

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

03-4-152

CLASSIFICATION TITLE Associate Transportation Planner	DISTRICT/DIVISION/OFFICE 03/Division of Planning and Local Assistance/System and Freight Planning	
WORKING TITLE System Planner	POSITION NUMBER 903-800-4721-	EFFECTIVE DATE

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:

Under the general direction of a Senior Transportation Planner, you serve in a lead role regarding the development of key System Planning Program products, particularly the Transportation Concept Reports (TCRs). You also provide other support services for other District Planning Program components, as requested.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)	Job Description
40% (E)	Develop delivery agreements with each regional planning office and the Office of Travel Forecasting regarding the information needed to complete each TCR. Compile the draft and final TCR using approved formats and works to assure uniformity in all TCRs produced within the District.
20% (E)	Organize and conduct "kick-off" meetings when starting or performing major updates of TCRs. The meetings include representatives from key functions, if required. Coordinate the internal and external review process for draft TCRs, including the maintenance of summary spreadsheets showing the disposition of all comments received on each draft TCR.
20% (E)	Develop, maintain, and periodically circulate to key staff work plans for the delivery of TCRs, showing the key milestone delivery dates, and prepare any quarterly reports required by Headquarters within the specified timeframes.
5% (E)	Maintain an accurate and current System Planning web site on both the intranet and internet, in coordination with the Division web-master and other involved staff. Develop and maintain a database of key system planning information. The database is accessible to all in the District and is kept accurate and current.

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- 5% (E) Resolves delivery issues in a timely manner to ensure delivery of the TCRs as specified in the work plans.
- 10% (M) Develop maps using GIS, as requested.

SUPERVISION EXERCISED OVER OTHERS:

Associate Transportation Planners do not directly supervise. They may act in a lead capacity in giving assignments and reviewing the work of other System and Freight Planning staff.

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. 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 the work. Knowledge of 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.

Ability to: Perform all of the above and conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals.

Analytical: Awareness and sensitivity to social, economic, and environmental conditions which affect transportation planning; ability to inspire the confidence of others; ability to further the recognition of the Department as a multimodal transportation organization.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Associate Transportation Planners do not transmit formal comments from the District without the approval of their supervisor. Associate Transportation Planners represent Caltrans when communicating with our local transportation partners. Such representation often must occur without the opportunity to consult with your supervisor.

Failure to properly complete assigned tasks could result in project delays that might create delays through the project development process and potentially cause increased costs or the loss of the project.

PUBLIC AND INTERNAL CONTACTS:

Associate Transportation Planners independently confer with the staff of local agencies (e.g.; cities and counties), consultants, and other Caltrans staff.

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PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT:

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may have to occasionally travel to offices and field locations throughout District 3.

I have read, and understand the duties listed above. If you believe you may require accommodation, please discuss this with your hiring supervisor.

EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
SUPERVISOR (Signature)	DATE

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