

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
POSITION DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Associate Transportation Planner	<b>OFFICE/BRANCH/SECTION</b> State Transit Programs	
<b>WORKING TITLE</b> Associate Transportation Planner	<b>POSITION NUMBER</b> 900-064-4721-089	<b>EFFECTIVE DATE</b>

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 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 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), State Local Partnership Program (SLPP) and the Proposition 1-A Commuter and Urban Rail High-Speed Train Connectivity (Prop 1-A). Tasks related to other transit policy duties and providing technical assistance will also be required. Analyzing, developing, administering, and monitoring State policy for the Transportation Development Act (TDA) may also be required.

**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	50%	Develops and implements a working policy with DTRs, regional and local agencies, other department programs and CTC staff for technical assistance, programming, funding, grants management, and monitoring of state-funded local rail and transit projects. Helps prepare, review, and approve proposed CTC resolutions for project approvals and amendments, allocations and time extensions under CTC timely use of funds requirements for programmed projects. Tasks include the review of project scopes, costs, and schedules; developing and scheduling items for CTC action; review of budget status; assisting in budget development; and ensuring environmental compliance with CEQA.
E	20%	Develops, administers, and monitors consultant contracts and funding programs through the timely preparation and review of Master Agreements and Program Supplement (MAs/PSs) contracts for execution and implementation. Assist and advise DTRs of MA and PS management duties. Ensure contract consistency when projects are amended for allocation changes and/or time extensions. Develop and maintain project records and files. Track and monitor project expenditures to ensure projected expenditures match actual expenditures.

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|---|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E | 15% | Performs the program management function for transit capital projects through the preparation and update of management information systems, which assist in the monitoring of the performance and status of transit project delivery. Coordinates quarterly reports submitted by DTRs. Maintains program information and prepares and submits statewide reports to supervisor as requested. |
| M | 10% | Assists in providing support to the alternative modes by preparing draft response letters for transit related efforts that have been referred to the Office of State Transit Programs by the Office of the Governor, the Legislature, the Director of Transportation, the Division or Office Chief or the Senior Planner.                                                                   |
| M | 5%  | Provides program information to the Senior Planner, other Department and CTC staff as requested. Also provides information and technical assistance to DTRs, responds to information requests, and conducts 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 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 bend, stoop and kneel;
- Be able to develop and maintain cooperative relationships;
- Be able to perform tasks utilizing a personal computer;
- 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;
- Be open to change and new information; adapt 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), the employee 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).

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EMPLOYEE

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EMPLOYEE (Sign)                      DATE

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

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SUPERVISOR

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SUPERVISOR (Sign)                      DATE