

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Senior Transportation Planner	OFFICE/BRANCH/SECTION Federal Transit Grants/Procurement Management	
WORKING TITLE Branch Chief	POSITION NUMBER 900-064-4724-015	EFFECTIVE DATE

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, 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: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS--WHO THE INCUMBENT REPORTS TO AND WHO REPORTS TO THE INCUMBENT, WHEN APPROPRIATE.)

Under the general direction of the Supervising Transportation Planner (Office Chief), Division of Rail and Mass Transportation (DRMT), the Senior Transportation Planner (Branch Chief) is responsible for directing the work of the Federal Grants Procurement Management Branch; functions as the Procurement Specialist for purchases funded with Federal Transit Administration (FTA) funds under the Section 5310, 5311, and 5339 resulting from the Federal Reauthorization of Moving Ahead for Progress in the 21st Century (MAP-21). Responsibilities include: hiring, training and evaluating staff on FTA funded procurement activities associated with transit operation and management services, and purchase of rolling stock, commodities, and equipment; development of policy and procedures related to federal funded procurement; and compliance oversight resulting from audit findings. This position is also responsible for working with the Department of General Services (DGS) and contractors for the purchase of paratransit vehicles and handles the most difficult service, warranty, and performance issues related to contract administration and delivery of buses under the Statewide DGS bus contracts. Travel is required.

TYPICAL DUTIES:

Essential (E) Percentage Job Description
Marginal (M)

- E 40% Supervise, delegate, and manage the work of staff for the administration and compliance of procurement actions conducted by FTA grant subrecipients which include public transportation authorities, transit operators, State or local governmental agencies, and nonprofit transportation providers. Manage the review and approval of procurement actions include purchase of transit vehicles, equipment and material, information technology, and operation, management and maintenance services contracts. Develop and implement statewide policy and procedures related to State and Federal procurement compliance as it applies to purchases supported with FTA grant funds. Provide technical support and education to grant subrecipients in developing appropriate procurement methods and performance specifications for vehicle purchases, service contracts and transit-related equipment. Develop and deliver formal and informal training and presentations on federal procurement requirements and guidelines to internal staff and external agencies at meetings, conferences, and workshops.

- E 20% Provide leadership and manage the development of paratransit vehicle specifications, in coordination with DGS and transit providers, for the Statewide contracts. In partnership with the DGS engineering staff, develop performance specifications for accessible vans and small buses. Conduct manufacturer plant inspections to review the manufacturing process

and quality assurance to ensure basic production, operation, processing and fabrication methods are performed under controlled conditions and are compliant with specifications and federal and state requirements. Review and inspect the build of prototype vehicles including completion of various testing to ensure all subsequent units meet quality standards and compliance to specification. Identify, collaborate and resolve issues with the contractor and manufacturer regarding the production, inspection, distribution, delivery, and maintenance of paratransit vehicles and equipment to ensure compliance with vehicle contract specifications and warranty, and federal and state standards, policies and guidelines.

- E 20% Manage staff work activities associated with compliance oversight in the areas of procurement and contract management and other program areas that may identified as a result of audit findings initiated by external and internal compliance authorities including the FTA, Office of Inspector General (OIG), U.S. Government Accountability Office (GAO), and Caltrans Audits and Investigations. Provide expert advice to management and develop and implement statewide polices to address program deficiencies related to procurement management and oversight. Manage staff work activities associated with the development, management and administration of consultant services contracts for correction of audit findings. Provide analysis of proposed Federal and State legislation impacting procurement and contracts, transit vehicles, transit-related equipment and material and advise management on its potential program impact.

- E 10% Provide expert advice and procurement approval in the area of new information technologies and their application in transit/paratransit operations for small operators. Read and obtain knowledge of the latest technical information from a variety of sources including manufacturers, operators and technical publications, and be able to include new technology specifications in the development of new transit equipment procurement contracts. Research and identify new technology, demonstration projects, and innovative transit/paratransit concepts to improve the transportation options for clients supported by FTA grant programs. Work with the California Air Resources Board staff on analysis of emission regulations that will affect transit operators and provide analysis to management on how the regulations can be best mitigated within the Federal Grant Programs. Responds to public inquiries related to requirements associated with grant programs and federal and state purchasing.

- E 10% Provide effective leadership to staff and establish performance expectations to ensure completion of work assignments. Assign job duties, create, manage and evaluate work products and provide direction and constructive feedback to staff. Assess employee's strengths and weaknesses and identify necessary resources such as training, tools and equipment to develop employee's skills and knowledge. Provide regular status reports to management concerning work progress, including present and potential work problems, and recommendations for resolution. Manage branch resources, hiring, training and coaching staff, establish and evaluate work performance, and effectively apply disciplinary measures to correct employee problems.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position supervises a group of professional level subordinates. Branch Chief is responsible for establishing work priorities, managing workflow, utilizing staff, and coordinating Office activities.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of State and Federal laws and regulations that apply to the Division and the Department's programs and policies including specific guidelines pertaining to Mass Transportation and to specialized transit vehicles, equipment and services. The incumbent must have the ability to supervise planning technical staff, participate in making public contacts, represent the Department in technical matters, and serve in consulting capacity to the Department, local agencies, and oversight entities. The incumbent must be able to communicate effectively, both verbally and in writing, and use good judgment and tact in working with other departmental staff and outside agencies to resolve complex and controversial transportation issues. The incumbent must be able to handle multiple priorities, be able to delegate, and demonstrate organizational skills.

The incumbent must have knowledge of transit operations, transit equipment, and ability to develop specifications and conduct the procurement of equipment in compliance with state and federal laws and regulations. This includes knowledge of impacts on transit operations related to needs of specific clientele, geographical issues, accessibility of alternative fuels, etc. All issues must be considered in approving equipment purchases for grant recipients and is the responsibility of this position.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for the assessment, recommendation, and approval to purchase transit equipment. Incumbent will be contract manager for procurements conducted through MOU with DGS. Consequences of error can be serious and far-reaching, affecting not only the Department but also regional transportation planning agencies, transportation service providers, and the general public. The incumbent may be responsible for making recommendations on politically sensitive areas of the program such as proposed legislation, funding, and project approval.

PUBLIC AND INTERNAL CONTACTS

The incumbent has a wide variety of regular contacts with persons outside the Division of Rail and Mass Transportation, by telephone, in writing, and in person for the purpose of assessing transit equipment needs, recommending actions and providing project oversight. The incumbent has frequent contact with regional transportation planning entities, transit service providers, and district staff. Other regular contacts include staff from Caltrans function areas such as planning, contracts, legal, budgets, and accounting to ensure compliance with all state and federal laws and regulations pertaining to procurement of transit equipment.

WORK ENVIRONMENT

Employee 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.

Employee will work in workstations within shared cubicles. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m.

Long hours may be necessary at times, and vacations may be restricted during peak times and fiscal year-end closing.

Employee will be required to travel in state to participate in conferences, workshops, and to provide training and technical support to districts and occasional out-of-state travel may be required for vehicle inspections.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Physical Requirements

The incumbent has the ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

This position requires occasional bending, stooping, and kneeling. Employees may be required to move large or cumbersome reports from one location to another.

Mental Requirements

Incumbent must grasp the essence of new information and master new technical and business knowledge. Must be able to organize and prioritize large volumes of varied documents.

The incumbent must be able to apply innovative solutions to situations to make organizational improvements. Creates and sustains an organizational culture which encourages team members to provide the quality of service essential to high performance.

Must be able to organize and prioritize a workload that is subject to frequent, substantial, and unexpected changes.

Emotional Requirements

Must be able to develop and maintain cooperative working relationships. Ability to resolve emotionally charged issues reasonably and diplomatically.

Considerate to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect

Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Incumbent brings values of a cultural diverse workforce with employees, subordinates and the public.

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

EMPLOYEE (Sign) DATE

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

MARK CODEY

SUPERVISOR

SUPERVISOR (Sign) DATE