

CALIFORNIA DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT -

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	Metropolitan Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Transportation Planner	910-155-4721-022	March 15, 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:

The person in this position will serve as the District Transit/Community Planning Representative and assist local agencies in their applications and administration of Transportation and Planning Grant activities. The person will administer and coordinate various types of grant processes and serve as a liaison to headquarters and the local agencies.

The person in this position will also serve as a Regional Planner representing the Department at various meetings and interacting with staff and officials from various public agencies in the District. The person may also assist other planning branches as needed such as Rural Planning, System and Advanced Planning as well as Travel Forecasting.

The person in this position may attend various public meetings and provide reports on behalf of the Department and Senior Transportation Planner. The person in this position must represent the Department in the most diplomatic and professional manner possible and reflect the Departments goals and objectives. The person in this position must be innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect.

TYPICAL DUTIES:

<u>Percentage</u> <i>Essential (E) / Marginal (M)</i>	<u>Job Description</u>
30% (E)	Review, coordinate review by other branches and prepare comments on various documents submitted for LD-IGR/planning review. Coordinate and prepare comment letters, which include comments by other branches within Caltrans. Attend meetings with other staff as well as representatives from other agencies and private developers. Prepare comment letters on for the Senior Transportation Planner's review and signature as needed. Manage project files to insure accurate records are maintained.
25% (E)	Serve as a Regional Planner by attending various meetings though out the District. Work both independently and cooperatively with District staff to be responsive to requests for information to assist local partner agencies. Work closely with various local agencies such as the Metropolitan Planning Organizations on various plans such as the Overall Work Programs, Regional Transportation Plans, etc.
10% (E)	Provide transit/community planning grant coordination and support to the local agencies and headquarters. Monitor grant activities, assist and provide guidance to local agencies and ensure consistency with current guidelines and procedures. Attend meetings as necessary at various activities.

- 15% (E) Provide assistance to other branches such as Rural Planning, System Planning or Travel Forecasting as needed. This assistance would be similar duties to those already listed but may include preparation of reports, graphics and maps.
- 10% (M) May serve as a team leader or as a member of a team or committee for special planning projects and activities. This includes assisting in collecting and analyzing data, preparing reports and administering various records, files, maps and other related documents.
- 10% (M) May assist in the development of a data base and tracking system for planning documents. Will input data into the data base, scan and file documents and track documents in the data base.

SUPERVISION EXERCISED OVER OTHERS

The incumbent in this position is generally not a supervisory or lead position, but may serve as the Acting Senior of Transportation when the Supervisor is out of the office for an extended period of time.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of a broad understanding of the transportation, environmental and land use planning process and related statutes is required. Knowledge of the processes utilized by Caltrans in the planning of highways and highway improvements is also necessary to effectively understand and communicate with staff of various levels within and outside Caltrans.

Abilities and Analytical skills: Review, comprehend, compile, analyze and interpret data and reports; reason basically and creatively; develop formats to present and display comments and data effectively; use a variety of analytical techniques to propose solutions to or provide information regarding planning and transportation problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; and establish and maintain effective and cooperative working relationships with those contacted during the course of the work. In addition, the incumbent in this position must have a working knowledge of Lotus Notes, Word, and Excel computer applications.

CONSEQUENCE OF ERROR

Errors in Transportation planning activities could result in inaccurate and inappropriate statements and positions being taken by the Department as a responsible agency under the State and local land use planning laws. Failure to perform in a professional manner and provide accurate comments and information could result in a loss of time and money with regard to the development of a project. This could deteriorate the relationship between Caltrans and other State, local government agencies and private sector.

PUBLIC AND INTERNAL CONTACTS

Frequent contacts and coordination are required with personnel and officials from various Caltrans, state and local government agencies as well as developers and private planning consultants. The incumbent must be helpful and assist others in the department as needed to provide customer support.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees will be required to traverse the District compound to discuss projects with staff in other buildings. This may be necessary during inclement weather conditions. Employees may also be required to travel for special assignments, meetings or route reviews some of which may be before or after regular business hours or inclement weather. Employees may be required to work outside perform project field and site reviews during

varying seasonal and inclement conditions. Employees may be subject to stress and pressure as a course of daily work.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent in this position will be required to work at computer stations throughout the day as needed to complete the above listed duties. The may be required to sit for long periods of time using a keyboard and video display terminal.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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

DATE

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

SUPERVISOR

DATE

Caltrans Mission

Provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability.

Caltrans Vision

A performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation, and teamwork.