

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION PLANNING
DUTY STATEMENT**

CLASSIFICATION TITLE Associate Transportation Planner		DISTRICT/DIVISION/OFFICE 74/Divison of Transportation Planning/ Office of Regional Planning	
WORKING TITLE Associate Transportation Planner		POSITION NUMBER	EFFECTIVE DATE March 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California’s economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Chief of the Climate Change and RTP Liaison Branch, the incumbent is responsible for completed staff work to prepare, administer, and monitor transportation plans, programs and projects, including analyzing issues and developing recommendations. The incumbent will assist District planners in carrying out and complying with Federal and State planning and programming procedures, laws, and policies; developing technical analysis; and responding to administrative requirements. The incumbent is responsible for developing and implementing policies relating to the Regional Transportation Plan (RTP) process, and providing guidance and oversight on the RTP Guidelines. The incumbent is also responsible for implementing policies relating to the Consolidated Planning Grant (CPG), Overall Work Program (OWP), and the State Rural Planning Assistance (RPA) funding program; providing oversight and development of the discretionary grant program; monitoring authorizations, allocations, encumbrances and expenditures on a statewide basis.

TYPICAL DUTIES:

Percentage Job Description

- 45% (E) Responsible at the journey level to provide program direction and guidance to Caltrans Districts in administering Regional Transportation Plans (RTPs) provided through the Climate Change and RTP Liaison Branch. Work cooperatively with the California Transportation Commission staff, District staff, Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), various federal, state, and local and regional governments, interested parties, and/or consultants to provide technical assistance on policy and procedures. Also responsible for providing program direction and guidance for the Districts to administer regional planning and programming grants, by providing direction to District Liaisons on Federal and State planning funds, Overall Work Program Agreements (OWPA), State Rural Planning Assistance (RPA) funds, and

Consolidated Planning Grant (CPG) funds provided to MPOs and RTPAs as administered through the Office of Regional Planning (ORP). The incumbent is the primary regional planning contact for one or more Districts, and assists District planners to carry out and comply with Federal and State planning and programming procedures, laws and regulations, development of technical analysis and responding to administrative requirements. The incumbent works cooperatively with District staff to provide technical assistance on policy and procedures, federal surface transportation planning legislation implementation and coordination. The incumbent is expected to work proactively, cooperatively, and may provide guidance and training to others in the Branch, in the Division, in the Districts, and in external agencies.

- 30% (E) As a lead, analyze, develop, update as appropriate, and administer statewide guidance on the RTP Guidelines and supplements. This includes working with federal agencies, the California Transportation Commission staff, other State of California Departments, local and regional governments and /or consultants. Prepare special assignments, reports and presentations on RTP and regional planning matters; meet with responsible individuals to identify and resolve issues; provide training and guidance to other planners. Prepare complex agreements, consultant contracts, policy and technical correspondence, informational reports, issue memos, cross agency budget proposals, special assignments and other written materials.

- 20% (E) Within the Office of Regional Planning, provide program direction and guidance for Caltrans District or Districts responsible for overseeing the MPOs' and RTPAs' Overall Work Programs. Also provide guidance on planning grants, analyzing legislative proposals and laws and regulations that govern long range transportation planning. Monitor, review and assess regional planning and programming activities and funds administration undertaken by the Districts, RTPAs, MPOs, Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). Provide effective monitoring and coordination of plans to fulfill required MAP 21 legislation. Evaluate required plans, programs, and OWPs to ensure consistency with applicable laws, regulations, guidelines, directions and administrative requirements. Working collaboratively with California's regional agencies, will ensure that legislatively mandated milestones are communicated with both external and internal partners.

- 5% (E) Work on other regional planning assignments as directed by the Office Chief.

SUPERVISION EXERCISED OVER OTHERS

The incumbent does not supervise. However, the incumbent also may act in a lead worker capacity, as a project team leader for long range and special or complex projects.

SUPERVISION RECEIVED

Receives direction and supervision from the Branch Chief in the Climate Change and RTP Liaison Branch of the Office of Regional Planning. Occasionally receives direction from other Branch Chiefs (i.e., Collaborative Planning and Regional Outreach).

***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS
CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

Knowledge of Federal, State and Departmental policies and programs, as well as planning and programming requirements related to transportation, air quality, land use, environmental planning principles, project delivery; fiscal management, program and project financing mechanisms, departmental policies and procedures, contemporary transportation, social economic, technical, legal and political issues.

Knowledge and understanding of: Department resource procedures, current Departmental policies, organizational programs and practices in strategic, operations and business plans.

Ability to recognize and understand evolving issues; gather, analyze and present data; reason logically and creatively; identify trends; recommend pragmatic courses of action; work proactively and cooperatively with others, independently, as a team member or a team leader; travel as required; prioritize competing assignments; quickly provide completed staff work; consult and advise managers, make determinations, and resolve problems. Ability to initiate effective partnerships and work cooperatively with Federal, State, regional and local agencies, the Districts, and other Caltrans programs.

Ability to speak and write clearly; recommend pragmatic courses of action; work cooperatively and effectively as: project team member, and in providing guidance to Branch staff as well as all Caltrans staff and representatives of other State, regional, local agencies, and represent the Division to Directorate and Agency staff on politically sensitive planning and environmental issues.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Recommendations and decisions made by this position to Division management directly impact the budgets and programs of the Department, local, regional, State and Federal agencies. The position has responsibility to ensure that the principles and practices of early regional and environmental planning coordination are carried out, and implemented in accordance with the Department's mission and Federal and State laws. Errors could result in loss of credibility with Federal, State and local agencies with which the Department interacts. Failure could result in project delay and increased costs.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts regularly with Division management and other staff throughout the Department, and with representatives of local, regional, State and Federal agencies, environmental organizations and the public.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Physical requirements are those usual to an office: use of office equipment (e.g., computers, phone, fax, etc.), accessing information in files and folders, interacting with co-workers and other customers and suppliers. Some travel, which may involve overnight stays, is required.

WORK ENVIRONMENT

The incumbent works in a typical fluorescent-lighted, climate-controlled, office environment in an older multi-story state office building. The incumbent must operate usual office equipment. On occasion, the incumbent will need to travel to other locations to attend meetings, make

presentations, etc., in different offices, conference and convention facilities and the like. If overnight stays are involved, these would generally be in hotels/motels or accommodations in Department facilities (e.g., lodging at Maintenance Stations). Travel would generally be via plane, train, car, public transit, bicycle, ferry or foot.

ACKNOWLEDMENTS

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

DATE