

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Senior Transportation Planner (Specialist)	OFFICE/BRANCH/SECTION Transit Programs	
WORKING TITLE Interagency Coordination Liaison	POSITION NUMBER 900-064-4724-003	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 Chief, Office of Transit Programs in the Division of Rail and Mass Transportation (DRMT), the Senior Transportation Planner is responsible for oversight and maintenance of major policy documents impacting both federally funded and state funded programs administered by the Division. The documents include, but are not limited to, handbooks, manuals and policy guidance supporting Federal program grant administration and State transit programs. The incumbent is responsible for promoting human services transportation coordination and mobility management through interagency coordination with local, state, and national agencies/organizations to meet the increasing demand for better mobility options for older persons, individuals with disabilities, those with low incomes, and the general public. The incumbent is responsible for providing technical assistance to transit providers, local agencies, and internal partners (districts and divisions) on a variety of mass transportation issues including coordinated plan development, federal grant program administration, and surface transportation reauthorization legislation known as MAP-21 (Moving Ahead for Progress in the 21st Century.)

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	60%	The Senior Transportation Planner acts as a project manager, technical expert and liaison performing complex and difficult assignments critical to the Department's basic mission and of statewide significance to provide oversight and maintenance of major policy documents impacting both federally funded and state funded programs administered by the Division. Acts as project manager to oversee development and maintenance of handbooks, desk reference manuals, and policy guidance documents for federal and state grant programs and the federally mandated State Management Plan. Acts as project manager to manage consultant contracts, develops and implements action plans and MOUs, participates on working groups and coordinates with staff, management, and federal agencies as needed to maintain State Management Plan, handbooks, desk reference manuals, and other policy guidance materials. The incumbent reviews work done by others, prepares alternative courses of action, and presents recommendations to management for the assigned areas of responsibility.
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- E 30% The Senior Transportation Planner acts as the Division/Office liaison for the United We Ride (UWR) Program and works directly with the UWR Region IX Ambassador in developing and implementing human service coordination programs and projects. The technical assistance includes coordinating activities with external agencies, internal partners, and resource agencies; developing or updating guidance manuals to remove barriers affecting transit services for individuals with disabilities and older adults; and updating Coordinated Public Transit Human Services Transportation Plans. The incumbent provides technical assistance for projects derived from the California Mobility Action Plan for Improving Human Services Transportation through Effective Statewide Coordination (Mobility Action Plan) and State Implementation Plan.
- E 10% The Senior Transportation Planner may occasionally represent Caltrans and make presentations on behalf of the Division/Office at various conferences, summits, and forums on human services transportation coordination, mobility management, and other federal act provisions and requirements, held by entities such as the Federal Transit Administration (FTA), California Association for Coordinated Transportation (CalACT), California Association of Area Agencies on Aging (C4A), Community Transportation Association of America (CTAA), Health & Human Services Agency (HSS), California Department of Aging (CDA), California Department of Motor Vehicles (DMV), California Highway Patrol (CHP), Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), and other federal, state, regional, and local planning and service provider agencies.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

No direct supervision; however, will coordinate and lead teams on specific projects.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of Federal, State and Departmental policies and programs, State and Federal regulations and practices related to transportation planning, project development, programming, and administration is required. Ability to initiate effective partnerships and work cooperatively with Federal, State, regional and local agencies, districts and other Caltrans' programs and the private sector is required. In addition to technical skills, the Senior Transportation Planner must be able to communicate effectively, both orally and in writing.

Must be able to receive general guidance from the Office Chief and Division Chief and exercise a wide degree of latitude of independent action. Must be able to identify transit needs and problems in the broad area of mass transportation, and identify trends that will lead to future decisions. Analytical skill is required to define problems and describe solutions that can be implemented within the context of the Department's overall mission.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

As the functional and technical expert in transit policy, the consequences of error can be serious and far-reaching, jeopardizing the Department's state and federal funding and adversely affect transit operators and transit service providers operations. Inappropriate policy guidance would have a negative impact on how transit policy is formulated and implemented. Failure to adequately provide accurate information to external partners and the Federal Government would result in the loss of Department credibility.

