STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Planner	Office of Program Policy Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Branch Chief, Transit & Rail Intercity Program (TIRCP)	900-064-4724-020	09/30/2014

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:

The Division of Rail and Mass Transportation (DRMT) is responsible for the State's administration of State and federal rail and transit. The Budget Act of 2014/15 created new State transit grant programs as part of the Transit, Affordable Housing and Sustainable Communities Program.

Under the direction of the Office Chief, Program Policy Management, Division of Rail and Mass Transportation (DRMT), this supervisory Senior Transportation Planner position is responsible for administration and management of the Transit and Rail Intercity Program (TIRCP). Responsibilities include the development and implementation of statewide policies and procedures, management of capital project programming and funding actions according to California Transportation Commission (CTC) program, the California Environmental Protection, SB 535, Disadvantaged Communities criteria and guidelines responsible for preparation and execution of fund transfer agreements, and management of fund utilization by program recipients. The incumbent works in coordination with the California State Transportation Agency (CalSTA), State Air Resources Board (ARB), California Transportation Commission, California High Speed Rail Authority(CHSRA), Regional Transportation Agencies, Metropolitan Planning Organizations, local transit operators and departmental staff.

The incumbent works and coordinates with executive management and staff in multiple state agencies to facilitate and monitor the timely expenditure of funds and the delivery of local transit projects, in accordance with State laws and policies. The incumbent is responsible for performing other rail and transit program related assignments. The incumbent also has substantial responsibility and needs minimal direction for the organization of work items, work quality, progress, and the methodologies used for execution. This position requires extensive coordination and interaction with federal and state agencies, regional and local agencies, transit operators, and various departmental divisions. Responsibilities of this position also include gathering program and contract information, preparing memos, letters and reports.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Develop and implement the TIRCP guidelines in accordance with statutory requirements of the Public Resources Code (PRC); Section 75220, which defines TIRCP. Tasks include the review of Greenhouse Gas Reduction measurement methods provided by ARB and preparation of these methods for use by DRMT staff. Development of methods to review local agency project submissions and development of program time lines. Develop TIRCP reporting requirements and oversight standards including the development of reporting templates. Perform statewide technical assistance and training to inform local transit agencies, regional planning agencies and sub-recipients of their responsibilities and requirements to ensure TIRCP program compliance.
40%	E	Coordinate with CalSTA to develop TIRCP grant proposal evaluation and review processes in accordance with procedures and criteria prescribed by CalSTA. Prepare a list of proposals recommended for funding, in consultation with the California High Speed Rail Authority(CHSRA.) Coordinate, monitor, reviews, and provides support documentation and analysis, as requested for state.
10%	M	Develop program templates and forms to for regional and local agencies as well as DRMT staff. These forms will help ensure compliance with program requirements. Develop spreadsheets and project files to document and report project oversight; this includes tracking capitol funds distributed to each program.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

10%	M	Provide program information to Department Management and external agencies as requested. Respond to requests for information, technical assistance and other duties as required.

[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

May act as lead or provide direction to staff working in the TIRCP and LCTOP programs.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires basic knowledge of the transportation planning process; the ability to write effectively, to gather, compile, analyze and interpret data. Also needed is the ability to develop formats and present display data, to consult effectively with other divisions and outside agencies. An ability to present ideas orally and work with others as a team is required. Must be able to supervise staff, to receive general guidance from the Office and Division Chiefs and to exercise a latitude of independent action. Be able to identify transit needs and trends, as well as issues with operations and performance. Analytical skills are required to define dilemmas and propose solutions that can be implemented within the context of the Department's overall role.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The consequences of errors can be serious and far-reaching; effecting the Department, regional transportation planning agencies, transit operators and transit service providers. The incumbent is responsible for making recommendations on politically sensitive areas such as findings on unmet transit needs, new administrative regulations and the resolutions of disputes regarding the implementation of the program.

PUBLIC AND INTERNAL CONTACTS

Internal – The incumbent has regular contact with the Mass Transportation Program branches and district employees. The incumbent has contact with management staff of other divisions, including the Director's Office and district division chiefs. External – The incumbent has contact with: regional and local transit agencies, the State Air Resources Board, State Controller's Office, California Transportation Commission Staff and California Transit Association.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to work on a keyboard, manual dexterity, sitting for long periods, develop and maintain cooperative relationships and the ability to focus for long periods of time. Be able to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Must deal effectively with pressure, maintain focus and remain optimistic and persistent under adversity. To be considerate and respond appropriately to the needs, feelings and capabilities of different people in different situations. Be tactful and treat others with respect.

WORK ENVIRONMENT

Employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE