

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Senior Transportation Planner (Specialist)	OFFICE/BRANCH/SECTION Federal Transit Grants/Transit Programs	
WORKING TITLE Branch Chief, Transit Programs (Specialist)	POSITION NUMBER 900-064-4724-919	EFFECTIVE DATE June 1, 2015

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 Specialist) is responsible for delivery of the Federal Transit Administration (FTA) 5339 Bus and Bus Facilities program, delivery of the FTA Ferryboat Program, and delivery of other miscellaneous ad-hoc Federal Programs as defined or called by FTA; oversight of the new Electronic Grants Management (EGM) Trans Grants system start-up and ongoing implementation; functions as the Program and System Specialist primary contact and contract manager for 5339, Ferryboat, and EGM. Responsibilities include: Initiate Program Call for Projects; Standard Agreement Execution; development of policy and procedures related to the 5339 and Ferryboat Program; Ensure subrecipient compliance with federal requirements; Develop Division Procedures and Implementation Guide Manual for EGM Trans Grants in collaboration with other branches delivering FTA programs.

TYPICAL DUTIES:

Essential (E) Percentage Job Description
Marginal (M)

- E 35% Deliver and manage the administration of the FTA 5339 Program. Announce annual Calls for Projects (Formula and Discretionary) to FTA subrecipients which include public transportation authorities, transit operators, and State or local governmental agencies. Manage the review and approval of applications and develop contracts. Ensure subrecipient compliance with federal regulations through the application and monitoring processes; work collaboratively with the Procurement Branch on vehicle purchases and third party agreements. Develop, maintain, and implement statewide policy and procedures related to State and Federal procurement compliance as it applies to program. Provide program technical support and education to grant subrecipients, and communicate with FTA as necessary. Work with the Procurement Branch to ensure that appropriate vehicle procurement methods are being followed. Participate in formal and informal training and presentations on the program with internal staff and external agencies at meetings, conferences, and workshops.

- E 15% Deliver and manage the administration of the FTA/FHWA Ferryboat Program. Announce annual Calls for Projects to eligible ferryboat operators. and Discretionary) to FTA subrecipients. Manage the review and approval of applications and develop contracts. Ensure subrecipient compliance with federal regulations through the application and monitoring processes. Provide program technical support and education to

applicants/ferryboat operators/applicants and communicate with FTA as necessary.

- E 30% Assist and coordinate the rollout of cloud-based Electronic Grants Management (EGM) “TransGrants” system for the Division, and be part of a 3-4 person Division TransGrants implementation team. Responsibilities will include working with the Division’s branches to determine their grants management needs, document upload requirements, and document generation requirements for EGM; facilitate training for staff and subrecipients; assess ongoing staff and subrecipient training needs and system modifications. Assist in the preparation of a Division EGM manual; ongoing technical support for EGM; vendor communications and contract renewal.
- E 10% Coordinate Intelligent Transportation Systems (ITS) requirements for the Division. Work with the Federal Office branches to ascertain that all capital ITS projects in applications are identified in a Regional ITS Plan. Develop a procedure to capture ITS Plans in EGM.
- E 10% Perform ad hoc assignments as required. In addition to potential one time Notice of Funding Availability (NOFA) calls for projects from FTA, assist Office Chief as requested on assignments or team participation. Provide regular program status reports and Fact Sheets to management concerning work progress, including present and potential work problems/issues, and recommendations for resolution.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This is a Specialist position; no supervision required. Branch Chief is responsible for self directing work priorities, managing workflow, and coordinating activities and providing guidance with other branches as necessary.

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. The incumbent must have the ability to cooperatively work with planning technical staff, participate in making public contacts, represent the Department in technical matters, and serve in a 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, often simultaneously, and demonstrate strong organizational skills.

The incumbent must have knowledge of transit operations, and the ability to deliver programs and projects in compliance with state and federal laws and regulations. This includes knowledge of impacts of funding decisions, defensible discretionary project selection, and project monitoring. Must possess a general understanding of the transit project programming process, and transit operations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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 program delivery, monitoring, assuring compliance with all State and Federal regulations. Incumbent will work independently from, and also in collaboration with, other branches within the Division. The incumbent has frequent contact with regional transportation planning entities, transit service providers, Transit Associations, and district staff. Other regular contacts include staff from Caltrans' other Divisions and functional areas such as Planning, Contracts, Legal, Budgets, and Accounting.

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 work hours may occasionally be required, and vacations may be restricted during peak times and fiscal year-end closing.

Employee will be required to travel in state to participate in training, conferences, workshops, and to provide training and technical support to districts.

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. The incumbent will be expected to help to create and sustain an organizational culture which encourages team members to provide the quality of service essential to high performance.

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

Emotional Requirements

Incumbent must be able to develop and maintain cooperative working relationships, and have the ability to resolve emotionally charged issues reasonably and diplomatically.

Incumbent is expected to be considerate to the needs, feelings, and capabilities of different people in different situations; be tactful and treats others with respect.

Incumbent is expected to behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Incumbent brings the values of a culturally diverse workforce to employees and the public.

Incumbent must be flexible and adaptive with respect to the work, workload, and priorities. Workload may shift cyclically, and new responsibilities may potentially be added or exchanged as necessary.

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