

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Office of System Planning & Goods Movement (SP&GM)	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 910-155-4721-xxx	EFFECTIVE DATE 08/25/2015

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 a Senior Transportation Planner the incumbent in this position, in coordination with other System Planning staff, conducts research and compiles data for the preparation of System Planning documents. The incumbent in this position also prepares Geographic Information Systems (GIS) maps and presentations in support of System Planning activities and special planning projects.

The responsibilities and duties of the position require working in an independent and lead capacity for the duties outlined or under a lead planner in a project team in a cooperative manner.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	Under direction, prepare and update Transportation Concept Reports and other related System Planning documents. This includes researching and assembling highway and census data from various government agencies, traffic modeling, forecasting, traffic operations units, and land use planners to analyze transportation system operation. It also involves the use of various software applications to compile the data into a functional document with graphs, charts, tables, and maps.
15% E	Prepare System Planning Statements, Fact Sheets and Project Study Report Proposals for specific projects for the District. This includes gathering the necessary data, analyzing information and compiling the final statement, proposal, or fact sheet.
10% E	Provide Geographic Information Systems (GIS) support for the Office of System Planning in conjunction with the preparation of system planning documents and provide support for other special projects.
15% M	Provide support for system planning activities which may include but are not limited to: attending and participating in meetings with internal and external customers, Benefit/Cost analysis; provide support to Intelligent Transportation System (ITS) efforts, Right of Way Excess Land disposal.
10% M	Provide support in the evaluation of modeling data, determination of level of service values and performance metrics presented in the TCRs. Coordinate with other staff within the District for special projects and other system planning and goods movement documents.

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

Normally, this position does not supervise; however, the incumbent may be called upon to act in absence of the supervisor for a short duration. The incumbent in this position may act as a lead person for planners or coordinate team efforts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**ADA Notice**

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- Knowledge of the planning process and general practices of transportation planning and engineering; research methods and techniques including conducting or participating in planning studies.
- A working knowledge of Word, Excel, PowerPoint computer applications, and Geographic Information Systems (GIS), specifically ArcGIS and other software applications necessary to the completion of the duties outlined above.
- A working knowledge of the Highway Capacity Manual and Software, including currency on latest versions.
- The ability to think critically and apply problem solving skills in the performance of the position's duties.
- The ability to establish and maintain friendly and cooperative relations with those contacted in the course of the work, and to communicate at a professional level.
- The ability to apply sound judgment in data collection and the ability to analyze factors capable of affecting modeling results and corridor performance.
- The ability to travel to meetings and route reviews.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires a high level of technical ability to accurately analyze and record information, and meet timelines and schedules. Decisions required are normally limited to those areas related to the daily activities associated with this position. Failure to perform in a professional manner and provide accurate information could result in lost time, money and credibility.

PUBLIC AND INTERNAL CONTACTS

Frequent contacts and coordination are required with personnel from various Caltrans units within the District and occasionally from other districts in the State. Frequent coordination is also required with private planning consultants and with planning staff from public agencies. Some contact with the public is made at local meetings and responding to requests for information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent in this position will be required to work at computer stations using a keyboard and video display terminal, throughout the day as needed to complete the above listed duties and may entail occasional lifting, bending, and stooping. Occasional outdoor work may involve wearing appropriate safety equipment, and working in a non-climate controlled environment and on uneven terrain.

This position requires functioning in an office work environment where priorities can change on a daily or even hourly basis. The incumbent may be required to deal with this changing protocol, including multiple assignments and priorities, and the effect it can have on co-workers, and his/her personal state of mind. The ability to develop and maintain cooperative working relationships; be tactful and treat others with respect; respond appropriately to difficult situations, emotionally-charged issues or problems, is essential.

Systems Planning is evolving and the incumbent must be open to change and new information; adapting behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employee may also be required to travel for special assignments, meetings or route reviews and may be exposed to ambient noise and weather conditions.

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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)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

Lynn OConnor

SUPERVISOR (Signature)

DATE