Agencies by analyzing and compiling financial data and/or documents; prepares and supports schedules for the annual audit of federal-aid grants for Administration and Oahu Metro Planning Office.
4. Provides technical assistance to managers by interpreting and explaining federal accounting and cost principles, audit requirements and financial rules and regulations on the use and control of these federal grants based on the Federal Government's policies and procedures.
5. Provides financial reporting to management on a regular basis and special reports as requested.

Financial Accounting Staff

1. Plans, directs and coordinates the fiscal activities of the Departmental Administrative Program to meet program objectives. For those programs constituting the Departmental Administrative Program, the Financial Accounting Staff installs and operates a comprehensive system of general ledger accounting for appropriations, allotments, receipts, and expenditures; prepares prescribed and otherwise necessary financial and statistical reports covering the financial operation; collects all fees, charges, grants and other revenue sources prescribed by law or rules and regulations; pre-audits all expenditures and prepares vouchers for payment; provides revenue projections and expenditures controls to ensure cash inventory of equipment and supplies; provides purchasing services; provides program managers with fiscal advisory services.
2. Provides central payroll and inventory services; coordinates the department's payroll and inventory activities with the Department of Accounting and General Services.
3. Provides financial reporting to management on a regular basis and special reports as requested.

Process Improvement and Records Management Staff

Plans, coordinates and directs the process improvement, internal control, and records management activities of this Staff; serves as legislative coordinator for the Business Management Office; and administers the application, processing and maintenance of the department's pCard system.

Process Improvement and Internal Control Section

1. Advances changes to business processes by providing an independent catalyst to change, and providing a sustained effort to provide a proactive approach to implementing change.
2. Provides administrative support to re-engineering department processes by:
 - a. Providing consultant services to initiate or participate in projects to improve work processes.
 - b. Providing central planning and coordination of department process improvement efforts.
 - c. Serving as a resource to introduce technologically innovative tools purchased by the department to potential users.
3. Serves on state or department-wide teams, on a multi-discipline approach, to develop and implement new systems and procedures.
4. Provides oversight control over audit findings from audits conducted by the legislative auditor, financial auditors and any other reviewer of the financial management work area to insure that:
 - a. Financial and all other operations are properly conducted.
 - b. Financial and statistical reports are presently fairly.
 - c. Applicable laws and regulations have been complied with.
 - d. Resources are managed and used in an economical and efficient manner.
 - e. Desired results and objectives are being achieved in an effective manner.
5. Conducts field examinations to obtain sufficient, competent and relevant evidence to afford a reasonable basis for the expression of an opinion, judgment, conclusion and recommendation. Prepares reports of examination in accordance with the GAO reporting standards.

Records Management Section

1. Plans, organizes and manages the activities of the department's records management program.
 - a. Sets program goals and objectives and coordinates efforts to achieve them.
 - b. Develops and implements program policies, procedures and instructional directives

2. Provides technical advice, assistance and guidance on matters relating to records management.
 - a. Serves as the department's liaison with the state Archives Division and Office of Information Practices (OIP).
 - b. Directs and coordinates the input, update and deletion of the departmental and divisional records in the OIP Records Report System (RRS).
 - c. Manages and coordinates the implementation of the statutory requirement to make all government records available to the public for inspection or copy in accordance with the Uniform Information Practices Act (Chapter 93D, Hawaii Revised Statutes).
 - d. Prepares and files an annual report to the Office of Information Practices on requests from the public to access the department's records.
 - e. Plans, coordinates and administers the department's Content Management System (DOTCMS) which contains scanned copies of a wide array of records and documents such as contracts, reports, completed forms and correspondence.
 - f. Manages, organizes, maintains and continuously updates the DOT Library.

Office Services Staff

Provides publishing and reprographic services; operates a mail and messenger service; and maintains central files.

1. Support Services. Provides binding of reports and specifications; maintains supply and control of forms reproduction; assists the print shop in finishing contract documents; conforms contracts after execution and distributes and materials printed.
2. Reproduction Services. Provides printing services of offset press and duplication machine; provides technical advice as to the available means of printing to include transfer of subjects from negatives to aluminum plates, strips, opaque and masks negative for surface plate making and color work; maintains control of all forms printed; purchases and maintains in inventory and control over supplies; provides customer service.
3. Mail and Messenger Section

Operates the mail room and provides the department units on Oahu with regular pickup, delivery and mail distribution services.
4. Central Files Section

Maintains the central file of all letters, reports, contracts and other materials; assists in locating materials in the files insures proper storage and disposition of materials.

