

New York State Department of Civil Service
Division of Classification & Compensation

Classification Standard

Occ. Code 2140100

Regional Manager Transportation 1, M-3	2140100
Regional Manager Transportation 2, M-4	2140200

Brief Description of Class Series

Regional Managers Transportation serve as managers over Planning and Program Management groups within a geographic region in the Department of Transportation. There is one position established to direct these operations for an assigned geographic region.

These positions are only classified in the Department of Transportation.

Distinguishing Characteristics

The level of classification is distinguished by the scope of the programs assigned in terms of numbers of projects and size of capital programs; size of the region; and the managerial responsibilities of positions.

Regional Managers Transportation 1: direct planning and program management activities in smaller regions that generally have rural or smaller population centers and smaller capital programs.

Regional Managers Transportation 2: direct planning and program management activities in regions with significant projects of statewide interest and locations that generally have moderate to large urban and/or suburban population centers and capital programs.

Related Classes

Transportation Managers 1-5 direct and oversee specialized core business functions within the Department of Transportation's Main Office. Program areas include transportation technology; program management; design and implementation of transportation systems analysis and planning; and planning and project development.

Illustrative Tasks

Reporting to Regional Directors Transportation, Regional Managers Transportation 1 and 2 oversee the Regional Planning and Program Management group.

Direct all regional planning studies conducted internally and by consultants.

Oversee project scoping for all on-system and off-system projects to ensure that regional goals and priorities are incorporated.

Supervise project managers, who oversee the project process by managing the scope, cost and quality of the on-system capital projects.

Lead the Regional Capital Program Committee, which provides direction for implementing regional goals and priorities; supervise staff assigned to the Regional Capital Program subcommittees: Pavement, Structures, Safety and Mobility, and Other Assets, to ensure that regional priorities are progressed.

Conduct public outreach for on-system capital projects and are involved in outreach on all off-system, locally administered projects.

Administer State and federal programs for local municipalities, local agreements, local highway inventory, CHIPS (Consolidated Local Street and Highway Improvement Program), and member items; manage the multi-year Regional Capital Program within the combination of State and federal allocations and construction targets attributed to the region.

Study and respond to the changes in the amount or type of funding available and significant and/or major changes in project cost.

Oversee program management software maintenance.

Direct traffic volume counts, vehicle class counts, annual highway condition survey, and federal Highway Performance Monitoring Survey, and flood reimbursements.

Oversee contracts and reimbursements for the Federal Highway Administration (FHWA) Emergency Relief (ER) program and the Federal Emergency Management Agency (FEMA) Public Assistance (PA) program for municipalities.

Develop and update the multi-year regional capital program when and as directed by Main Office.

Oversee the State Environmental Quality Review (SEQR) and Site Plan review for the region.

Minimum Qualifications

Regional Manager Transportation 1

Promotion: one year of service in a position at the Department of Transportation allocated to Grade 27/M-2 or higher.

Regional Manager Transportation 2

Promotion: one year of service in a position at the Department of Transportation allocated to M-3/G-29.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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