

**POSITION DUTY STATEMENT**

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE <b>Associate Transportation Planner</b>	OFFICE/BRANCH/SECTION <b>Division of Planning</b>	
WORKING TITLE <b>Associate Transportation Planner</b>	POSTION NUMBER <b>900-</b>	EFFECTIVE DATE <b>02/03/14</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; reporting to work as scheduled; 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 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 Rail Planning Branch Chief, a Rail Transportation Manager I, the incumbent (journey level position) handles the most complex and highest level multimodal planning work. The position may serve in a lead capacity for some assignments, as a team member, or in a support role for other assignments.

The incumbent is part of a team that will manage a consultant contract to prepare the 2017 California State Rail Plan (Rail Plan) that will comply with September 2013 Federal and State (AB528) requirements and prepare rail planning studies and respond to inquiries. The Rail Plan will involve Request For Proposal (RFP) development and consultant selection, contract management, directing and reviewing the consultant's work, coordinating with other Caltrans Divisions and outside agencies in the development of the Rail Plan, coordination with Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs), technical expert in areas such as passenger and rail freight planning, project impact assessment (air quality, economic, land use, etc) and helping to conduct the public involvement process that guides the development of the Rail Plan. As a Team member in the Rail Planning Branch, assignments may include, but are not limited to: Rail Plan contract manager; Rail Plan public involvement and outreach; and/or liaison with Caltrans and regional agencies in Rail Plan development and review.

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

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

30%	<b>Contract Oversight:</b> Knowledge of planning principles and practices is essential to carry out the contract oversight duties. The Associate manages the Rail Plan delivery schedule using Microsoft Project or similar tool and determines the impact of delays to the schedule and advises the Branch Chief on possible corrective actions. The Associate manages consultant contract progress meetings, ensuring project is on schedule and within budget, progress is documented, and high quality work is produced. The Associate manages the Rail Plan document quality control process, as well as contract document files and records. The Associate reviews invoices for completed work and processes invoices for payment.
E	

<sup>1</sup> 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.

- 35% M Outreach: The Associate aids the Outreach Coordinator (an Associate on the Rail Plan team) in conducting the public involvement process, including all aspects of the Public Involvement and Stakeholder Outreach process. This includes: staffing the Rail Plan Advisory Committee; facilitating stakeholder meetings and outreach; facilitating development of Native American consultation and outreach meetings; working with consultant on development of website and collateral material; and assisting with public meetings.
- 30% E Liaison with Caltrans, State and Regional Agencies and Freight Rail Expertise: The Associate serves as the liaison and technical expert to MPO's and RTPA's to assure that material in the Rail Plan is consistent with Regional Transportation Plans and other regional documents, and that rail planning is coordinated with the regional planning process. Also, the Associate coordinates with Division of Transportation Planning staff, the California High-Speed Rail Authority, Air Resources Board, other State agencies, and other Caltrans Divisions (i.e. Division of Rail) to ensure that these entities advise the consultant on development of technical material for the Rail Plan and that these entities review the material for accuracy and quality. The Associate has background and understanding of freight rail systems.
- 5% M Non-Rail Plan Assignments: The Associate reviews and prepares various rail planning reports for organizations, both internal and external to Caltrans. The incumbent performs writing tasks and analyzes data related to these plans and reports. In addition, the Associate researches and responds to rail planning related inquiries from a variety of sources, including the Governor's Office, Control Agencies, Caltrans Divisions and Districts, Intercity Rail Joint Powers Authorities, MPOs, RTPAs and other agencies, and the public.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position does not supervise other employees; however prior supervisory experience would be helpful in the management of the Rail Plan contract. The position will involve consultant oversight to insure compliance with consultant contract.

---

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

- Knowledge and understanding of: Federal and State planning and programming requirements; transportation, air quality, land use and environmental planning principles and practices; transportation plan, program, and project financing mechanisms; departmental policies and procedures; contemporary transportation, land use, social, economic, environmental, financial, technical, legal and political issues.
- Ability to provide oversight of a complex consultant study to insure the consultant produces a final document in a timely manner that conforms to the project scope and requirements.
- Basic knowledge of passenger and freight rail systems and transit, including: funding, operations, equipment, capital projects; and policy issues.
- Knowledge of contract management tools and techniques, including MS Project or similar tools, MS Excel and Word.
- Ability to speak and write effectively and prepare clear and concise reports.
- Ability to: reason creatively; use a variety of analytical techniques to resolve or contribute to the resolution of issues; develop and evaluate alternatives; work effectively with others; and stimulate public participation in transportation programs and services.
- Ability to gather, compile, analyze, and interpret data.

- Ability to work independently, take initiative, and bring assignments to completion.
- Ability to work with a variety of consultants, stakeholders, experts, and staff persons to jointly complete a project.

---

## **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by his/her supervisor. Decisions may be made in the absence of supervisor in situations where immediate action is required. Consequences of errors in judgment or inadequacies in analysis could cause: inadequate recommendations that could negatively impact the State's interest in rail service operations or project implementation, and completion of projects that are not in compliance with State or Federal requirements.

---

## **PUBLIC AND INTERNAL CONTACTS**

May have considerable contact with various governmental agency employees at local, state and federal levels; private industry representatives including railroad agencies; consultants and special interest groups. These contacts will be written or verbal as needed to perform assignments.

---

## **PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Must maintain an excellent attendance record.

Must have the ability to work independently, and independently manage a project.

Must have the ability to work on multiple projects at the same time, adapt to changes in priorities, and complete tasks or projects with short notice and to develop new insights into situations and apply innovative solutions to make organizational improvements.

Must have the ability to work on a keyboard; manual dexterity; sit for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. Requires occasional bending, stooping and kneeling.

---

## **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.

Employees may be required to travel.

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)

---

**EMILY BURSTEIN**

---

SUPERVISOR (Signature)

---

DATE