

**CALIFORNIA TRANSPORTATION COMMISSION
DUTY STATEMENT**

CLASSIFICATION TITLE Senior Transportation Planner	DISTRICT/DIVISION/OFFICE California Transportation Commission	
WORKING TITLE Assistant Deputy Director	POSITION NUMBER 696-004-4724-007	EFFECTIVE

The California Transportation Commission (Commission) advises and assists the Administration and the Legislature in formulating and evaluating state policies and plans for California’s transportation programs. The Commission’s responsibilities for the State’s multi-modal transportation system cover a broad range of transportation programs, including but not limited to the State Transportation Improvement Program (STIP), the State Highway Operation and Protection Program (SHOPP), the Transportation Congestion Relief Program (TCRP), and Proposition 1B programs.

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

GENERAL STATEMENT: The Senior Transportation Planner, under the direction of the Deputy Director, serves as the Commission’s technical expert and manager for state and regional transportation planning, including monitoring the implementation of regional transportation plans and sustainable communities strategies. Serves as the Commission’s expert and policy advisor on environmental document review, analysis, and recommendations. Serves as the Commission’s legislative analyst. 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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| 30% E | <p>State Multi-Modal Transportation Issues & Plans</p> <p>In order to advise the Commission on multi-modal transportation issues and provide recommendations for effective use of State resources, the incumbent uses his/her knowledge of transportation planning to:</p> <ul style="list-style-type: none"> Propose, develop, and update guidelines for the preparation of regional transportation plans as authorized under Government Code Section 14522. |
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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

- Provide advice and recommendations to executive management on the effectiveness and implementation of regional transportation plans and sustainable communities strategies.
- 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

California Environmental Quality Act

In order to advise the Commission on the environmental impacts of a project for purposes of commenting on draft environmental documents and for approving projects for future consideration of funding, at the direction of the Deputy Director , the incumbent uses his/her technical expertise of transportation planning and programming to assist in:

- Directing 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.
- Overseeing 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.
- Facilitating 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.
- Ensuring all environmental actions taken by the Commission are properly filed with the State Clearinghouse and tracked in a comprehensive database.

30% E

Legislative Support

- Under the direction of the Deputy Director in charge of Legislation, and in order to provide and maintain the foundation for the Commission’s Legislative program, the incumbent uses his/her technical expertise of transportation planning and programming to:
- Identify bills introduced in the Legislature to determine impacts to the Commission and transportation, if any.
- Analyze bills which have an identifiable impact on the State Transportation System, and in particular, those measures which influence transportation funding, the development of the STIP or other programs, the Commission’s allocation of funds, and other matters shaped by Commission policies and actions.

- Analyze selected legislation, determining bills' impact 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.
- Working collaboratively with transportation stakeholders and providing technical support in the initiation and development of state and federal legislation that seeks to secure financial stability for the State's transportation needs.
- Directing the development of the monthly Legislative Status Report, using the Commission's on-line spreadsheet/database.

10% E

Performance Standards and Measurements

- In order to advise the Commission on the implementation of performance measure policies and strategies and provide recommendations on the most effective use of transportation resources, at the direction of the Deputy Director, the incumbent uses his/her technical expertise of transportation planning and programming to assist in:
- Developing and implementing the Commission's policies on statewide transportation system performance measures through a collaborative process with internal and external agencies. These measures will ensure shared accountability of the effectiveness of transportation system improvements and provide measurement data for effects of Commission funding on project delivery.
- Applying specifically developed performance measures against the individual plans developed internally and externally to assess whether the individual plans and goals developed for regional and interregional agencies meet the criteria established to assure funding for identified projects and ultimate project delivery.

5% M

- Consults with Federal, State, Regional and Local Agencies regarding transportation issues, policies, guideline, and programs, as directed by the Executive Director.
- Conducts research in response to information requests from the Commission, executive staff, the Department of Transportation, and other State, Federal, Local governments.
- Attends Commission meetings as directed by the Executive Director

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; the Commission's budget process; the Commission's Affirmative Action Program 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 Affirmative Action Program and the processes available to meet these program objectives.

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; 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; work independently on complex planning projects; organize and direct the work of a 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 Commission's safety, health, labor relations, and Affirmative Action Program objectives.

DESIREABLE QUALIFICATIONS

- Demonstrated ability to act independently.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Demonstrated ability to meet competing deadlines and changing priorities.
- Familiarity of personal computers, Microsoft Word, Excel, and Lotus Notes.
- 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.
- Conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals.

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.

WORK ENVIRONMENT, PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Professional office environment, business attire, according to current policy. May require overtime on weekdays and/or weekends. Ability to handle a heavy work load and meet deadlines. 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

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

Supervisor's Name

Signature

Date