

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Senior Transportation Planner	OFFICE/BRANCH/SECTION Transit Programs	
WORKING TITLE STIP Program and Audits Reporting	POSITION NUMBER 900-064-4724-006	EFFECTIVE DATE 01/01/2014

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 direction of the Office Chief, Transit Programs, Division of Rail and Mass Transportation (DRMT), this supervisory Senior Transportation Planner position is responsible for administration and management of the State Transit Program and supervision of a staff of transportation planners. Responsibilities include the development and implementation of statewide transit policies and procedures, management of capital project programming and funding actions according to California Transportation Commission (CTC) program criteria and guidelines, preparation and execution of fund transfer agreements, and management of fund utilization by program recipients. The incumbent is responsible for Transportation Development Act (TDA) rules and regulations and provides guidance to the districts. The incumbent works with staff in multiple districts to facilitate and monitor the timely expenditure of funds and the delivery of local transit projects, in accordance with State laws and policies.

Incumbent will also provide assistance on the state audit. The incumbent coordinates, monitors, reviews, and provides support documentation and analysis, as requested for state, federal and departmental audits, including the PTMISEA agency audits. This position requires extensive coordination and interaction with federal and state agencies, regional and local agencies, transit operators, and various Department of Transportation (Caltrans) divisions. Responsibilities of this position also include gathering program and contract information, preparing memos, letters and reports.

The incumbent is responsible for performing other transit and 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.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Essential (E)	Percentage	Job Description
Marginal (M)		

- E 50% Direct and supervise staff, assign work, set priorities, review work and control the quality of output for the programming and allocation of STIP, TCRP, Prop 116, and other bond funded transit projects. As the statewide project manager for the State Transit program maintain liaison with and respond to inquiries from regional transportation planning agencies, transit operators, other involved agencies and departmental fund source managers. Oversee the implementation of the Transportation Development Account (TDA). This includes providing training and advice to the districts. Implementing changes to the rules and regulations through a prescribed process is also required. Ensure “unmet needs” processes and procedures are completed.
- E 40% Monitors PTMISEA projects and project sponsors to ensure compliance with program requirements. Performs the spot audit process as required by the Department of Finance (DOF) audit of the PTMISEA program. This includes collecting and thoroughly reviewing documents such as purchase orders, sub-recipient agreements, invoices, financial statements, and annual audits and comparing actual information to the information reported to the PTMISEA unit. Develop, administer, monitor federal and state projects to ensure compliance with program requirements – including internal audits and preparing required federal and state reporting.
- M 5% Primary website coordination point of contact for the Transit Program Office. Coordinate input from each branch in order to maintain, and keep current and accurate, DRMT’s website. Initial time-sensitive priority. Work cooperatively with Admin. Services to have website updates and hyperlink corrections made expeditiously. Manage/monitor various existing and new contracts such as; the transit Wiki site (UCLA contract). Special assignments, correspondence, and other duties as assigned.
- E 5% Take actions as deemed necessary in order to maintain compliance with program requirements. Confer with state, regional and local personnel, including the CTC, on transit issues and make recommendations for solutions. Represent the Department at meetings and conferences. Advise other Departmental staff and management. Maintain liaison with state and local agencies, and the districts. Analyze legislation for impacts on transit services. Ensure succession planning efforts are carried out.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must have the ability to logically organize and present information, identify problems and formulate recommended actions.

This position requires knowledge of federal and state laws related to transportation planning, programming, and funding of transit projects.

This position requires a basic knowledge of the transportation planning process, the ability to write effectively, to gather, compile, analyze and interpret data, to analyze problems accurately and recommend effective courses of action. This position also requires the ability to develop formats to present and display data, to consult with other Caltrans' divisions, and outside agencies, to present ideas orally and to work effectively with others as an integral team member.

The incumbent must be able to perceive political and policy implications of actions that the Department is considering, including: Knowledge of computer processing techniques and applications, research methods and techniques including conducting or participating in planning studies, contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues, and effective public participation techniques is also desired.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of error can be serious and far-reaching, potentially affecting Caltrans and also regional transportation planning agencies, transit operators and transit service providers. The incumbent is frequently responsible for making recommendations on politically sensitive issues, on new administrative regulations and resolution of disputes brought about in the implementation of the program.

PUBLIC AND INTERNAL CONTACTS

Incumbent will have frequent contact with various districts and divisions within the Department, other state and local agencies, human service providers and the private and/or public sector agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to develop and maintain cooperative relationships.

Must be able to sit and/or stand for long durations and perform tasks utilizing a PC.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Must be able to concentrate in order to review and create documents and meet strict deadlines at times.

Open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

