

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT (TRANS. PLANNER)**

CLASSIFICATION TITLE	DIVISION/OFFICE/BRANCH	
Associate Transportation Planner	Division of Transportation Planning/Office of Workforce Development	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Basic Academy Coordinator		

As a valued member of the Caltrans transportation planning team, you make it possible for the Department to improve mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. You take the necessary precautions to safeguard the confidentiality of records containing personal information to which you have access. Your creativity and productivity are encouraged. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT

Under the direction of the Chief, Office of Workforce Development, and Staff Services Manager I, in the Division of Transportation Planning, identify professional development training needs for, and facilitate the professional development of, transportation planners and related staff, within the Department working within the Planning and Modal Programs.

TYPICAL DUTIES

- 20% Responsible for oversight and future direction of the Transportation Planning Academy. Activities involve researching existing and cutting edge transportation planning processes, projects, and modes used in Planning both within and outside the state of California to identify new components; and working with other Caltrans Headquarters and District Planning staff, as well as local and regional agencies to keep the Academies current with Caltrans practices and in accordance with Federal and State laws and regulations governing the transportation planning process.

- 20% Act as lead for long range and complex transportation planning projects regarding developing staff expertise to perform and complete transportation planning studies and mandated activities. This includes consulting with internal and external customers within the Planning and Modal Programs, including Managers and Supervisors, to assess the planning and project delivery activities of all Planning and Modal Programs to identify priority activities and training needs relative to the transportation planning and project delivery activities needed to be performed.

- 20% Project Manager for the Transportation Planner and Modal Program Rotation Program statewide, consistent with the identification of Planning and Modal Program priorities for planning and project delivery work and the skills and expertise needed to perform these activities. Promote rotations to HQ Modal Division Chiefs, Deputy District Directors for Planning, and OWD's Professional Development Liaisons in each Caltrans District office and all Modal and Planning Divisions. Writes, updates and distributes rotation procedures for employees, supervisors and managers statewide to encourage and facilitate rotations. Consults with employees, supervisors and managers on prospective rotations, and incorporates the terms of rotations into rotation agreements.

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- 10% Provide creative solutions to address individual and department-wide challenges related to transportation planning and modal program project delivery activity training, and provide professional development services that will continuously enhance the skills and abilities of the Department's planning and modal program staff in the most cost-effective and efficient manner.
- 10% Analyze duties related to the discipline of transportation planning and the development of transportation planning and modal program staff, including monitoring emerging professional trends, practices, and innovations within the field of transportation planning. Activities include staying abreast of current planning-related legislative and policy trends, analyzing data, and presenting it to the Division of Transportation Planning (DOTP) Staff. Develop, administer, and monitor consultant contracts and other agreements for transportation planning related activities, and provide direction to consultants and contractors as needed. Develop in-house evaluations, and identify effective training resources/methods.
- 10% Act as a leadworker or project manager for long range and complex projects consistent with the identification of Planning and Modal Program priorities for planning and project delivery work and the skills and expertise needed to perform these activities. Research and implement various statewide conferences/meetings related to the development of transportation planning and modal program staff within the Department. Develop and assist in developing an agenda, as well as secure facility and equipment, and facilitators/instructors. Various courses would include Transit Oriented Development, Planning On Track, as well as Education/Professional Development Fair. These types of events would necessitate coordination with Planning Professional organizations such as APA, Mineta Institute, CalACT, and Universities.
- 10% Represent the Division of Transportation Planning, Office of Workforce Development on various committees, task forces, and working groups pertaining to transportation planning and modal program professional development, making presentations as necessary. Identifying gaps in Planning Staff's knowledge of planning trends, and developing and implementing methods for filling those gaps so that staff have the tools necessary to prepare, administer, and monitor transportation plans, programs, and projects; and developing and providing professional development opportunities to Caltrans Planning and Modal Program staff and to their partners in order to implement current policy.

SUPERVISION EXERCISED OVER OTHERS

Associate Transportation Planners do not directly supervise. They may act in a lead capacity in giving assignments and reviewing the work of other Office of Workforce Development staff, as well as student assistants.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of the Department's mission, organization policies, and procedures, Federal and State laws and regulations, principles, process, practices and legal requirements of transportation planning; research and analysis methods and techniques to propose solutions to or provide information regarding transportation problems and contemporary planning issues including land use, social, economic, fiscal, legal and political issues, air quality, and environmental planning principles and practices; and current departmental policies and programs. Must be able to work successfully both independently and as part of a team; to establish and maintain cooperative working relationships with internal and external clients; to carry out assignments expeditiously and completely; to collect, compile, categorize, analyze, maintain, and summarize data; reason basically and creatively and to communicate clearly and effectively both verbally and in writing.

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ANALYTICAL REQUIREMENTS

Must be able to reason logically and creatively; present recommendations and alternatives to management in oral and written form; evaluate existing processes; develop improvements; and identify problems and propose effective recommendations for resolution. Have awareness and sensitivity to social, economic, and environmental conditions, which affect transportation planning; ability to inspire the confidence of others; ability to further the recognition of the Department as a multimodal transportation organization.

CONSEQUENCE OF ERROR/DECISIONS

Under the direction of the Chief, Office of Workforce Development, and Staff Services Manager I, the Associate Transportation Planner offers a concentration of transportation planning expertise that focuses on the developmental needs of a growing base of professional planners, while freeing the senior to supervise all facets of professional development. Without this focus, there is no mechanism for assessing the needs of the Planner workforce, which would dilute the effectiveness and efficiency of Planning, impede the expertise with which Planning operates, compromise the department's mission and jeopardize key federal funding necessary to the attainment of short and long-range transportation goals statewide.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Must be open to change and new information; adapt behavior and work methods in response to new information, changing conditions or unexpected obstacles; have the ability to multi-task; complete tasks or projects with short notice; be able to collaborate, develop and maintain working relationships.

WORK ENVIRONMENT

Employee will work in a climate-controlled environment and under artificial lighting; sit for moderate period of time using a keyboard and computer monitor; employee may be required to travel to various Planning related events throughout the State, as necessary.

*I have read, understand and certify that I can perform the duties listed above with/without reasonable accommodation. **

EMPLOYEE	DATE	SUPERVISOR	DATE
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*If you require reasonable accommodation, you must provide medical substantiation prior to your established employment start date.