

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION State Transit Programs	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 900-064-4721-006	EFFECTIVE DATE January 2013

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 the Senior Transportation Planner in the Division of Mass Transportation (DMT), Office of State Transit Programs, the Associate Transportation Planner performs the more complex tasks involved in analyzing, developing, administering, and monitoring State policy, and coordinates and works with the District Transit Representatives (DTRs), local transit operators, other departmental staff members, and the California Transportation Commission (CTC) staff to: develop, administer, evaluate, and monitor transportation programs and/or transit projects under the State Transportation Improvement Program (STIP), Traffic Congestion Relief Program (TCRP), Proposition 116 Bond Program (Prop. 116), Proposition 1-B State Local Partnership Program (SLPP), and Proposition 1-A Commuter and Urban Rail High-Speed Train Connectivity (Prop 1-A). The incumbent may also be responsible for analyzing, developing, administering, and monitoring State policy for the Transportation Development Act (TDA), and also for other additional tasks related to transit policy duties.

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

Essential (E) Percentage Job Description
Marginal (M)

- E 50% Develop, administer, and monitor consultant contracts and funding programs through the timely review, preparation, execution and implementation of Master Agreements/Program Supplements or other contract mechanism. Advise DTRs of contract management duties. Initiate State Funded Mass Transportation Projects in the Advantage Accounting System. Work with DTRs and District Project Control staff to ensure that budgets and funding profiles for State Funded Mass Transportation Projects are set up in the Advantage Accounting System according to CTC votes. Track and monitor project expenditures to ensure projected expenditures match actual expenditures. Work with Accounting Staff, District Project Control Staff, and DTRs to process Expenditure and Encumbrance Adjustments when needed. Ensure consistency among agreements when project amendments, allocations, and/or time extensions are proposed/implemented, and develop and maintain project records and files.

- E 35% Prepare, review, and approve proposed CTC resolutions for project approvals, amendments, allocations and extensions of CTC timely use of funds requirements for projects programmed in the STIP, TCRP, Prop.116, SLPP and Prop 1A. Tasks include but are not limited to the review of project scopes, costs, and schedules; developing and scheduling items for CTC action; review of budget status; and ensuring environmental compliance for CEQA. Provide information and technical assistance to DTRs, respond

to information requests, and conduct other related work as requested.

- E 10% Provide support to TDA lead in conjunction with District staff, review, analyze, and advise on unmet transit needs hearing documentation, audit reports, and TDA public outreach. Serve as a technical resource to internal and external partners on TDA and related transit issues including: guidance and interpretation of bills, statutes, research, reports, correspondence, audit procedures, and presentation material. On an as needed basis, provide training and presentations to internal and external partners on the State requirements of the unmet transit needs hearings and Social Service Technical Advisory Committee meetings processes. Serve as promoter of and staff to the TDA Working Group (TDAWG).
- M 5% Attend and participate in meetings, committees, briefings, and public hearings related to specific public transportation program areas. Participate in program related training. Participate as a team member on transit committees and in project selection reviews. Provide information and technical assistance to DTRs, respond to information requests, and conduct other related work as requested.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

This position requires knowledge of topics like:

- Federal and State law;
- Contemporary transit/transportation planning and programming process;
- DMT funding programs;
- Finance processes;
- The legislative process.

This position requires abilities like:

- Gathering, compiling and conducting research;
- Reading and interpretation of transit plans, issue papers, financial statements, invoices and audit reports;
- Writing effectively;
- Communicating orally;
- Working in teams;
- Working and communicating effectively and efficiently with others internal and external to Caltrans;
- Developing formats and visually displaying data and information;
- Understanding public policy and legislative process;
- Problem solving;
- Assuming responsibility for a broad range of tasks (multi-tasking);
- Application of established procedures and program guidance for projects;
- Networking, and gathering, compiling and manipulating data using a computer.

This position requires analytical skills like:

- Gathering, analyzing, interpreting and determining the merits or impacts of written and/or verbal communication and data;
- Anticipating and/or recognizing issues/problems related to DMT programs;
- Developing concepts to solve problems;
- Proposing appropriate courses for action.

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: legislation; unmet transit needs findings; new administrative regulations; resolutions of disputes brought about by the implementation or interpretation of a program element.

PUBLIC AND INTERNAL CONTACTS

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

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent must:

- Have the ability to work on a keyboard; function with manual dexterity; sit/stand for long periods; focus for long periods of time;
- Be able to develop and maintain cooperative relationships;
- Be able to perform tasks utilizing a personal computer;
- Be able to bend, stoop and kneel;
- Have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects in short notice;
- Be able to concentrate for long periods in order to review and create documents – sometimes under strict deadlines;
- Be 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 (usually in a cubical), 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/or restricted, and vacations may be restricted during peak workload periods, fiscal uncertainty, and fiscal year-end closing.

Employees may be required to travel within the state, but travel is infrequent.

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).

LISA LAFORET-FAVILLA
EMPLOYEE

EMPLOYEE (Sign) DATE

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

TERRY FARRIS
SUPERVISOR

SUPERVISOR (Sign) DATE