

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

CLASSIFICATION TITLE Associate Transportation Planner	DISTRICT/DIVISION/OFFICE Division of Transportation Planning/Office of Resource Management, Administration, and SPR (ORAS)	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 900-074-XXXX-XXX	EFFECTIVE DATE

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 general direction of the Senior Transportation Planner, the incumbent is responsible for managing the State Planning and Research (SPR), Part 1 Program for the Department. The incumbent performs difficult and complex planning and research assignments, working independently and as a team member. The incumbent works in a cooperative, integrated and on-going manner with internal and external stakeholders; and identifies and develops policy opportunities. The incumbent is responsible for resolving difficult planning issues that span many levels of government. Assignments are politically sensitive, including contact with other state department's of transportation SPR programs, Federal Highway Administration (FHWA), the Business Transportation and Housing (BT&H) Agency, and top-level managers. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage Job Description

- 25% (E) Submit the State Planning and Research (SPR), Part 1 Annual Work Program (AWP) to FHWA ensuring that it is consistent with federal regulations and the Department's overall transportation planning needs. Provide guidance on program eligibility and use of SPR funds. Review application for completeness and update application instructions. Provide guidance for preparing obligation documents for California's apportioned SPR, Part 1 funds. Oversee monitoring reports to measure the progress of work items in the SPR work program and set up quarterly meetings with SPR recipients to discuss issues. Coordinate with the Division of Federal Resources (Budgets) and Accounting to ensure SPR Part 1 planning activities are accurately executed by monitoring budget allocations and expenditures and providing oversight of the closing process so proper procedure is being followed. Provide leadership to the Department for work program reports, annual accomplishment reports, and expenditure reports for submittal to FHWA.

- 25% (E) Ensure that the Department complies with all requirements of 23 Code of Federal Regulations (CFR) by maintaining FHWA Certification for the State Planning & Research, Part 1. Manage the State Planning and Research (SPR), Part 1 Program. Provide training, leadership, and direction in organizing, monitoring, reporting of the SPR Program. Ensure that the management of the SPR Program is consistent with federal and state regulations. Update guidelines providing information on policy, procedures, and new regulations for the program. Maintain a working level of expertise and knowledge of the state and federal program requirements and monitor changes. Participate in quarterly SPR planning meetings and workshops with FHWA, HQs, and district programs.
- 20% (E) Develop, recommend and initiate improvements to the management of the SPR Program. Coordinate and transmits the year-end accomplishments report and its final products to FHWA. Accurate reporting and timely submittal of the SPR Part 1 program products is a critical function of this position to ensure the funding and expansion of the planning program. Provide formal training to Caltrans staff in the administration and implementation of the program.
- 15% (E) Plan and coordinate the transportation planning special studies program. Select steering committee team, review proposed projects for eligibility, and plan the special studies schedule. Participate in the final recommended project list. Prepare Memorandum of Agreements (MOAs) with respective divisions and districts receiving special studies allocations, encumber funds, and execute contracts. Maintain individual daily, weekly and monthly task schedules to ensure assignments are completed efficiently and timely. Assist the program with possible preliminary investigations.
- 5% (E) Develop work program amendments in coordination with the districts and divisions. Prepare, coordinate, and submit amendment documents to the Federal Highway Administration (FHWA) for review and approval. Maintain and track amendments until they are approved by the FHWA.
- 5% (E) Prepare and maintain tables and financial reports to illustrate current and historical uses of SPR Part 1 funds. Work with resource managers, budget and accounting personnel, planning managers, division chiefs, transportation planners, environmental planners, transportation engineers, and others to gather and analyze information relating to SPR Part 1 work activities and funding.
- 5% (M) Prepare emails and letters to communicate issues with recipients that need to be addressed. Prepares complex policy and technical correspondence, informational reports, issue memos, analysis of proposed legislation, special assignments and other written materials. Develops and delivers presentations to Division management, other district/division management and/or external partners on management of the SPR, Part 1 Program. Assist as a grant reviewer for other programs. Attend monthly and quarterly expenditure meetings.

SUPERVISION EXERCISED OVER OTHERS

The incumbent does not supervise, but may act as a lead over other planners, administrators, support staff, and students.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of planning methods in addition to federal, State of California, and Departmental policies, organizational programs, and practices. Desirable Qualifications: attention to detail, and excellent writing skills. Demonstrate a high degree of good judgment, analytical ability, and independence in carrying out assignments. Demonstrate a high degree of responsibility, dependability, and flexibility on the job. Strong organizational skills managing multiple projects and deadlines are essential. Must be familiar and understand the budget process, terminology, and be able to review, analyze, and interpret financial reports. Strong computer skills, particularly in Microsoft Excel and Word are required. PowerPoint and Publisher are recommended. Incumbent must be able to communicate clearly, diplomatically and effectively both orally and in writing and be able to handle sensitive financial concerns expeditiously and with a strong sense of customer service.

Must have the ability to reason logically and creatively using various analytical techniques; be open to new and different ideas or opinions; present recommendations and alternatives to management in oral and written form; evaluate existing processes and provide ideas to improve the program; identify problems and propose effective, efficient recommendations for resolutions. Must be able to analyze and evaluate conflicting information, make determinations, follow through on problem resolution and make effective recommendations and proposals.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent consults with various managers, planners, and administrators throughout the Department's districts and divisions. The incumbent also consults with the Federal Highway Administration, regional, and local agencies, as well as private agencies/groups and the public. This contact will be on a daily, ongoing basis by telephone, mail, e-mail, and in person. Ongoing contact that establishes effective, two-way communication is vital to the success of this position.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

No special or unusual physical requirements are essential to successfully perform this job.

WORK ENVIRONMENT

The incumbent serves in an office environment with occasional day or night travel to meetings with both the public and private sector.

ACKNOWLEDGMENTS

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation,

