

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	Caltrans District 01 Advance Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Advance Planning Products Coordinator	901-800-4721-	01/28/2015

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:

Under the direction of the Chief of Advance Planning (a Senior Transportation Engineer), the incumbent perform difficult and complex transportation planning work and projects. Incumbent gathers and develops information for Advance Planning projects, including but not limited to preparing non-engineering portions of Feasibility Studies and other documents for Project Initiation Documents (PID's) studies. Prepares text, tables and other supporting documentation to assist in the proposal of funding for transportation projects. Travel is required.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Prepare and update non-engineering portions of Advance Planning products, including but not limited to Project Initiation Documents and Feasibility studies. Address congestion issues, level of service and compliance with complete streets policy. Prepare GIS (geographic information system) maps for mapping areas of wetlands, right-of-way and other features to better assist in the evaluation of impacts of transportation projects. Perform technical writing and respond verbally and in writing to comments from others in developing planning documents.
30%	E	Coordinate project development and studies work with other District/Region Branches, Headquarters, and FHWA engineers for the purpose of assessing issues and constraints such as traffic calming, and pedestrian and bicycle access for particular projects.
15%	E	Gather, research and analyze data such as traffic and pedestrian counts, projected traffic volumes and traffic index by accessing existing databases. Prepare and present project information at public meetings. Research as-built plans of past projects to determine current roadway conditions in order to assess how the roadway may need to be changed to meet the purpose of a project.
10%	E	Record comments received during draft circulation and with the distribution of draft and final versions of Advance Planning work products. Maintain and archive project files; maintain the Advance Planning library and updating manuals.
5%	M	Review cost estimates spreadsheets by performing non-engineering checks of cost data including unit costs. Assist in field review of projects.

¹ESSENTIAL 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

None. May act as lead on special projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the planning process and general practices of transportation planning; research methods and techniques. Knowledge of Federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs. Must have a thorough knowledge of the Department's mission, policies and major transportation programs and the ability to effectively and efficiently manage projects.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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Ability to gather data, calculate, and summarize available information. Ability to communicate effectively both orally and in writing. Must have ability to compose, interpret, analyze, edit, and respond to detailed planning documents. Ability to analyze problems and develop appropriate solutions and recommend effective courses of action.

Incumbent must have exemplary skills in written and spoken expression, comprehension, and interpretation. Must be able to express oneself clearly, creatively, and professionally. Must have the ability to develop and present professional quality work to internal and external stakeholders. Must have the ability to use word-processing and spreadsheets effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for the timely initiation and completion of all assigned tasks/projects. The employee may need to coordinate work with others in the branch. Failure to diligently prosecute the above may delay projects and/or the work of others, increase and result in a less than satisfactory product. Developing and disseminating inaccurate information would be detrimental to the Department's public image.

PUBLIC AND INTERNAL CONTACTS

Contact with local and regional agencies, their staff, and the public. Contact with other Caltrans functional units within the Planning Division, District 1, the North Region, and Caltrans Headquarters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Requires manual dexterity to operate a computer for preparation of reports and other documents. May be required to move large and/or cumbersome plans and diagrams from one location to another. Must be able to travel for sustained periods of time. When working outdoors, employees may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

Must be able to sustain mental activity to: produce reports, problem solve, analyze and reason solutions and take the initiative to effectuate appropriate actions. Must have the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames.

Must be able to maintain emotional control during conflicts. Must be able to develop and maintain friendly and cooperative-working relationships with those contacted in the course of work, communicate effectively and respond appropriately to difficult situations; recognize emotionally charged issues or problems and perform appropriately for a situation.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and monitors (keyboard use may approach or exceed 50% of the time). May require employee to work overtime during expected and/or unexpected peak workload periods.

Travel is required. Possession of a valid driver's license is required. Employee will travel in metropolitan and rural areas. May also travel outside the office and may be exposed to various elements of weather, such as sun, wind, snow, fog and rain.

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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