

Washington State Department of Personnel  
Class Specification

**TRANSPORTATION PROGRAM COORDINATOR, UTC**

454Q

Abolishment Adopted November 10, 2010 and effective November 12, 2010.

**Definition:**

In the headquarters of the Transportation Division of the Utilities and Transportation Commission, supervises a unit of professional and/or technical staff.

**Typical Work:**

Under the direction of the Transportation Division Operations Manager, organizes and coordinates the work of a section within the Division; supervises professional, technical and clerical staff in the analyses and processes of a wide range of issues relating to the regulation of common and contract carriers, solid waste collectors, commercial ferry boat operators, bus operators, rail carriers and other transportation companies;

Assigns work to staff; establishes work standards, deadlines and accountability; evaluates employee performance; provides training and guidance to employees; provides assistance and training as necessary for other agency employees;

Advises and consults with representatives from regulated businesses and other interested parties; acts as chief hearings examiner for transportation docket hearings; participates in Transportation Division projects such as internal operations analysis and/or research into regulatory issues;

Performs other work as required.

**Knowledge and Abilities:**

Knowledge of: regulatory theory and practice; laws, rules, regulations, tariffs and other information pertaining to regulated industries; problems and issues facing regulated companies; governmental agencies' practices and procedures, including personnel and budget management.

Ability to: supervise others in the practice of transportation regulation; assist in the development of short-term and long-term plans, goals and objectives; develop, analyze and interpret planning and research data; use logical and reasonable judgment in the regulation of transportation businesses and in the application of agency policies and procedures.

**Legal Requirement(s):**

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Desirable Qualifications:**

Three years of professional, administrative, or supervisory experience in transportation, safety, law enforcement, or a regulatory capacity with the Utilities and Transportation Commission.

OR

A Bachelor's degree and three years of professional, administrative, or supervisory experience in transportation, safety, law enforcement, governmental regulation or related field.

Additional qualifying experience will substitute, year for year, for education.

A Master's degree or law degree will substitute for one year of experience.

**Class Specification History:**

New class: 5-1-63

Revised minimum qualifications: 8-17-65

Revised definition and minimum qualifications: 4-23-73

Revised minimum qualifications: 4-13-79

Revised definition, minimum qualifications, general revision, title change (formerly Transportation Tariff Supervisor): 10-10-86

Revised minimum qualifications: 9-9-88

Revised definition: 7-13-90

Revised definition, and title change (formerly Transportation Tariff Manager): 12-10-93

Revised new class code: (formerly 47180) effective July 1, 2007