

**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 900-064-4721-041	EFFECTIVE DATE February 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 the Senior Transportation Planner in the Division of Rail and Mass Transportation (DRMT), Office of 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 1B – Public Transportation modernization, Improvement and Service Enhancement Account (PTMISEA). 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) Marginal (M)	Percentage	Job Description
E	60%	Develop and implement written procedures/guidance documents that serve as training tools for future hires, and for DRMT staff in general. This requires understanding the key functions that DRMT staff is responsible for such as: Developing, administering and monitoring consultant contracts and funding programs through timely review, preparation, execution and implementation of Master Agreements/Program Supplements or other contract mechanisms, This work may include initiating State funded Mass Transportation projects in the Advantage Accounting System. This position is lead for producing a State Transit Programs Desk Manual, facilitating coordination and written expertise from DMT Branch staff.
E	20%	Provides support to lead for program information to Department and CTC (TDA) Resolutions for project approvals, amendments, allocations and extensions of CTC timely use of fund requirements. This position supports the TDA lead.
E	10%	Provides support to lead for preparation, 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 PTMISEA. Tasks may 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.

M 10% 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 basic knowledge of the transportation planning process, the ability to write effectively, to gather, compile, analyze, and interpret data. Have the ability 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, on new administrative regulations and resolutions of disputes brought about in the implementation of the program.

PUBLIC AND INTERNAL CONTACTS

Communicate with 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 and other department staff members regarding transit technical expertise, programming, funding, agreement execution, and monitoring of State-funded rail and transit projects, and transit-related policy.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The ability to: work on a keyboard, requiring manual dexterity and sitting for long periods; developing and maintaining cooperative relationships; and focusing for long periods of time in general.

Must be able to sit and/or stand for a long duration and perform tasks utilizing a PC.

This position requires occasional bending, stooping and kneeling.

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

