

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION D12/Regional-Community-Transit Branch	
WORKING TITLE Community Planning & LD/IGR Coordinator	POSITION NUMBER 912-825-4721-xxx	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 supervision of a Senior Transportation Planner, the Associate Transportation Planner (ATP) performs professional transportation planning work involving interaction with elected officials, public agencies, external partners, technical committees, neighborhood and business associations, residents, and private developers. The incumbent is responsible for all program coordination aspects of the department's Community Planning, Public Participation and Local Development/Intergovernmental review activities with District Functional Units and Management related to the Department's role under CEQA as a Reviewing or Responsible Agency. The incumbent will be the Local Development - InterGovernmental Review/ Community Planning (LD-IGR/CP) Coordinator in charge of Quarterly and Annual Reports, the IGR database, etc.

TYPICAL DUTIES:

Percentage		Job Description
50%	Essential (E)/Marginal (M) ¹ E	Coordinates the District's CEQA intergovernmental review and comments on project environmental documents as proposed by private developers and public sector. Performs complex analysis of documents and coordinates comments with experts from other functional areas. Reviews and coordinates comments of proposed policies, project development, project and permit reviews, etc. Reviews and comments on Caltrans projects, Project Reports, Encroachment Permit applications, etc.)
15%	E	Works with local jurisdictions to identify and negotiate mitigation measures to address the direct and cumulative impacts of proposed development on the state highway system. Proactively works with local government agencies on General Plan and Community Plan updates. Promotes land use transportation coordination policies in the planning process. Works with cities to adopt transportation mitigation policies as part of the planning process that include the State Highway System.
15%	E	Develops and maintains Quarterly and Annual Reporting as required by district and Headquarters policy and procedures. Prepares factsheets of project descriptions, attributes, and status to convey vital information to the Department's Management Team, other functional areas and externals. Develops and maintains databases, tracking systems and other tools needed to perform the Branch's work.
10%	E	As Community Planning Coordinator the ATP represents the Department in local land use project scoping meetings, Department update meetings with city or county planning officials and/or developers, project development teams and in Planning Commission Meetings.
10%	M	As a District state and system plan support member, the ATP is responsible for assisting the District CTP Coordinator with executing tasks and producing deliverables as outlined in the California Transportation Plan (CTP) work plan and directed by the HQ CTP Manager. The ATP will work with the System Planning Team and communicates issues, risks, and status to the Branch Chief and Deputy District Director of Planning. The incumbent performs as a team member on other duties critical to the Planning Division.

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

The Associate Transportation Planner is a non-supervisory journey-level position, but may act in a lead capacity.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: The planning process and general practices of transportation planning; contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; promoting and managing state-funded planning grants; effective public participation techniques. Knowledge of the Department's mission, organization, policies, and procedures; Federal and State environmental, land use, and Title VI laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs; and current State communication guidelines and templates/formats.

Ability to: Communicate clearly and concisely both orally and in writing; interpret laws and policies as they relate to the goals and objectives of the Department; Prepare, analyze and provide recommendations on technical and administrative plans, studies, reports, statements and correspondence; Prepare and deliver presentations on various aspects of the bicycle and pedestrian, regional and air quality plans or studies, and Planning Division staff training and development; Manage complex short- and long-term projects simultaneously; Facilitate groups with divergent viewpoints; 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; Perform responsible and challenging work involving the assigned responsibilities.

The incumbent should have the ability to perform intermediate to advanced computer software application skills on Microsoft Word, PowerPoint and Excel, and elementary statistical methods for analysis of transportation data.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Associate Transportation Planner, under the direction of a Senior Transportation Planner, is responsible for conducting transportation studies; interpreting statistical data, laws, regulations and procedural guides developed by sociologist, planners, economists, environmentalists, and engineers for use by decision makers. This work is considered professional in scope and quality. Consequences of error and not performing in a professional manner could result in delays in making decisions, additional costs to revise and correct study data, and loss of Departmental credibility.

PUBLIC AND INTERNAL CONTACTS

Frequent in-house contact with engineers and planners from other branches within the District, other Districts and with headquarters is required. Contacts and coordination are also required with engineering and planning staff of other public and private agencies as well as contact with the general public in the course of work.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee may be required to speak to internal or external group settings and/or give prepared presentations. May be exposed/put in stressful situations. Employee may be required to travel in a state vehicle through the State highway system in the course of work. Employee may be required to perform field investigations on the State highway or right of way in the course of work.

WORK ENVIRONMENT

The employee will work in a climate-controlled office under artificial lighting, in a professional office setting with equipment needed to perform the job.

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.)

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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