

**CALIFORNIA TRANSPORTATION COMMISSION
DUTY STATEMENT**

CLASSIFICATION TITLE Senior Transportation Planner	DISTRICT/DIVISION/OFFICE California Transportation Commission	
WORKING TITLE Assistant Deputy Director	POSITION NUMBER 696-004-4724-006	EFFECTIVE

The Commission advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California’s transportation programs, and has the ultimate responsibility for adopting statewide transportation policy. The Commission is responsible for the programming and allocating of funds for the construction of highway, passenger rail, transit, and bike and pedestrian improvements throughout California. The Commission is an active participant in the initiation and development of State and Federal legislation that seeks to secure financial stability for the State’s transportation needs.

All duties are performed in accordance with State and Commission policies and procedures.

GENERAL STATEMENT: Under the general direction of the Deputy Director, the Senior Transportation Planner serves as a technical expert assisting in the development of policies and procedures for the State’s multi-modal transportation system; supporting the evaluation of current and pending issues for Commission action; assist the Deputy Director in the development of program guidelines, policies and procedures; and assists the Deputy Director in the coordination of financial, legislative, and environmental matters of the Commission. Responsibilities include complex analyses of program policy issues and the development and monitoring of performance measures.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

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| 25% E | <p>Statewide Multi-Modal Transportation Planning</p> <ul style="list-style-type: none"> • Develop updates to the guidelines for the preparation of regional transportation plans as authorized under Government Code Section 14522. • Provide advice and recommendations to executive management on the effectiveness and implementation of regional transportation plans and sustainable communities strategies. |
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¹ ESSENTIAL 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

- Independently analyze, evaluate, and direct development of comments and recommendations for Commission consideration with respect to regional transportation plans, sustainable communities strategies, the California Transportation Plan, the State Rail Plan, the Freight Rail Plan, and other related transportation plans.
- Actively participate in planning workgroups and committees ensuring the policies and directives of the Commission are represented.

25% E

Programming & Allocating Funding

- Plans and develops statewide guidelines for programming and administering new and/or existing programs. Includes development of Commission policies on statewide programming guidelines and/or procedures for State Transportation Improvement Program, Active Transportation Program, and/or other programs. Monitors the review and preparation of recommendations on project readiness and project funding for capital and/or non-infrastructure projects, consistent with statutory and program guidelines.
- Responds to requests from and interprets program guidelines for recipient agencies ensuring compliance with program guidelines and state and federal law.
- Advises Regional Agencies and Caltrans in developing Regional Transportation Improvement Programs (RTIP) and Interregional Transportation Improvement Programs (ITIP).
- Reviews and analyses proposals received from regional agencies and Caltrans for presentation to the Commission
- Summarizes programming requests, addressing policy issues raised by each proposal, for presentation at public hearings.
- Responds to issues raised by regional agencies, Caltrans, or other interested parties.
- Participates in the preparation of the State Transportation Improvement Program, the Active Transportation Program, and/or other programs, as applicable, for adoption by the Commission

20% E

Finance & Budget

- Develops and proposes policy and methodology for financing transportation programs.
- Participates in the methodology development for estimating revenues available in current and future years.
- Participates in the review and analysis of the Department of Transportation’s Fund Estimates, budget and allocation capacity recommendations, and other financial analyses.

15% E

California Environmental Quality Act (CEQA)

- Directs the review of routine Notice of Preparations and Draft Environmental Impact Reports and oversee the preparation of suggested comments within the Commission's area of expertise and purview.
- Oversees the review of final environmental documents and the preparation of necessary documentation to bring environmental documents forward to the Commission for consideration of the environmental impacts of a project which the Commission has programmed or a project which the Commission may be later asked to allocate funds.
- Facilitates the preparation of Notices of Determination for the Executive Director's signature upon approval by the Commission of the final environmental document for consideration of future funding.
- Ensures all environmental actions taken by the Commission are properly filed with the State Clearinghouse and tracked in a comprehensive database.

15% E

Legislation & Coordination

- Identifies bills introduced in the Legislature to determine impacts to the Commission and transportation, if any.
- Analyzes bills which have an identifiable impact on the State Transportation System, and in particular, those measures which influence transportation funding, the development of the State Transportation Improvement Program and/or other programs, the Commission's allocation of funds, and other matters shaped by Commission policies and actions.
- Analyzes selected legislation, determining legislative impacts on transportation matters; compose and justify recommended Commission position. Analyses are performed using Commission and State guidelines, procedures, and formats. Analyses are submitted to the appropriate Deputy Director for review.
- Works collaboratively with transportation stakeholders and provides technical support in the initiation and development of state and federal legislation that seeks to secure financial stability for the State's transportation needs.
- Directs the development of the monthly Legislative Status Report, using the Commission's on-line spreadsheet/database.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: The planning process and general practices of transportation planning, research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques; program management and evaluation; the Commission's functional programs to enable the development of a transportation performance measurement system that links expectations to the Commission's performance standards and measurements criteria; the Commission's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs; the Commission's budgeting process; the Commission's EEO objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; a supervisor's role in safety, health, labor relations, and the Commission's EEO Program and the processes available to meet these program objectives; purposes, organization, and policies of Federal, state, regional, and local transportation agencies; program goals and objectives of the California Transportation Commission.

Ability to: Gather, compile, analyze, and interpret data; reason logically, 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 member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work; conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective course of action; resolve emotionally charged issues reasonably and diplomatically; accept new and innovative ideas; evaluate general planning proposals; work independently on complex planning projects; organize, direct and evaluate the work of staff engaged in a variety of planning activities; evaluate and monitor the work of consultants; communicate effectively with other agencies, the public, and the media; effectively contribute to the (1) Commission's safety, health, labor relations, and EEO Program objectives, (2) purposes, organization, and policies of Federal, State, regional, and local transportation agencies, (3) program goals and objectives of the California Transportation Commission; use a computer.

DESIRABLE QUALIFICATIONS

Awareness and sensitivity to social, economic, and environmental conditions which effect transportation planning; ability to delegate responsibility to others; ability to inspire the confidence of others; knowledge of Federal and State regulations that apply to and impact the work of the Commission and the Commission's mission, goals, programs, and policies; experience that demonstrates project management skills; demonstrated ability to participate in public forums; ability to represent the Commission in complex transportation matters and serve in a consulting and coordinating capacity with other transportation professionals and organizations; demonstrated ability to develop and implement organizational improvements or innovations; demonstrated ability to

effectively apply logic and creativity in decision-making processes; ability to successfully apply motivational and negotiating skills; excellent oral and written communication skills.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to use sound judgment in the execution of duties of this position could result in damage to the credibility of the Commission, limiting the effectiveness of the Commission’s relationship with local partner agencies and could result in the loss of allocated funds for State and local projects.

Awareness and sensitivity to social, economic and environmental conditions which affect the Commission. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under the demands of providing project data related products with very short notice. Must be open to change and incorporating new information/technology, which create changing conditions, or unexpected obstacles.

WORK ENVIRONMENT, PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

- Professional office environment, business dress, according to current policy.
- May require overtime on weekdays and/or weekends.
- Ability to work well under pressure; handle changing and competing priorities and deadlines.
- Work in a team environment.
- Interact well with high level officials.
- Ability to travel by land and air to various locations throughout the State.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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’s Name

Signature Date

