

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE ASSOCIATE TRANSPORTATION PLANNER	OFFICE/BRANCH/SECTION District 8 - Planning	
WORKING TITLE ASSOCIATE TRANSPORTATION PLANNER	POSITION NUMBER	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 a Senior Transportation Planner, the incumbent is responsible for the analysis and integration of complex statewide planning issues and information within the transportation planning process. The incumbent is responsible for completed staff work including analyzing issues and developing recommendations and is a primary point of contact for developing information-sharing methods regarding statewide planning issues. The incumbent is expected to work pro-actively and cooperatively with external agencies, assigned districts, and other units within Caltrans.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
60%	E	Provide technical assistance regarding transit policy and transit program procedures for recipients of State Transportation Improvement Program (STIP), Proposition 116, Traffic Congestion Relief Program (TCRP), State Local Partnership Program (SLPP) and administer state transit grants by performing the following tasks: <ul style="list-style-type: none"> • Review and submit allocation, programming, and amendment requests. • Work with Project Control/Budgets to establish Project Funding Profile for allocated projects. • Draft and process Program Supplements/Amendments. • Coordinate with local agencies and Headquarters in the execution of Master Agreements/Amendments. • Review and process Project Progress Payment Invoices and Close-Out Reports.
20%	E	Assist in the development and updates of traffic forecasts for each of the District's routes and detailed project specific forecasts. Provide support and information to other agencies and Caltrans branches that maintain travel-related databases.
10%	M	Review, analyze, and comment on Transportation Concept Reports (TCR), District System Management Plan (DSMP), Project Reports (PR), Project Study Reports (PSR), Project Scope Summary Reports (PSSR), and traffic studies.
10%	M	At supervisor's request, complete special assignments and prepare spreadsheets, reports, and presentations on local transportation planning and analysis issues. Monitor and analyze proposed changes in Federal and State laws, regulations, and guidelines related to transportation planning.

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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Federal and State transportation planning and programming requirements; transportation, environmental, and land-use planning principles and practices, transportation plan, program and project financing mechanisms; departmental programs, policies and procedures; contemporary environmental, social, economic, financial, technical, legal and political issues; and computer information management dissemination, graphics, and spreadsheets.

Must have the ability to work both independently and as part of an interdisciplinary team; communicate effectively both in written form and verbally; plan, organize and complete assigned work objectives; work effectively and efficiently with others; and establish and maintain cooperative relationships with the Department as well as with the public and external

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agencies.

Requires a high degree of analytical skill to properly evaluate and develop solutions to local and regional transportation planning problems and public transit issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent has a major responsibility for helping to ensure that the principles and practices of the State Planning Program are carried out in accordance with the Department's mission and Federal and State Laws. Failure could result in delay or significant loss of valuable planning time or denial of State or Federal funding for transportation programs and projects.

With a high degree of public contact and interaction with other public agencies, decisions and actions will have a significant impact on the State's image in the area of transportation programs. Poor decisions may adversely impact the State's image and the district's ability to effectively interact with the public and other public agencies.

PUBLIC AND INTERNAL CONTACTS

Incumbent will have daily contact with other functional units in the District, local and regional planning staff members, other public entities, developers and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires sufficient manual dexterity to operate a computer keyboard, the ability to sit for long periods, the ability to develop and maintain cooperative relationship, and the ability to focus on difficult tasks for long periods of time. Must have the ability to multi-task, to adapt to changes in priorities, and to complete tasks or projects on short notice.

The Division requires interaction with many people. Must work with others in a cooperative manner; adjust rapidly to new situations which warrant attention and resolution; behave in a fair and ethical manner toward others; and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at the base of operation, will work in a climate-controlled office under artificial light. May work at workstations within shared cubicles. May be required to travel.

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