

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Community & Regional Planning	
WORKING TITLE Regional Planning Liaison	POSITION NUMBER 902-800-XXXX-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:

Under the direction of the Chief, Office of Community & Regional Planning, (a Senior Transportation Planner), the incumbent is responsible for providing regional planning support for the seven Regional Transportation Planning Agencies (RTPA), and one Metropolitan Planning Organization (MPO) in Caltrans District 2. Incumbent will work in a team environment to deliver the regional planning program and mass transportation program to local agencies. Travel inside and outside the District is required when attending meetings and training.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Serves as the District's Regional Planning Liaison to the RTPAs in District 2. Attend and participate at LTC and Transportation Advisory Committee (TAC) meetings. Respond to LTC inquiries in a timely manner. Coordinate and address issues and topics raised by the LTC and its staff with various Caltrans functional units and management. Review and provide recommendations for LTC Overall Work Programs (OWP) and amendments. Process State and Regional Planning funds, invoice documents, provision of state highway project funding information for Regional Transportation Plans (RTP). Incumbent assist with programming transportation projects in the Regional Transportation Improvement Plan (RTIP), State Transportation Improvement Program (STIP), and other funding programs. Coordinate and facilitate multi-functional project teams, functional managers, local stakeholders, and resource agencies necessary to ensure successful delivery of assigned projects and programs. Maintains open communication and provides timely and accurate project information to project team members. Occasionally review transportation projects in a field environment.
40% E	Serves as the Transportation Development Act (TDA) / Federal Transit Administration (FTA) Liaison and provide support to the RTPAs and transit agencies. Assists in the development of transit performance measure reports and databases. Acts as a liaison between the Division of Mass Transportation and local transit agencies. Manages the FTA 5311 rural transit program. Collects and reviews FTA required reporting and monitoring policies and agreements and inspects buses and equipment. Processes request for reimbursement from the local agencies for the FTA 5311 program, and other funding programs as appropriate.
10% M	Represent the department in local agency public meetings. Address inquiries and requests received from the Public regarding a variety of transportation related issues via e-mail or by phone. Coordinates response with appropriate Caltrans program offices or with appropriate State or Federal offices. Promptly relays correct response to the public personally or ensures that other State or Federal Agencies follows up with public regarding the transportation issue or questions. Meet with other District program staff in order to keep informed and updated on transportation programs and projects outside of the Office of Community & Regional Planning.

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.

ADA Notice

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the planning process and general practices of transportation planning, research methods and techniques including conducting or participating in planning studies and contemporary transportation, environmental, land use, social, economic, fiscal, legal and political issues; effective public participation techniques; the Department's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs; desktop computer applications that can create management reports.

Ability to gather, compile, analyze, and interpret data, reason basically and creatively, develop formats to present and display data, use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems, develop and evaluate alternatives, present ideas effectively orally and in writing, work effectively with others as an interdisciplinary team member, establish and maintain effective and cooperative working relationships with those contacted during the course of work, conduct studies related to State transportation planning, analyze problems and develop appropriate solutions, recommend effective course of action, evaluate general planning proposals, plan, organize and schedule work to accomplish the District mission, goals and objectives; ability to use own initiative to take the appropriate action as dictated by schedule or receipt of information; read and interpret documents such as Department Directives, policies and procedure manuals and statutes; understand project management and project development practices in order to monitor the progress of Regional Planning programs and projects for reporting purposes; be able to establish and maintain positive cooperative working relationships in an office environment with co-workers and employees of local agencies; able to travel to various locations, occasionally requiring an overnight stay for meetings, field reviews, or training purposes. Ability to work independently with a high degree of initiative and motivation.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Independently performs responsible and complex work for the Regional Planning Office. Incorrect information supplied to the public, management, office chief, RTPAs and local agencies could result in monetary loss and impaired local project delivery.

PUBLIC AND INTERNAL CONTACTS

Communicates within the division, other district divisions and headquarters. Has frequent contact with state, county, city and local agencies on transportation projects. Contact is by telephone, electronic mail, written correspondence, fax and in person. Represents District Office Chief at various meetings involving local governments and allied agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Awareness and sensitivity to social, economic, and environmental conditions that affect transportation planning; the ability to inspire confidence and respect of partners and staff; the ability to further the recognition of the Department as a multi-modal organization.

WORK ENVIRONMENT

Employees may be required to sit for long periods of time using a computer. Travel is 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
