

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

<b>CLASSIFICATION TITLE</b> Associate Transportation Planner		<b>DISTRICT/DIVISION/OFFICE</b> 74/Division of Transportation Planning/ Office of Regional Planning	
<b>WORKING TITLE</b> Regional Planning Liaison	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b> July 3, 2015	

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:**

Under the direction of the Senior Transportation Planner in the Office of Regional Planning (ORP), 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 lead worker for the annual Sustainable Transportation Planning Grant program. The incumbent is also responsible for implementing policies relating to the Overall Work Program (OWP), Regional Transportation Plan (RTP), Consolidated Planning Grant (CPG), and the State Rural Planning Assistance (RPA) funding program.

**TYPICAL DUTIES:**

Percentage	Job Description
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40% (E)	Responsible at the journey level, for providing program direction and guidance for the Districts to administer regional planning grants, activities and funds, e.g. Overall Work Program, CPG Funds, and State RPA. Provide direction to District Liaisons on federal surface transportation planning legislation implementation and coordination. Monitor, review and assess regional planning activities and funds administration undertaken by the Districts, Regional Transportation Planning Agencies (RTPAs) and Metropolitan Planning Organizations (MPOs), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Provide effective monitoring and coordination of plans to fulfill required Federal and State legislation. Evaluate required plans, programs, OWPs, and RTPs to ensure consistency with applicable laws, regulations, guidelines, directions, and administrative requirements.
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- 30% (E) As a lead, prepare special assignments, reports, and presentations on regional planning matters; meet with responsible individuals to identify and resolve issues; provide training and guidance to other planners. Acts as Division's lead in coordinating regional transportation planning training for Caltrans' District, MPO, and RTPA staff. Works collaboratively with California's regional agencies, will ensure that legislatively mandated milestones are communicated with both external and internal partners.
- 20% (E) Monitor, analyze and develop staff recommendations regarding proposed changes in Federal and State law, regulations and guidance, and/or implementation. Act as branch representative for technical advisory committees and task forces as needed.
- 10% (E) Provides assistance to the Funding Specialist on paying and processing invoices and amendments from regional agencies. Participates in the administration of \$50 million in CPG and RPA funds annually to regional agencies.

***SUPERVISION EXERCISED OVER OTHERS***

The incumbent does not supervise. However, the individual may work in lead worker capacity on special projects.

***SUPERVISION RECEIVED***

Receives direction and supervision from the Branch Chief in the Office of Regional Planning. Occasionally receives direction from other Branch Chiefs (i.e., Collaborative Planning and Regional Transportation Plan).

***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.

