STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	Road Charge Pilot Program	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Transportation Planner	900-082-4721-	

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:

Senate Bill 1077, signed into law on September 29, 2014, requires that the State of California study, design, implement, and evaluate a road charge pilot to determine if such a method is a viable means of revenue to replace the current gas tax.

Under the direction of the Road Charge Pilot Program Manager (a C.E.A. – level B), and occasional direction from the Senior Transportation Planner, the incumbent provides analytical and staff support in the delivery of the Road Charge Pilot Program (RC). The incumbent will work with other team members in developing and analyzing data and policy to administer and coordinate program activities with external lead agencies, and is responsible for assuring that the deliverables of the project are met . The scope of work is subject to a variety of federal and state regulations; and maintaining a cooperative partnership with federal, state, local agencies, the general public, and other stakeholders is vital to the success of the Program. Duties include, but are not limited to, the following:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Responsible for research of transportation funding, maintenance, user patterns, car manufacturing trends, study of proven and unproven technology. Perform technical writing; coordinate Program activities with key external agencies including the California State Transportation Agency, California Transportation Committee, Legislature, Department of Motor Vehicles, Board of Equalization, Department of Finance, Air Resources Board, State Controller's Office, and Bureau of Automotive Repairs; support of contract development and assembly; review and analysis of legal and statutory requirements; legislative analysis; risk analysis; schedule and budget monitoring; and oversight to support the Program.
30%	E	Performs ongoing planning and research as new issues arise during the Program. Monitors, develops, assembles, and supports communication materials and communication efforts for internal and external stakeholders; including the maintenance of a website.
30%	E	Interfaces with all aspects of the pilot effort including the planning and development of guidelines, support of procurement activities, equipment testing, monitoring help-desk effectiveness, volunteer recruitment and coordination, and detecting and diagnosing operational or technical problems during the design, rollout, implementation, and closeout of the pilot.
10%	M	May plan, organize, and/or lead internal and external outreach meetings including the planning and development of PowerPoint presentations to inform stakeholders of Program progress and developments.

[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent does not supervise. However, the incumbent may act in a lead capacity for special projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Associate Transportation Planner must have knowledge of Federal, State, and Departmental policies and programs, as well as planning and programming requirements related to transportation, air quality, land use, environmental planning principles, and project delivery. The incumbent shall have knowledge in the areas of fiscal management; program and

project financing mechanisms; departmental policies and procedures; contemporary transportation; social economic; technical; and legal and political issues is required. Additionally, the Associate Transportation Planner shall have a knowledge and understanding of the Department's resource procedures; current policies; organizational programs; and practices in strategic, operations, and business plans.

The incumbent must have the ability to recognize and understand evolving issues; gather, analyze and present data; reason logically and creatively; identify trends; recommend pragmatic courses of action; work proactively and cooperatively with others as a team member or team leader, as well as work independently; travel as required; prioritize competing assignments; quickly provide completed staff work; consult with and advise managers; make determinations; and resolve problems. The ability to initiate effective partnerships and work cooperatively with Federal, State, regional and local agencies, the Districts, and other Caltrans' programs is required.

Additionally, the Associate Transportation Planner must have the ability to speak and write clearly; recommend pragmatic courses of action; provide guidance to Branch staff as well as all Caltrans staff and representatives of other State, regional, and local agencies; and represent the Division to Directorate and Agency staff on politically sensitive planning and environmental issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Recommendations and decisions made by this position to Division management directly impact the budgets and programs of the Department, local, regional, State, and Federal agencies. This position has the responsibility to ensure that the principles and practices of early regional and environmental planning coordination are carried out and implemented in accordance with the Department's mission and Federal and State laws. Errors could result in the loss of credibility with Federal, State, and local agencies. Failure could result in project delay and increased costs.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts regularly with Department management and with representatives of local, regional, State and Federal agencies, environmental organizations, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements are those usual to an office: use of office equipment (e.g., computers, phone, fax, etc.), accessing information in files and folders, and interacting with co-workers and other customers and suppliers.

WORK ENVIRONMENT

The incumbent works in a typical fluorescent-lighted, climate-controlled, office environment in an older multi-story state office building. The incumbent must operate usual office equipment.

Occasional travel within the State of California may be required to attend meetings and make presentations in different offices, conference and convention facilities, and the like. If overnight stays are involved, these would generally be in hotels/motels or accommodations in Departmental facilities (e.g., lodging at Maintenance Stations). Travel would generally be via plane, train, car, public transit, bicycle, ferry, or foot.

Due to the small size of the Program, expedited time frames, and the political importance of the pilot, no alternate work schedules will be allowed and vacation requests may not always be approved. Some unforeseen overtime work 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)

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EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE