

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	District 10 Rural Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Transportation Planner		July 9, 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 supervision and direction of a Senior Transportation Planner (STP) the incumbent serves as a team member for the Rural Planning and Metropolitan Planning Branches, which provide Intergovernmental Review (IGR) and Regional, Community, and Transit Planning services. The incumbent Associate Transportation Planner (ATP) will provide transportation planning expertise including technical assistance, support, and coordination for difficult and complex transportation planning projects for both internal and external transportation partners.

The ATP in this position will also serve as a Regional Planning Liaison representing the Department at various meetings and interacting with staff and officials from various public agencies in the District. Duties may include providing reports on behalf of the Department and Senior Transportation Planner at public meetings. The ATP in this position must represent the Department in the most diplomatic and professional manner possible while working to fulfill the Department's mission, vision, and goals.

The ATP will administer and coordinate various types of grant processes including evaluation of grant applications and management of grants awarded to external partners. The ATP may also assist other planning branches as needed such as System and Advanced Planning or Travel Forecasting. The ATP may act as lead to Transportation Planners within the Branch.

TYPICAL DUTIES:Percentage*Essential (E) / Marginal (M)*Job Description

30% (E)

Review documents and coordinate review by internal branches for land use projects submitted for Intergovernmental Review to determine the projects' impacts to the State Highway System. Consult planning resources such as right of way maps, GIS tools, Transportation Concept Reports, and previous files to inform review by functional units within Caltrans such as Traffic Operations, Travel Forecasting, Environmental, Encroachment Permits, and System Planning. Use comments from the functional units to prepare response letters for signature by the STP and distribution to Lead Agency contacts. Conduct and attend meetings with other staff as well as representatives from outside agencies and private developers. Maintain

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databases and complete project files; prepare reports. Tasks may include attendance and participation at public meetings on behalf of the STP.

- 30%(E) Review and comment on the development of Regional Transportation Planning Agencies' Overall Work Programs (OPWs) and Regional Transportation Plans (RTPs). Closely coordinate, administer and monitor the regional transportation planning process with both internal and external transportation planning partners and meet all timelines for reporting, invoicing, amendments, contracts, etc. Act as a liaison between local agencies, the District and HQ. Work independently and cooperatively with District staff to be responsive to requests for information to assist local partner agencies and stakeholders; ensure good customer service. Attend and represent the District at various external and internal meetings and provide Caltrans' reports.
- 15%(E) Review and evaluate Federal Transit Administration Section 5311 applications for program conformity. Approve projects for inclusion in the statewide Section 5311 applications. Approve expenditures and requests for reimbursement. Coordinate activities within the District and with Caltrans Headquarters Division Rail and of Mass Transportation, planning agencies, transit operators, and federal agencies. Provide necessary program monitoring, evaluation, and reporting.
- 15%(E) Provide transportation grant management and support to local agencies and Headquarters. Participate in the District grant application evaluation process. Monitor grant activities, provide guidance and assistance to local agencies and ensure consistency with current guidelines and procedures. Attend workshops and disseminate grant program information and guidance. Ensure timely execution of contracts, reporting and invoicing.
- 5% (M) Coordination of District grant application evaluation process and/or participation in the statewide grant evaluation process on a rotating basis with other ATPs.
- 5% (M) Create or assist in the development and utilization of a database and tracking system for planning documents. Serve as the lead or a member of various teams or committees for special planning projects and activities. This includes assisting by collecting and analyzing data, preparing reports and administering various records, files, maps and other related documents.

ESSENTIAL 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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The ATP in this position may act as a lead person for Transportation Planners or Administrators or as an Acting Senior Planner when the Supervisor is out of the office for a brief period of time.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge reflecting 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: The ATP is required to work independently and work effectively with others as an interdisciplinary team member, including maintaining effective and cooperative working relationships with those contacted during the course of the work. The ATP must be able to 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; and present ideas effectively orally and in writing. In addition, the incumbent in this position must have a working knowledge of Outlook, Word, and Excel computer applications.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES 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.

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.

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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 to perform project field and site reviews during varying seasonal conditions.

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)

Supervisor (Signature)

Date