

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Transit Bond Program Branch	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 900-064-4721-649	EFFECTIVE DATE 07/01/2015

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, 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: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS--WHO THE INCUMBENT REPORTS TO AND WHO REPORTS TO THE INCUMBENT, WHEN APPROPRIATE.)

Under the direction of a Senior Transportation Planner in the Division of Rail and Mass Transportation (DRMT), Office of State Transit Programs, the Associate Transportation Planner provides support to the Division of Mass Transportation. The Associate Transportation Planner coordinates work with the State Controllers Office, Regional Transportation Agencies, Metropolitan Planning Organizations, local transit operators, and other departmental staff members. Incumbent evaluates, approves, administers and monitors transit projects pertaining to the Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) bond program and related transit policy duties.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Essential (E) Marginal (M)	Percentage	Job Description
E	40%	Liaison between the Division of Rail and Mass Transportation and approximately forty-five local transit agencies. Provides support to those agencies in the preparation of proposed Proposition 1B PTMISEA project allocation requests, including a detailed review of project's scopes and costs. Tasks include the review and approval of allocation requests, project progress reports, corrective action plans, and final project reports;
E	35%	Tracks and monitors all existing PTMISEA projects approved and funds appropriated to the assigned region. Review and approve proposed Proposition 1B PTMISEA project change requests. Ensure consistency of project data and develop and maintain project records and files. Tasks include maintaining an accurate remaining balance for each of the agencies in the assigned region and tracking all projects progress.
E	10%	Develops, administers, and monitors PTMISEA program changes to ensure compliance with new regulations. Tasks include implementing new processes and updating the PTMISEA guidelines and branch desk procedures.
M	10%	Provides program information to Department and CTC staff as requested. Provide information to district transit representatives and respond to requests for information or

technical assistance

M 5% Provides support to alternative modes of transportation including public transportation through the preparation of response letters that have been referred by the Office of the Governor, the Legislature and the Director of Transportation, and do other related work.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

This position requires basic knowledge of the transportation planning process, the ability to write effectively, to gather, compile, analyze and interpret data. Be able to analyze problems accurately and recommend effective courses of action. The ability to develop formats to present a display data, to consult with other Caltrans divisions and outside agencies. To present ideas orally and to work effectively with others, as team member is also required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of error can be serious and far-reaching, effecting the Department but also regional transportation planning agencies, transit operators and transit service providers. The incumbent is frequently responsible for making recommendations on politically sensitive areas such as unmet transit needs findings, on new administrative regulations and resolutions of disputes brought about in the implementation of the program.

PUBLIC AND INTERNAL CONTACTS

Have a wide variety of regular contacts with persons outside the Mass Transportation Program, by telephone, in writing, and in person. Frequent contact with district transit representatives, local transit operators, CTC staff and other department staff members regarding the planning, programming, funding, agreement execution, and monitoring of State-funded rail and transit projects, and related transit policy.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Incumbent should have the ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

Must be able to sit and/or stand for long duration and perform tasks utilizing a PC. Incumbent may be required to occasionally bend, stoop and kneel.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times.

Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel in state, but the travel it is not very frequent.

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

EMPLOYEE

EMPLOYEE (Sign) DATE

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

WENDY KING

SUPERVISOR

SUPERVISOR (Sign) DATE