Systems Accounting Staff

1. Evaluates, develops and implements financial accounting systems and procedures within the Department to serve the reporting needs of the divisions and staff offices.
2. Coordinates and manages the financial accounting data, systems, standards and procedures of the department to insure data integration between the divisions, staff offices, executive staff and the Department of Accounting and General Services.
3. Develops and promulgates financial rules, policies, and procedures on a department-wide basis.
4. Supports and serves the divisions and staff offices in defining the accounting requirements, develops and/or selects suitable applications, implements new financial management information systems.

PROCUREMENT AND CONTRACT SERVICES OFFICE

Coordinates and assists the departmental modal program offices on the major functions within the procurement lifecycle, including acquisition planning, market research, solicitation development and award, contracting services , and contract completion and closeout; provides procurement services which include 1) solicitation review, 2) solicitation development and contract execution, 3) advisory and resource support services; collaborates with the State Procurement Office to fulfill the functions and ensure compliance.

Contracts Staff

1. Provides departmental staff services to the Director, departmental staff, divisions, and other governmental agencies, as applicable, in contracts administration.
2. The office serves as the principal departmental resource on contracting practices, and State laws, rules, and regulations relating to contracting; establishes procedures within applicable State and DOT policies and guidelines for calling for tenders, processing bids, and determining awards; and reviews and approves contracts for conformance to departmental and State language and for format standards.
3. This includes administering procedures for soliciting bids requiring formal advertisement, qualifying prospective bidders, processing bids, making awards, and processing consultant contracts.
4. Monitor or review contracts to ensure compliance with Chapter 103, HRS; procurement standards and other support departmental approval requirements.

Procurement Staff

1. Develops and administers centralized and standardized departmental programs, policies and plans supporting the procurement of goods, services and construction, ensuring consistency and compliance with state procurement statutes and rules, cooperative purchasing program opportunities, project bidding requirements, legal contract requirements, implementation of new procurement laws and rules, and Attorney General interpretations and opinions.

2. Implements and operates a dedicated information and control system for all departmental procurement projects and appropriations; conducts evaluations and prepares reports on the department's procurement program objectives, costs, and effectiveness; analyzes and advises on program funding requirements for planning and execution of procurement projects; Reviews proposed legislation and drafts testimony regarding statutory procurement policies and procedures relevant to the department's operations.
3. Provides advisory services and assistance to departmental programs in making determinations on source selection methods, solicitation requirements, award criteria, and types of contracts most appropriate for meeting project needs.
4. Coordinates and directly manages assignments of unusually complex and high-profile procurement projects, conducts necessary research work on project needs, product/service availability, source selection options, and development of specifications, provisions, terms and conditions that are required to effectively execute solicitations for complex procurements.
5. For projects connected to federal funding, ensures compliance with federal rules applicable to state procurements; researches and monitors resources available at federal and state level supporting public sector procurements, such as cooperative purchase price list contracts, GSA Advantage GSA eLibrary, IBIS World Reports, industry publications, and government targeted publications informing on technological developments and to maximize procurement efficiency.

PPB MANAGEMENT AND ANALYTICAL OFFICE

Administers the Department of Transportation's planning, programming and budgeting (PPB) and program reporting activities as mandated by the Executive Budget Act. Provides principal staff support to Deputy Director for Staff Services and the Director in overseeing and implementation of the established budget process. Administers responsibilities related to real property and land management of properties under the jurisdiction of the Department.

1. Consistent with the established policies and goals of the Department of Transportation and in accordance with the directives and guidelines of the Department of Budget and Finance, develops procedures and prescribes instructions to guide the preparation of financial plans and program performance reports. Assists and coordinates with divisional budget requests.
2. In the context of approved departmental plans, advises and participates in developing short-and-long range capital improvements programs.
3. Reviews and conducts studies related to overall program plans; collects, analyzes, evaluates and interprets data that affect departmental plans, programs, and financing capabilities; and conducts other studies and analyses to provide staff guidance in planning and decision making.
4. Participates as members of the Department of Budget and Finance Review Group in recommending the formal statewide program for consideration.
5. Maintains close working relationships with the Department of Budget and Finance and serves as liaison on all PPB matters between the Department of Transportation and other State, Federal, County, and private agencies.
6. Coordinates legislation for the Department of Transportation and prepares testimony, reports and resolutions for the Legislature.

7. Provides general internal management assistance by conducting studies and evaluating the Department's organization and management methods and procedures and submitting definitive recommendations for improvements.
8. Coordinates Land Matters meetings, including scheduling, logistics, and documentation; liaises with the Department of Transportation's programs for relevant information; oversees public notifications to ensure Sunshine Law compliance and facilitates public participation.

Project Management Staff

Develops the integrated short-range capital improvement program for the Department based on needs, inventories; compares related manpower and financial resources to projected program needs; coordinates the preparation of the annual capital improvement program; analyzes project requests and justifications; reviews detailed departmental capital improvement project schedules based on availability of funds and recommends adjustments based on funding and departmental priorities; prepares fund allotments and encumbrances; reviews contract change orders to ensure that all work authorized is consistent with legislative intent; considers alternatives to various engineering proposals; and serves as legislative liaison in all capital improvement program matters.

1. Conducts capital budget preparation through dissemination and interpretation of budget instructions, reviews and compiles requests, and summarizes significant aspects and justifications for departmental management consideration; and prepares budget documents in proper form.
2. Develops reviews and assists in the development of the annual capital improvement program and special maintenance plans in relation to the Department's long-range, comprehensive, multi-modal, transportation systems network plan.
3. Develops and administers a plan of continuous capital improvements program control and evaluation to ensure that the purposes of the appropriations are being satisfied and that the efforts within the Department are being coordinated. This includes review of the division's updated six-year capital improvement program plans and six-year special maintenance plans for all divisions, including their relationship to their respective division's six-year multi-year financial plans.
4. Constantly monitors the availability and status of funds for project planning and programming purposes; prepares and coordinates capital improvements schedule based on available funds; and prepares and reviews allotment requests for approved capital improvement projects.
5. Maintains current status information for each capital improvement project in the Department. Is the project programming liaison for the Department of Transportation with the Legislature, other State departments, and Federal and County agencies; and prepares formal requests for CIP allotments based on requests.

Program Evaluation Analysis Staff

1. Performs the necessary analysis and evaluation of established program objectives, expenditure requirements, the need and utilization of human resources, estimated revenues, means of financing, expected level of effectiveness, and performance measurements.

2. Conducts continuous comprehensive and in-depth analyses of multi-modal transportation and transportation-related programs, problems and issues requiring the utilization of economic concepts, management principles, and quantitative analytic techniques to provide the Department with objective evaluations to assist in decision-making.
3. Develops performance reporting measures and techniques; monitors and evaluates program achievement through analyses of performance reports, expenditure and progress patterns, and on-site inspections.
4. Continuously investigates the implementation of the various programs for the purpose of advising the Deputy Director for Staff Services and the Director concerning the standard of efficiency therein, and recommends changes to produce greater program effectiveness and efficiency.
5. Organizes, collects, analyzes, evaluates and prepares special economic studies, forecasts and reports related to any facet of economic or program activity which ultimately may affect the financing of departmental plans and programs.
6. Responsible for coordinating, reviewing and evaluating program plan proposals for all transportation programs, make recommendations to the Division Chiefs, Department PPB Manager, and the Director of Transportation on appropriate six-year funding levels for the programs and for conducting systematic analyses designed to improve the extent to which such programs meet their objectives.
7. Reviews, advises, and assists in preparing short-and-long-range estimates of special fund revenues for all divisions.
8. Provides leadership and assistance in the intra-departmental analytical task force on program areas, covering operations, maintenance activities and capital improvement projects. Provides leadership and participates in analytical training programs to promote in-house capability. Reviews and coordinates legislation for the Department of Transportation, attends legislative hearings and prepares testimony and legislative resolutions for the Legislature.

Budget Control and Execution Staff

Develop and maintains a system of budgetary execution and control procedures; continually reviews all budgetary control procedures and conducts continuous analysis of actual expenditures as compared to budget allowances; summarizes and assembles in cooperation with divisions and staff offices, the Department's annual operating budget with pertinent justifications for presentation to the executive department and the appropriate legislative committees; prepares budget manual to serve as a guide to the various organizational units; drafts necessary forms for the submission of budget estimates; advises the organizational units in the preparation of budget estimates.

1. Interprets and disseminates instructions from the Department of Budget and Finance, and provides direction to the Department staff to ensure that the policies and expenditure objectives of the Department are incorporated and that the Multi-Year Program Financial Plan (PFP) is prepared accurately and timely.
2. Coordinate and participates with divisions in making necessary revisions; consolidates PFP and coordinates and assists in the presentation and justification to the Department of Budget and Finance and Legislature.
3. Coordinates the preparation of the quarterly expenditure plan and requests for operating budget allotments; review estimates for revenues and expenditures from divisions and staff offices and prepares annual and long-range forecasts of operating revenues and expenditures.

4. Provides position and expenditures control through evaluation of PFP personnel requirements; approval of requests to establish positions and fill vacancies; tracking and approval of administrative transfers; and the review, analysis and approval of selected department expenditure requests.
5. Reviews and approves all allotment requests to ensure that the purposes of the appropriations are being satisfied.

Methods and Procedures Staff

1. Analyzes and evaluates operating methods and procedures of the various organizational units within the Department in order to measure their effectiveness and recommends definitive improvements and new procedures designed to effect work simplification and/or economies.
2. Discusses, explains and assists program managers to implement recommended improvements in operating methods, procedures, and organizational structure.
3. Reviews and makes recommendations on all proposed reorganization plans within the Department.
4. Prepares and maintains department staff manuals on organization, policies, and procedures.
5. Coordinates annual updating of organization and position organization charts and functional statements.
6. Maintains the Department's administrative rules and regulations.

COMPUTER SYSTEMS AND SERVICES OFFICE

The Computer Systems & Services Office (CSS) provides to the Director of Transportation and the Department, full information technology (IT) services, including statewide telecommunication capabilities, comprehensive data center services; technical assistance; and implementation, administration, and maintenance of computer databases and applications.

Telecommunication services include the connection of offices statewide through the DOTNET wide-area data network (WAN), interdepartmental communications through the state's Next Generation Network (NGN), and worldwide communications through the internet.

Data Center Services consist of providing a centralized, secure, climate-controlled facility for delicate IT equipment, administration of servers, disaster recovery, physical security, equipment monitoring and maintenance, information security services, and data entry and control.

Technical Assistance consists of 1) Help Desk services to ensure the fastest possible response to problems that range from basic to highly specific, and 2) planning, analysis, and administration tasks as needed by both staff offices and division-level users.

Computer Databases and Applications are designed, developed, maintained, and administered by CSS staff who participate in, and sometimes lead systems development projects. The scale of these databases and applications range from those designed for staff within a single section to those that service users across all divisions and islands.

CSS also provides liaison services with the Department of Accounting & General Services, Information & Communication Services Division (DAGS-ICSD), the statewide IT Governance Committees, other state agencies, the counties, as well as federal entities.

Information Resource Management Staff

Plans, directs, coordinates, and controls the development and implementation of integrated information systems used department-wide or by the staff offices. Performs the same for division information systems as needed.

1. Designs, develops, produces, and updates the departmental strategic plan for IT management.
2. Studies, evaluates, approves, and implements department wide and/or staff office computer application acquisitions.
3. Studies, evaluates, designs, develops, and implements department-wide and/or staff office applications.
4. Provides user training and technical support for department-wide and/or staff office applications.
5. Manages the development and growth of the information resource found in departmental and staff office applications, including but not limited to data management, information encyclopedia, information architecture and inventory of applications.
6. Adopts, documents, and enforces database management, programming language, and software development tool standards.
7. Adopts data integration standards, and enforces consistency among common data elements used by various systems which communicate with each other.
8. Establishes systems development methodology standards for departmental and staff office applications consistent with state-wide standards and generally accepted application development principles to ensure successful implementations of program and technical requirements.
9. Supports the help desk to assist end-users in resolving problems associated with departmental and staff office applications.
10. Provides consultant and technical services in automating the department's business processes.
11. Coordinates and completes tasks for the procurement of equipment and services required to support the staff's functions.
12. Provides consultant and technical services to Highways Division in support of division applications.
13. Provide liaison services with DAGS-ICSD and other state agencies for application-related issues.
14. Analyzes, designs, develops, implements, manages, and maintains the information systems disaster recovery plan; establishes, documents, and maintains standards and procedures; coordinates periodic testing of the system; and trains appropriate personnel in its use.

Communication & Network Administration Staff

Plans, directs, implements and maintains the department's wide area telecommunications network (DOTNET), DOTNET's infrastructure systems, and the data center.

1. Administers the growth and development of DOTNET to provide for an infrastructure that allows the department to leverage emergent technologies.
2. Adopts, documents, and enforces standards for data center hardware, operating systems, communications, networks, and various infrastructure systems, such as backup/recovery systems, firewalls, etc.
3. Develops, documents, and maintains a computer hardware and software acquisition plan to support the department's strategic plan for IT management.
4. Designs, tests, installs, documents, maintains and supports server equipment and infrastructure systems for DOTNET as well as for the data center.
 - a. Develops, facilitates, and supports acquisitions of computer hardware, telecommunications hardware, operating system software, communications and network software, wiring services, and computer maintenance services;
 - b. Reviews and approves acquisitions from other staff for computer server hardware, operating system software, telecommunications hardware and software;
 - c. Coordinates the department's telecommunications development and growth with DAGS-ICSD;
 - d. Provides for and manages the DOTNET security systems;
 - e. Provides for and manages the infrastructure systems for DOTNET and the data center;
 - f. Provides technical assistance, training and troubleshooting of problems.
5. Supports the help desk to assist users in resolving operating system, telecommunications, and infrastructure system problems.
6. Designs, installs, documents, maintains, manages, and supports the department's data center facilities.
7. Acquires, supports and maintains the hardware, operating system and other infrastructure software supporting the department's disaster recovery system.
8. Coordinates and completes tasks for the procurement of equipment and services required to support the staff's functions.
9. Provide liaison services with DAGS-ICSD, City, Counties, other state agencies, and the federal government for telecommunication services, including access into or out of DOTNET.
10. Provide technical support services to the department's division IT offices.

Office Automation Staff

Plans, designs, directs, implements, coordinates, controls, and maintains the office automation systems used department-wide, including the staff offices.

1. Installs, administers, maintains, documents, trains, and supports the office automation collaboration applications used department-wide, namely the electronic mail and calendaring system, handheld communications and computing devices, and video conferencing system.
2. Installs, administers, maintains, documents, trains, and supports the office automation productivity applications used in the staff offices, namely word processing, spreadsheets, presentation, and personal database.
3. Establishes and documents the hardware and software for the user information and assistance center (help desk); establishes and documents standards and procedures; and trains and supports CSS personnel and end-users.
4. Coordinates and completes the tasks required for the procurement of equipment and services required to support the staff's functions.
5. Provides liaison services with organizations, including the ICSD, City and Counties, Federal Government, other State Agencies and private businesses.
6. Designs, supports, administers, maintains, and conducts training for the departmental videoconferencing system, including ancillary equipment such as monitors, interactive display devices, etc.
7. Designs, develops, implements, maintains and conducts training for the departmental web pages on the state web site. Coordinates with divisional representatives and DAGS-ICSD to maintain and improve the department's web presence.
8. Plan, design, install, upgrade, monitor and maintain workstation hardware, software, and other office automation devices and peripherals in a networked environment; analyze and plan for future growth and expansion for the staff offices.
9. Designs, tests, installs, documents, maintains, supports, and administers the local area network (LAN) for the staff offices.
10. Coordinates and acquires the enterprise anti-virus protection for the department. Installs, maintains and supports for staff office workstations.

Computer Operations Staff

Operates the departmental data center and monitors the DOTNET wide-area network; maintains inventory records, enforces rules and regulations for safe, secure, and orderly use of the data center; provides operational support for data entry and capture services; operates the department wide help desk and performs first-line of support duties.

1. Monitor, report on, and maintain operations in the data center and the DOTNET wide-area network. Inspect data center equipment and facilities for abnormal status. Report and follow up until resolved. Report on network interruptions and monitor repair operations until resolved. Test infrastructure systems and report on status as necessary.

2. Maintain supply of consumables for equipment and peripherals. Monitor and replace as needed.
3. Maintain proper processing control to assure timeliness and accuracy of computer processing. Assemble and distribute all forms and reports. Maintain and implement production schedules. Perform data transfers.
4. Maintain logs for the purpose of computing statistics, providing records during audits, and for documentation of activity.
5. Operate the department wide help desk. Log problems into the help desk system. Troubleshoot end-user issues as first tier support desk. Refer problems that cannot be resolved to other staff.
6. Control physical access to the data center. Maintain sign-in logs.
7. Coordinate off-site backup tape operations with messenger service.
8. Prepare and verify data for machine processing. Convert coded input data into machine readable media and verify accuracy of the data. Operate scanning equipment. Ensure data entry and scanning equipment are maintained properly.
9. Control, maintain inventory of equipment. Participate in the maintenance of inventory information with the master database at DAGS. Plan, prepare, and conduct physical inventory inspections.
10. Provide services in the setup, operation, and maintenance of the departmental video conferencing system, including ancillary equipment, such as interactive display devices, audio/visual system, etc.
11. Coordinates and completes the tasks for the procurement of goods and services required to support the staff's functions.

OFFICE OF PUBLIC AFFAIRS

Provides services necessary to implement the Department's program of public information and public relations including media relations, reference and informational services, public and community relations, intra-departmental communications, and transportation demand management services.

Media Relations

1. Advises the Director in developing policies, procedures, and programs to provide the DOT with an effective media relations program.
2. Prepares press releases, prepares or assembles and distributes background materials for media analyses and uses, arranges for media coverage of special events or announcements.
3. Prepares articles for magazines and newsletters.
4. Develops programs for media coverage of major emergency situations and acts as departmental representative in controlling media access to site and release of information.
5. Monitors departmental policies, procedures, and programs to assure compliance with Federal and State freedom of information laws.

Reference and Information Services

1. Reads state newspapers, clips and distributes items of interest or concern, maintains, files of clippings.
2. Receives, marks and distributes national trade and professional journals, federal and state reports, and other materials of relevance or interest departmental programs. Maintains files of articles relating directly to DOT.
3. Provides business people, students, and other members of the public with information pertaining to organization and activities of the Department, as may be requested.
4. Maintains a history of significant events with which the DOT was concerned.

Public and Community Relations

1. Coordinates the development and updating of appropriate mailing lists to cover, on a categorical basis, all groups, communities, elected officials, environmental special interest, trade associations, and user groups with which the DOT deals.
2. Organizes and assists with special events, such as dedications, ground breaking, and conventions. Prepares speeches for Governor and Director of Transportation and arranges for media coverage.
3. Prepares exhibits and displays, assists and gives technical guidance to modal divisions preparing exhibits or other informational materials.
4. Organizes and cooperates with media and other organizations in special promotions such as National Transportation Week.
5. Prepares periodic newsletters of other materials for public distribution.
6. Prepares the DOT Annual Report and arranges for distribution.

Intra-Departmental Communication

1. Prepares newsletters for periodic distribution to employees.
2. Prepares and arranges for display of bulletin to enhance communications and employee awareness.
3. Cooperates with state service organizations such as blood bank and others to secure participation of employees in programs approved by the Governor.

OFFICE OF ENVIRONMENTAL COMPLIANCE

1. Plans, coordinates and administers the Department of Transportation's statewide environmental compliance program.
2. Oversees the activities of the environmental segments in the Airports, Harbors and Highways divisions, and investigates, monitors and enforces compliance with environmental laws, rules and regulations.

3. Serves as departmental coordinator for matters relating to air and water quality, hazardous waste, transportation of hazardous materials, noise pollution, recycling and other environmental issues.

ENVIRONMENTAL COMPLIANCE STAFF

1. Ensures that all divisions, operational areas and facilities are in compliance with environmental regulations.
2. Monitors hazardous waste management, water quality, air quality, underground storage tank maintenance, asbestos management, remediation of hazardous substances, and safety issues related to hazardous substance remediation and site investigations.
3. Develops the department's plan to achieve compliance with environmental regulations.
4. Determines impact of proposed environmental regulations on DOT's facilities and operations.
5. Assists the divisions with the development and submission of required environmental reports and permits.
6. Develops training guidelines for the divisions to implement the department's compliance plan.
7. Periodically performs on-site environmental regulatory compliance evaluations.
8. Manages the department's recycling program.

HAZARDOUS MATERIALS STAFF

1. Develops, administers and interprets hazardous materials transportation regulations in the State of Hawaii.
2. Develops policy, regulations and procedures for the landing and movement of hazardous materials through areas under the control of the Airports, Harbors and Highways divisions.
3. Periodically inspects and monitors all state transportation facilities and highways to ensure hazardous materials transportation regulations are enforced.
4. Develops the department's emergency response plan for hazardous materials transportation incidents.
5. Serves as the department's liaison with federal, state and county agencies for matters concerning hazardous materials transportation emergency response.

RAIL TRANSIT SAFETY OVERSIGHT OFFICE

Under direction of the Governor of the State of Hawaii, pursuant Executive Order 17-04, the Rail Transit Safety (RTS) Oversight Office adopts and enforces the provisions of the Federal Transit Administrations (FTA) regulations regarding safety oversight of rail fixed guideway public transportation systems in the State of Hawaii, to protect and promote public and employee safety, and welfare, including safety oversight of the aspects of the rail fixed guideway system that are not regulated by the Federal Railroad Administration.

1. Oversees rail fixed guideway public transportation safety for those fixed guideway public transportation systems not governed by the Federal Railroad Administration.
2. Develops and administers a State Safety Oversight Program Standard compliant with title 49 United States Code section 5329 and any reauthorizations of or amendments to those sections concerning oversight of the safety of fixed guideway public transportation systems.
3. Audits operators of fixed guideway rail systems receiving federal funds, for compliance with federal and state laws regarding the safety of fixed guideway rail systems.
4. Audits compliance with public transportation agency safety plans adopted by a specific operator pursuant to Title 49 United States Code section 5329(d) and any reauthorization of or amendments to this section concerning its oversight of the safety plans for fixed guideway public transportation systems.
5. Achieves and maintains compliance with the FTAs public transportation safety certification training program for federal and state employees promulgated in rules and regulation.
6. Issues safety directives to fixed guideway public transportation providers requiring investigation and corrective action for real or potential safety risks that may compromise public or employee safety.
7. Issues emergency safety orders to fixed guideway public transportation providers requiring immediate safety mitigations up to and including removal of fixed guideway public transportation system vehicle or equipment from service.
8. Prepares and submits annual reports to the FTA, the Governor, and the Board of Directors of the Rail Transit Agency. Additionally, The RTS Office is responsible to report and investigate accidents, incidents and safety events to the FTA.

