

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION D51, Division of Traffic Operations, Office of Performance	
WORKING TITLE Assistant PeMS Coordinator	POSITION NUMBER 913-350-4768-011	EFFECTIVE DATE

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 the Asset Management Branch Chief (Senior Transportation Planner), and working closely with the Performance Measurement Specialist (Senior Transportation Planner-Specialist), the incumbent assists in providing support for PeMS through many different activities, including developing user support materials such training guides and FAQ's. Participate in the delivery of PeMS training sessions, conducting outreach to stakeholders for PeMS development ideas, developing contracts for PeMS improvements, and managing PeMS improvement projects. These activities are a critical component of the Department's system management planning effort to improve system performance by knowing how the system is performing, why it is performing that way, and identifying opportunities for improved performance in the critical outcomes of mobility, accessibility, and reliability.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	The incumbent will facilitate the training of Departmental and partner agency staff in the usage of the Performance Measurement System (PeMS), including using PeMS to locate and retrieve archived transportation data to inform planning and operational decision-making. This duty includes traditional, in person training as well as training by webinar and through written materials, such as manuals and training exercises. Training materials are needed for both general, introductory, and specific use audiences. The incumbent will assist in identifying appropriate users and user groups to target for training purposes and develop appropriate resources for them, in order to build PeMS expertise throughout the Department.
35%	E	The PeMS branch is not only involved with the day-to-day operations of PeMS, it is also concerned with the continued improvement of PeMS so that it remains relevant and is useful as possible to users throughout Caltrans and partner agencies. The incumbent will assist in determining appropriate tasks to undertake to enhance the PeMS application. This work includes outreach to stakeholders to obtain feedback and to prioritize needs, and the formulation of tasks and deliverables to use in procuring the necessary services. Once a contract is in place to accomplish these development tasks, the incumbent will help manage these projects so that the desired outcomes are achieved.
15%	E	The incumbent is one of the Department's points of contact for inquiries related to the day-to-day operation and use of PeMS. The incumbent will monitor data feeds and detector health, and do periodic sampling of data to confirm that data processing is working properly. The incumbent will respond to customers' questions regarding PeMS. The incumbent will maintain and update written resources for user support, such as FAQ's and other help text within the PeMS website.
15%	E	Other general administrative duties, such as assisting in the preparation of written reports, issue papers, spreadsheets, e-mails and correspondence as necessitated by and for management. There are times when Division management will need assistance in retrieving and analyzing data from PeMS. The incumbent will respond to such data requests by extracting data from PeMS and, as appropriate, using the extracted data to prepare written summaries and/or graphs or other visual presentations at branch/office/division meetings and perform special assignments as directed by the Branch/Office/Assistant Division/Division Chief

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

None. However, the incumbent may provide direction to others involved in PeMS related activities and projects

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of all phases of transportation planning process; the Department's vision, mission and goals, organization, policies, and procedures; applicable Federal and State laws and regulation; concepts and terminology relating to transportation planning, performance measures, and data analysis; and familiarity with the general techniques the Department uses to select private consultants. Must have the ability to effectively communicate (oral and written) with management and with technical and non-technical personnel. Ability to: use a variety of techniques to analyze complex issues and data; reason logically and creatively; develop and compare alternatives; draw conclusions; make recommendations; adopt an effective course of action; provide sound guidance to management; and present analyses in an understandable, usable form for management using oral and written communication methods. Must be able to work independently, exercising initiative and using good judgment in carrying out duties, and also be able to work effectively as a member of a team. Knowledge of PeMS, contract management, and Microsoft Word, Excel, and PowerPoint also desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Comprehensive and accurate traffic data and performance metrics are the foundation of the State's transportation system management efforts. With this in mind, the incumbent is expected to make decisions and take actions that are both appropriate and sound in pursuit of the Department's mission, vision goals, and objectives. The incumbent will be required to ensure that all work performed is complete, accurate timely, and of the highest quality.

PUBLIC AND INTERNAL CONTACTS

There will be frequent contact with PeMS users within the Department (Transportation Planners, Engineers, and Research Analysts, in headquarters and in districts) and outside the organization (MPO staff; academic researchers; staff from other Depts. of Transportation; and representatives from private firms who are interested in obtaining data from PeMS.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to interact with many people; deal effectively with pressure; multi-task; adapt to changing priorities; maintain focus and intensity; yet remain optimistic and persistent even under adversity; open to change and new information, changing conditions, or unexpected obstacles; complete tasks/projects within a short time frame; behave in a fair and ethical manner towards others; and demonstrate a sense of responsibility and commitment to public service. The incumbent must value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The incumbent will work in a cubicle within a shared room on the 4th floor of a 6-story building. The work hours are Monday through Friday, and will be set sometime between 6:30 a.m. and 6:00 p.m. Occasional in-state travel will be required. The incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
