

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	District 2/Planning/Advance Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
PID development/Native American Liaison	902-800-4721-	

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:

Under the general direction of a Senior Transportation Engineer, the candidate will assist, research and prepare various planning documents such as Project Initiation Documents (PID). The candidate will also act as a liaison on Native American tribal transportation issues and opportunities for Native American governments. The incumbent will be the District's primary representative in government-to-government relations with the Native American tribes in District 2. The incumbent will assist district staff in carrying out federal and state planning procedures, laws and policies, analyze technical issues and respond to administrative requirements.

TYPICAL DUTIES:

Percentage		Job Description
45%	E	Collaborate with various functional units within District, Headquarters staff, and local transportation planning agency employees to prepare PID Program correspondence, issue memos, data analysis and other written material as required. Responsible for preparing, reviewing, and assisting in the development of PID program guidance, technical documents, and correspondence.
35%	E	Lead respondent for information requests from federally recognized and unacknowledged tribal governments and communities, public agencies and the general public on matters related to coordination and consultation with Native American tribal governments, communities and organizations. Coordinate Caltrans responses on local development proposals affecting tribal governments, communities and organizations.
15%	E	Develop partnerships with other agencies, the private sector, community-based organizations, and Title VI/Environmental Justice communities to accomplish consistent plans, policies and and creative solutions to transportation planning issues. Administer transportation planning grants, as well as, smart growth/livable communities/sustainable communities activities involving the gathering, analysis, and reporting of information pertaining to transportation planning activities.
5%	M	Other duties as required by management.

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

The position is non-supervisory; however, the incumbent may be called upon to act in the absence of the supervisor for short periods of time.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have knowledge of Caltrans organization, transportation planning, department policies and procedures, an over-all perspective of the project development process, and project management concepts. The incumbent must possess the ability to apply and effectively communicate aforementioned knowledge verbally and in writing on a consistent basis.

The incumbent must have the ability to, based on planning experience and expertise, exercise good judgment on matters

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relating to PID development and prioritization; independently interpret project information and offer solutions to management; complete comprehensive reports; and be able to prioritize multiple tasks.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for exercising a wide degree of initiative in carrying out assigned duties. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions when coordinating the development of programming documents and PID phase oversight. Ability to work independently, negotiate issues with others and take initiative is essential. Errors, poor judgment or failure to recognize and communicate critical issues could result in missed deadlines; loss of programmable funds and subsequent non-delivery of projects. Incumbent is responsible for his/her actions, decisions, quality of completed work and proper use of state time, equipment and materials.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain an effective, cooperative and professional working relationship with staff at all levels as well as with HQ Management, District and Central Region management, Project Managers, local agencies and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must keep up with the fast paced demands of the SHOPP management and PID oversight, extensive problem solving and rapid compiling of information for reports. Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Most of the jobs in the Division require interaction with many people; therefore it is important that the employees work with others in a cooperative manner. Employee shall value cultural diversity and other individual differences that may appear in the workforce. May be subject to and have the ability to handle irate or intense public or other project team members in a calm manner. Must be able to maintain emotional control during conflicts. Must be able to develop and maintain 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. Must be able to deal effectively with pressure, maintain focus and intensity yet remain positive and persistent, even under adversity. Must behave in a fair and ethical manner towards others and demonstrate a sense of responsibility and commitment to public service. Must be able to sustain mental activity to produce reports, problem solve, analyze and reason solutions and take the initiative to effectuate appropriate actions.

Emotional: Requires interaction with people at all levels of the organization. It is important to develop good working relationships and work with all in a cooperative manner. Requires the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to create a work environment that encourages creative thinking and innovation. Incumbent must possess a valid California Drivers License

WORK ENVIRONMENT

The incumbent will receive general direction from the Senior Transportation Engineer. The incumbent will exercise a wide latitude of independent action and will be expected to handle day-to-day decisions and tasks related to project development and the Native American related issues.

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 video display terminal. Keyboard use will be approximately 75% of the time. May require employee to work long hours and vacations may be restricted during expected and/or unexpected peak workload periods. Visiting the project site may involve exposure to vehicular traffic, construction equipment, dust, weather extremes, and walking on uneven surfaces and climbing slopes.

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