OFFICE OF CIVIL RIGHTS

It is the policy of the Hawaii State Department of Transportation (DOT) to assure that is in full compliance with the Civil Rights Act of 1964 and all related regulations, directives and executive orders in all of its programs and activities. In accordance with this and under the authority of the Department of Transportation, the Office of Civil Rights plans, directs, develops, implements, and administers a department-wide, comprehensive Civil Rights program for the department, including Title VI Title VII, Disadvantaged Business Enterprise (DBE), and Americans with Disabilities Act (ADA).

For civil rights programs implemented with Federal Highway Administration funds, the following applies:

- a. Manages the divisions Affirmative Action Plan, Equal Opportunity, Americans with Disabilities Act, Disadvantaged Business Enterprise and Civil Rights program in conjunction with federal-aid program guidelines.
- b. Develops procedures for and coordinates Civil Rights, Equal Opportunity and Affirmative Action activities; develops and monitors divisional Affirmative Action Plan and Civil Rights Program activities in conjunction with federal-aid program guidelines; develops, implements, and monitors highway construction project administration for the Disadvantaged Business Enterprise, American Disabilities Act, and external Equal Opportunity program (i.e. Equal Opportunity Contractor

Compliance Program); develops and manages training programs for minority contractors and clientele.

TITLE VI PROGRAM STAFF

Coordinates Title VI Program development and implementation. Coordinates technical assistance and advice on Title VI matters. Conducts Title VI reviews of program activities, grant applications, special emphasis areas, and of state directives. Conducts Title VI reviews of consultants, Metropolitan Planning Organizations (OMPO), County government agencies, and other sub-recipients to ensure Title VI compliance.

Investigates and determines the appropriate resolution of Title VI complaints. Conducts or acquires necessary training for affected stakeholders internally and externally as necessary. Prepares an annual report of program activities and accomplishments. Serves as DOT liaison with all state, city and county, and federal agencies or other organizations for Title VI matters.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM STAFF

1. Plans, develops, coordinates and administers the department-wide Disadvantaged Business Enterprise (DBE) Program. Prepares and maintains the DBE Directory; prepares reports to cognizant federal agencies; administers departmental procedures for reporting, selecting, and awarding of contracts and leases to DBEs; conducts good-faith efforts on divisional level and conducts reconsideration hearings on disputed cases; creates and maintains bidders lists; approves, monitors, and enforces sub-recipients plans and performances, disseminates program information to DBEs on available contracting and leasing opportunities; provides outreach to DBEs and community organizations; plans and participates in DBE training seminars; and serves as technical advisor to project managers and divisional DBE liaison officers in interpreting and applying DBE requirements; and performs review and analysis of firms seeking DBE certifications, including on-site reviews, and evaluates whether firms meets criteria set by the U.S. DOT to be certified as bona-fide DBEs.
2. To comply with Title 49, CFR Parts 23, Participation by Disadvantaged Business Enterprises in Airport Concessions and Title 49, CFR Part 26, Participation by Disadvantage Business Enterprises in Department of Transportation Programs. DBE Program responsibilities, which covers both federal-aid contracting and airport concession leasing, include:
 - a. Establishing and implementing a statewide Unified Certification Program;
 - b. Conducting on-site reviews for firms applying for DBE certification;
 - c. Creating and maintaining bidders list comprised of bidders that bid on DOT projects;
 - d. Creating and maintaining a system to monitor payments to DBE sub-contractors;
 - e. Conducting outreach (newsletter, speaking engagements & internet);
 - f. Acting as final administrative adjudicator to good-faith evaluations;
 - g. Acting as hearings officer for de-certification disputes from other states;
 - h. Conducting reviews to determine if over-concentration occurs, and with the approval of the U.S. DOT, initiate changes;

- i. Monitoring and enforcing performance of other program participants;
- j. Investigating the services of financial institutions that are owned and controlled by socially and economically disadvantaged persons and encouraging prime contractors to utilize these institutions;
- k. Establishing DBE and airport concessions DBE goals and submits them to the appropriate federal agency for approval;
- l. Establishing and maintaining a recordkeeping system to document overall DBE and airport concessions DBE program progress; and
- m. Developing and updating the DOT's DBE Program Plan and DBE Airport Concessions Program Plan.

