

CALIFORNIA DEPARTMENT OF TRANSPORTATION POSITION DUTY STATEMENT

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Planner (Supv.)	Rural Planning and Administration	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Office of Rural Planning	910-155-4724-003	2-1-2014

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 regularly and on time; 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 direction of the Caltrans, District 10, Deputy District Director for Planning and Local Assistance, the incumbent in this position manages the Office of Rural Planning and Planning Administration. Responsibilities of this Office include Regional Planning, Intergovernmental Review, Administration for the Planning Division, Native American Liaison, Community Planning, Title VI and Environmental Justice activities, Transportation Planning Grants and special studies. Duties include, but are not limited to:

TYPICAL DUTIES:

<u>Percentage</u> <i>Essential (E) /Marginal (M)</i>	<u>Job Description</u>
25% (E)	Management and supervision of staff supporting the efforts of Regional Planning, Transit, and Community Planning for the five Regional Transportation Planning Agencies (RTPAs)/rural (mountain) counties within District 10. This includes the development of the agencies' Regional Transportation Plans, yearly Overall Work Programs, Transit related work, and other duties.
20% (E)	Management and supervision of staff supporting the efforts for the Local Development/Intergovernmental Review Program within the five rural counties in District 10. This includes oversight of all correspondence relating to the District's responses to development matters and actively participate in the more complex issues with developers, local agencies, and tribal governments. The incumbent in this position also attends and makes comments at public meetings on behalf of the District/Department regarding development matters.
15% (E)	District's representative on Technical Advisory Committees, Citizen Advisory Committees and Municipal Advisory Committees. The incumbent in this position also regularly attends and represents the District at monthly Local Transportation Commission meetings (approximately three nights each month) and County Board of Supervisors' meetings.

Typical Duties continued

- 10% (E) Direct participation in and oversee staff participating in the development of projects and studies conducted by Project Management, Planning, and Regional Transportation Planning Agencies, including but not limited to Feasibility Studies, Project Study Reports, and Access Management Plans.
- 5% (E) Management and supervision of staff participating in transportation planning related grants with our RTPAs, MPOs, local jurisdictions and Tribal Governments.
- 5% (E) Responsibilities related to the Native American Liaison, Community Planning, Title VI and Environmental Justice roles, including the participation in Government to Government relationships with tribal governments, represent the District on various committees, coordinate and represent the District regarding sensitive development projects.
- 15% (M) Planning Administration including supervision of clerical and administrative staff in their daily activities of the ordering and inventory of supplies, the Planning budget for personnel and operating expenses, training, and other related responsibilities. The incumbent in this position also acts as the District's Professional Development Liaison.
- 5% (M) Coordinate and administer the District 10 Interregional Transportation Improvement Program (ITIP) Transportation Enhancement (TE) program.

SUPERVISION RECEIVED

The incumbent in this position will receive general direction from the Deputy District Director of Planning and Local Assistance.

SUPERVISION EXERCISED OVER OTHERS

The incumbent in this position supervises a staff of planners, administrators and technicians that include a variety of disciplines necessary to carry out all of the Office's functions as described above.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: The planning process and practices of transportation planning and engineering; research methods and techniques including conducting or participating in planning studies; Intergovernmental Review process; Regional Planning roles and responsibilities as they relate to the development of Regional Transportation Plans and Overall Work Programs; responsibilities associated with Native American, Community Planning, Title VI and Environmental Justice activities for the District; the Department's budgetary process as it relates to managing personnel accounting and operating expenses; and the Department's process associated with the administration of the Transportation Planning Grants within the District's jurisdiction.

Abilities and Analytical skills: 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; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team lead or member; and establish and maintain effective and cooperative working relationships with those contacted during the course of the work. The incumbent must have the ability to provide professional presentations on a variety of topics to internal and external stakeholders.

The incumbent in this position must be able to apply project management concepts, apply negotiation skills, handle multiple priorities with minimal direction, and independently interpret internal and external project information and offer recommendations and solutions to all concerned parties. The incumbent must be able to supply the appropriate level of project information to other specialists; have the ability to organize and possess interpersonal skills necessary to become an effective team leader; be able to effectively communicate orally and in writing to all levels of Departmental management, Regional and Local agencies, Tribal Governments and representatives, developers and the public.

CONSEQUENCE OF ERROR

Decisions required are normally limited to those areas related to the daily activities associated with this position. Failure to perform in a professional manner and provide accurate information could result in lost time, money and loss of credibility with staff and external partners.

PUBLIC AND INTERNAL CONTACT

The Incumbent in this position has extensive contact with public agencies including Federal, State and Local Governments, as well as elected officials including County Supervisors. The incumbent represents the District at various public meetings as described under Typical Duties. The incumbent also has extensive contact with the all levels of personnel within the District and frequent communication with various Headquarters' staff.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees will also be required to travel for special assignments, meetings or route reviews. Evening travel within the 5 rural counties of District 10 is routine.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this position. The incumbent in this position is required to communicate with people in person and on the telephone and to make public presentations. The incumbent is also required to work at computer stations throughout the day as needed and may be required to sit for periods of time using a keyboard and video display terminal. Travel during daytime and evening hours is also required.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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

DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR

DATE