

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION DRMT/Capital Projects Branch	
WORKING TITLE Capital Project Monitoring and Implementation	POSTION NUMBER 900-075-4721-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California’s economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the direction of the Chief, Capital Projects Branch, the Associate Transportation Planner works with a variety tasks associated with the Division of Rail and Mass Transportation’s (DRMT’s) capital project monitoring and implementation functions.

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

Percentage Essential (E)/Marginal (M) ¹	Job Description
25% E	Research, write or edit Project Study Reports for rail capital projects. Analyze project for need, cost effectiveness and compatibility with program goals and objectives. Assist in completing or preparing financial and programming documents require by the Department, the California Transportation Commission or others to obtain project funding. Prepare fact sheets, funding applications, allocation requests, STIP Amendments and other documents needed to obtain funding for rail capital project.
30% E	Meet with districts, state, local and regional agencies to coordinate capital projects and integrate these into the regional agencies to coordinate capital projects and integrate these into the regional and statewide transportation systems. Assist in soliciting support for Department projects and obtain comments on proposed capital investments. Maintain professional working relationships with agencies so that all interactions are productive and reflect in a positive manner on the Department.
30% E	Facilitate timely delivery of the rail project, review project progress with implementing agencies, review financial and contract documents relating to capital project. Meet at least quarterly with implementing agencies to verify work in progress and ascertain any project delays or funding issues. Ensure grantee compliance with applicable, regulations, policies and contractual provisions. Using databases and other means, monitor project for compliance with critical deadlines to make certain funding does not revert or dates are not missed. Prepare written reports for the Department and others that document the status and progress of capital projects.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned. MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

15% Organize project and related information in program files. Respond to routine requests for program information and publications. Using email, telephones and other means as needed; distribute project information and program materials. Work with Amtrak or local agencies in distributing rail timetables and promotional materials at local sites.

M

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Does not supervise.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

This position requires knowledge of: basic planning principles; economic, political, social and environmental trends impacting transportation; transportation financing methods and fund sources; contract management principles and practices; state and federal regulations pertaining to railroads, rail safety and facilities; and public relations methods and effective communication practices.

Ability to: inspect rail stations and rail facilities to verify contract compliance, ensure proper safeguards are in place, public information systems are being use and that state-funded projects are being maintained to a high standard; meet and confer with local agencies and others to verify expenditures for improvement projects and to track project completion; analyze project proposals for cost effectiveness and for program eligibility; write Project Study Reports and other project-related documents; speak effectively to groups or individuals to convey program information or Departmental objectives; analyze situations accurately and take effective action

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by his/her supervisor. Work is completed independently and then the employee makes recommendations. Decisions may be made in the absence of his/her supervisor in situations where immediate action is required.

Consequences of errors in judgment or inadequacies in recommendations and decisions could result in inadequate contract provisions that have been established to protect the State's interest in capital outlay and service provider contracts.

PUBLIC AND INTERNAL CONTACTS

Position has frequent contact with external agency staff members, private companies, the general public and with various programs and units within the Department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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.

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; develop new insights into situations and apply innovative solutions to make organizational improvements.

Must have the ability to conduct inspection of state owned railroad equipment, or capital projects constructed with state funds.

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.

Employee will be required to travel. Up to 20% travel and occasional overtime may be required.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SADIE SMITH

SUPERVISOR (Signature)

DATE