AMERICANS WITH DISABILITIES ACT (ADA) PROGRAM STAFF

Coordinates and monitors the department-wide American with Disabilities Act (ADA) Program. Provides compliance training for pertinent DOT personnel; provides assistance to staff regarding reasonable accommodations; assists in establishing inspection procedures of facilities as it pertains to accessibility; reviews construction documents, as appropriate and provides technical assistance to DOT design staff, project engineers, inspectors and consultants; does periodic on-site inspections of new and altered DOT facilities; conducts department self-evaluations of ADA activities; develops transition plans to attain and achieve compliance with federal requirements; investigates ADA grievances, monitors public policy impacting ADA; serves as the DOT liaison with all state, city and county, and federal agencies or other organizations on ADA matters.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION (EEO/AA) PROGRAM STAFF

Develops and conducts the department-wide EEO/AA Program. Ensures that the DOT provides equal opportunities in employment for all employees and applicants; develops and implements policies and procedures pertaining to the EEO/AA Program, including providing guidance to the DOT's affirmation action goals, complaint processing procedures, and other related equal opportunity missions of the DOT; investigates complaints of discrimination, ensuring uniformity in fact-finding, resolutions, and determinations, and assuring timely, accurate and fair processing of complaints; determines appropriate disposition, either through an informal or formal process based upon the merits of the case; serves as primary focal point in planning and coordinating all department-wide activities, initiatives, and actions relating to affirmative employment and data analysis; and monitors and reviews personnel policies and staffing activities for EEO implications.

STATEWIDE TRANSPORTATION PLANNING OFFICE

The Statewide Transportation Planning (STP) Office is a departmental staff office directly supervised by, and reportable to, the Director of Transportation. Created under Act 179, SLH 1975, the STP Office is responsible for establishing a comprehensive, multi-modal statewide transportation planning process; for developing a balanced, multi-modal statewide transportation plan; and for providing technical assistance to the counties in fulfilling their component roles in the process.

The STP Office is both an umbrella process unit and a technical production unit. It provides a global systems view for the multi-modal transportation planning effort and

establishes the transportation planning ground rules and parameters to ensure integration and coordination of the many transportation plans.

The STP Office coordinates intergovernmental, and intra- and inter-departmental activities related to transportation planning. This includes securing the necessary endorsements and approvals, integrating established plans and parameters, and establishing the framework for the development and implementation of the transportation plans. The latter involves intergovernmental agreements on systems and jurisdictional designation; monitoring and documenting the conditions of land use development; identifying goals, targets and measures of performance; and providing the necessary technical support and data to transition the project from conceptual planning to project development.

In addition to the above, the STP Office identifies and provides guidance on many emerging issues and planning scenarios that need to be considered in view of the rapidly changing conditions within the social, environmental, political and economic situations posed by technological advancements and a rapidly evolving world.

As part of the programming effort, STP reviews, monitors, and manages financial, budgetary and programming requirements and explores opportunities to optimize the use of existing and innovative funding sources. Also, STP administers, manages and monitors rural transit programs, plans and grants.

OFFICE SERVICES STAFF

Provides the STP Office with typing, filing, and other secretarial and clerical support services.

PROJECT SUPPORT STAFF

Statewide Planning Section

Coordinates the Statewide Transportation Planning Process, involving all levels of government and the public sector, in Compliance with applicable federal and state regulations; develops and manages overall work programs for each county, which defines the planning and funding requirements, and identifies roles and responsibilities; manages and monitors the Statewide Planning and Research (SPR) Program; submits required reports and coordinates the preparation of budgetary and expenditure requirements; updates the Statewide Transportation Functional Plan, of the Hawaii Statewide Transportation Plan including other inter modal and statewide plans as directed by the DOT Administration; and coordinates and integrates performance monitoring and measurement systems into the plans.

Land Use Section

Provides project coordination/assistance on land use and development proposals; aids in the formulation of recommendations and strategies to implement transportation plans and necessary infrastructure improvements; and works with approving authorities to develop conditions of approval for land use and development projects and requests.

Technical Support Section

Maintains necessary databases, models, and technical competencies to conduct tracking and forecasting of information of interest to DOT; collaborates on inter- and intra-departmental efforts to obtain, develop and distribute data and provide technical

assistance; manages relevant hardware, software and geographic information technologies and systems to conduct mapping and modeling; and provides technical direction and information to the counties, private sector, and other state agencies, to allow for the interface of their efforts with the DOT utilizing the necessary technical applications and mapping programs.

PROGRAMMING STAFF

Establishes and maintains project control systems to optimize the use of limited resources to implement the transportation plans, coordinates with federal transportation administrations, counties, and other state offices to obtain funding, concurrence, and agreements on Federal appropriations; manages and monitors rural transit grant programs, submits required reports and coordinates the preparation of budgetary and programming submittals.