

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Planner (Specialist)	Road Charge Pilot Project Program	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Road Charge Pilot Program Contract Administrator	900-082-4724-	

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:

Senate Bill 1077, signed into law on September 29, 2014, requires that the State of California study, design, implement, and evaluate a road charge pilot to determine if such a method is a viable means of revenue to replace the gas tax.

Under the direction of the Road Charge Pilot Program Manager (a C.E.A. - level B), the Senior Transportation Planner (Specialist) performs and responds to difficult and complex work related to the planning, development, and delivery of the Road Charge Pilot Program (Program). The Contract Administrator manages the performance of a large consultant contractor (up to 10 consultants), and any other contracts necessary to successfully deliver the project. The Contract Administrator possesses an advanced understanding of the Governor's budget process, and acts as liaison between multiple divisions within Caltrans and a wide array of external transportation stakeholders. Duties include, but are not limited to, the following:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Manages the successful delivery of the consultant contract tasks during the entire Program, which includes: a) the preparation, review and submittal of technical road charge related materials for the 15-member Technical Advisory Committee (TAC) established by the California Transportation Commission, b) development of the road charge pilot including all consultant coordination and pre-demonstration procurement, testing and evaluation activities, c) live demonstration performance, and d) compilation and submittal of a final evaluation and findings report.
20% E	Plays a major role with the development and presentation of materials to communicate various and complex aspects of the Program to executive managers, public officials, internal and external partners, and the general public.
20% E	Responsible for preparing, examining, analyzing, negotiating, and revising contracts for the Program, including the purchase or sale of goods or services such as equipment, materials supplies, or products. Oversee proposal planning and administration of contracts. Negotiates terms and conditions of contracts. Prepares contract change notices, monitor contractor performance, including the reporting and status of contractor and owner deliverables. Ensures that contractor is in compliance with legal requirements, owner specifications and government regulations.
10% M	Provides planning, coordination, and preparation of materials for the Road Charge Pilot Project Manager used to inform the Road Charge Pilot Program's executive steering committee.

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

This position does not supervise, but does provides some direction to three (3) Associate Transportation Planners.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Senior Transportation Planner must have a wide and thorough overview of the Department's statewide transportation policies, issues, activities, and planning. The incumbent must have knowledge of the Department's mission, organization, policies, and procedures; and must have demonstrated experience in the use of statistical tools and strategic planning

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fundamentals.

The incumbent in this position must possess a high degree of leadership qualities; have a unique knowledge of communication theory; and have the ability to convey accurately to a broad audience. The ability to work with executive managers, multi-disciplinary staff, and partners, internally and externally, with expert communication is required.

The incumbent must have exceptional written and oral communication skills, including the ability to negotiate resolutions to issues or problems; strong organizational skills; and experience with translating technical information into well-written, plain language reports. The incumbent must present ideas effectively, orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work; evaluate and monitor the work of consultants; communicate effectively with other agencies, the public, and the media; and organize and direct the work of a project teams engaged in a variety of strategic planning activities.

The incumbent must propose, perform, and evaluate transportation planning research; perform transportation studies; participate in policy development and implementation; and analyze proposed policies from other government agencies. Proficiency with personal computers and various software programs (including, Microsoft Word, Excel, Outlook, PowerPoint, Access) to generate reports is required.

Additionally, the incumbent must have the ability to gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems; develop and evaluate alternatives; conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals; and work independently on complex planning projects.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors may result in wasted resources, such as project schedule delays and cost overruns. Should this occur, the Department may lose credibility relative to its ability to manage its projects. This may lead to reductions or a loss of funding for other current and future projects, along with increased schedule delays and project overhead costs due to increased control agency reporting, and financial and project management requirements.

PUBLIC AND INTERNAL CONTACTS

The Senior Transportation Planner will be required to interface closely with Executive staff. Contacts may involve formal communications and informal communications with the Deputy Directors, District Directors, Division Chiefs, senior managers, and program staff.

The incumbent will have contact with representatives of other local, regional, State, and federal agencies, for data gathering, information sharing, and coordination. External contacts may also involve formal and informal communications with control agencies (such as the State Department of Finance), Governor's Office, California State Transportation Agency, representatives of the Legislature, and other transportation stakeholders to explain the Department's strategic management plan, organizational and transportation system performance measurement, and to resolve issues and questions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to sit and/or stand for long duration and perform tasks utilizing a personal computer and telephone. The incumbent must have the ability to deal with multiple tasks; adapt to changes in priorities; complete tasks with short notice; be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; and adhere to established deadlines. Additionally, the incumbent must be able to develop and maintain cooperative working relationships; possess strong interpersonal skills; and demonstrate the ability to work in a team environment in a leader, member, facilitator, and/or support role. Furthermore, the incumbent must value cultural diversity and other individual differences in the workforce; be tactful; and treat others with respect.

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WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under artificial light using a computer, keyboard, mouse and telephone. The incumbent will occasionally take transportation or walk to State facilities to hand deliver documents in a variety of weather conditions. Core office hours are from 8:00 a.m. to 5:00 p.m.

SPECIAL REQUIREMENTS

Due to the small size of the Program, expedited time frames and the political importance of the RC Pilot Project, no alternate work schedules will be allowed and vacation requests may not always be approved. Some unforeseen overtime work may be required. In-state travel will be required and out-of-state travel may be necessary.

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