

CLASSIFICATION TITLE Senior Transportation Planner, Specialist (12-24 months Limited Term)		DISTRICT/DIVISION /OFFICE Division of Transportation Planning	
WORKING TITLE Sustainability Planning Coordinator	POSITION NUMBER XXX-XX-XXXX-XXX	EFFECTIVE DATE June 9, 2015	

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility and accessibility across California by being innovative and flexible; 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, to those we serve.

GENERAL STATEMENT:

Under the general direction of the Chief, Office Sustainable Community Planning, a Supervising Transportation Planner, the incumbent serves as the Statewide Lead to coordinate the Sustainability planning work to implement Caltrans’ goals to promote sustainable transportation planning practices. The incumbent is a change agent champion for implementing sustainability planning within the Division of Transportation Planning (DOTP). The incumbent works in a cooperative manner to integrate and coordinate with all planning functions (such as travel forecasting and analysis, freight, smart mobility, and regional planning) to organize and assist delivery of sustainability-related items articulated in the Caltrans Sustainability, Livability, and Economy goal and the Caltrans Improvement Project (CIP) effort led by California State Transportation Agency (CalSTA). The incumbent will work with all DOTP offices, other Planning and Modal Divisions, and the Districts toward the goal of integrating sustainability considerations in Caltrans’ Planning and Modal processes and products. The incumbent will establish the Planning and Modal Programs’ leadership in sustainability planning.

The incumbent will be the liaison with the Director’s Office, Office of Strategic Management, CalSTA, the Planning and Modal Divisions, and the District Planning and Local Assistance programs to develop pathways to implement sustainability planning. The work may lead to new Planning program policies, processes, programs, and/or guidance to implement the Caltrans Sustainability, Livability, and Economy Goal and the CIP. The incumbent will be responsible for extensive communication and coordination among Planning and Modal Divisions, Transportation Planning Offices, Districts, subject matter experts, Office of Strategic Management, and the Director’s Office to respond to all Strategic Management Plan, Mile Marker, and CIP requests.

TYPICAL DUTIES:

Percentage Duties

- 40% (E) As the lead, will work to develop the statewide framework for sustainability planning including strategic planning and actions to implement the function in the planning program statewide. Develop an action plan with goals, steps, roles, and responsibilities that leads Planning's work with the Strategic Management Plan and CIP implementation efforts. As the lead, recommend how best to integrate sustainability planning in statewide plans, long-range transportation plans, regional plans, modal programs, and corridor studies that develop investment priorities for meeting sustainable transportation goals.
- 25% (E) Work with Planning and Modal Office Chiefs and staff to develop the process and monitor performance measures for meeting the requirements of the Director's Office and CalSTA. Respond to requests for Mile Marker articles, information, and tracking efforts. Develop a plan for coordination and communication to meet deadlines. Coordinate or assist with developing the new metrics for measuring success in sustainable transportation including livability, accessibility, and a benefit/cost analysis for operation improvements. Identify policy and research needs, and assist in development of policies and guidance in implementation of sustainable transportation management.
- 20% (E) Work with various branch and office staff members to identify the institutional needs for coordination, partnerships, training, education and developing the Planning Program's expertise and capacity for sustainable transportation. Determine the need for any federal, university, consultant and regional partner resources to support delivery of sustainable planning goals. Coordinate across functions in Planning, other Divisions, and Districts to develop the culture of sustainable transportation planning. Include cross-functional staff in coordination efforts and sponsor regional meetings, seminars, conferences, and/or other events to build coordination.
- 10% (E) Work closely with the Director's Office, Assistant Director for Sustainability, Office of Strategic Management, Caltrans coordinators, and CalSTA leadership, for CIP implementation teams to support the Planning and Modal Program response to the new Caltrans Vision, Mission and Goals and CIP. Provide the planning perspective and build solid partnerships and working relationships at HQ and districts to support sustainable transportation planning.

5% (M) Assist with the management of the Office of Sustainable Community Planning; budgeting; staffing; District person year, person service, and operating expense allocations and expenditure monitoring; provide staff development and training, schedule coordination, performance evaluations, safety training; and, address specific personnel issues. Assist with the strategic planning and management of the Sustainable Community Planning program.

SUPERVISION EXERCISED OVER OTHERS

No supervising duties, however may serve in a lead capacity over teams.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENT

The incumbent must have knowledge of all phases of transportation planning process; the Department's mission, organization, policies, and procedures; federal and state laws and regulations; concepts and terminology relating to sustainable transportation planning; and techniques of selecting outside consultants. In addition, the incumbent must communicate effectively (oral and written) with management, technical, and non-technical personnel.

The incumbent must have the ability to develop programs and supporting activities; analyze, interpret and apply analytical techniques; work independently and as a core member on complex planning projects; coordinate multiple pieces of work and meet time sensitive deadlines; develop, present, and explain recommendations to management; serve in a leadership capacity on some projects for Planning and Modal programs; and effectively utilize standard software and assist staff in its use as needed.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Sustainable Planning is the basis of identifying projects, plans, policies and strategies to meet future needs. Failure to adequately implement responsibilities of the Sustainable Planning Coordination can result in the Department failing to identify and implement needed policies, programs and processes improvements leading to a sustainable transportation system that delivers the Department's goals. Errors in guidance, implementation, coordination, and carrying out CalSTA and State direction will have a negative impact on the Department, partner agencies, stakeholders and the traveling public.

PUBLIC AND INTERNAL CONTACTS

Frequent contact with Headquarters and District Transportation Planning and Planning and Modal units is essential. Contact with the Caltrans Executive Management, Office of Strategic Management, CalSTA, their support staff, public stakeholders, and modal advocates is also essential to delivery of the program. Involvement with the Governor's Office of Planning and Research, California Air Resources Board, Federal Highway Administration, Native American Tribes, Metropolitan Planning Organizations, cities, counties and their associations is less frequent, but will occur.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Requires occasional bending, stooping, and kneeling.

Must have the ability to organize and prioritize large volumes of varied documents. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships. Must be open to change and new information. Must be able to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must be able to adjust rapidly to new situations warranting attention and resolution.

WORK ENVIRONMENT

While at the base of operation, the employee will work in a climate-controlled office under artificial lighting. The work environment includes working in a routine office setting 90% of the time. The other 10% of the employee's time may be spent traveling to: meetings at other office buildings, outside locations for staff meetings, conduct briefings/training, attend conferences, or speak at conferences and other special events.

ACKNOWLEDGEMENTS

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 the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR

DATE