

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF TRANSPORTATION PLANNING  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Senior Transportation Planner	<b>DISTRICT/DIVISION/OFFICE</b> HQ/Division of Transportation Planning/Office of Program and Project Planning (OPPP)	
<b>WORKING TITLE</b> Senior Transportation Planner (Supervisory) - Project Initiation Document (PID) Workload Management and Coordination Branch	<b>POSITION NUMBER</b> 900-074-4724-XXX	<b>EFFECTIVE</b> TBD

**As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by being innovative and flexible; reporting to work as scheduled; 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:**

Under the direction of the Chief, Office of Program and Project Planning (OPPP), the incumbent, as the supervisory Senior Transportation Planner for the Project Initiation Document (PID) Workload Management and Coordination Branch, supervises a professional staff and is responsible for the statewide development, review, analysis and implementation of policies, programs, directives, and guidance related to PIDs and other project scoping activities. This includes extensive coordination and interaction with districts and other HQ programs, to provide effective program direction and to strengthen the links between the transportation planning and programming processes.

**TYPICAL DUTIES:**

**Percentage    Job Description**

40% (E)    Direct the management of statewide PID activities, which includes reviewing and approving district PID workload, and reviewing and approving k-phase (i.e. PID) resource requests, and monitoring and tracking pre-programming, PID, and other related Caltrans activities. Directs activities related to monitoring and tracking PID status in the annually-approved district PID workload (e.g. number of PIDs in progress, completed PIDs, resources expended, etc.) and maintaining the Department's PID inventory for state-funded projects (i.e. completed PIDs waiting for funding) by project and category.

35% (E)    Direct the formulation of statewide guidance, processes and procedures related to the day-to-day management of the Department's pre-programming, PID, and other scoping activities. This includes, but is not limited to, district preparation and oversight of PIDs (e.g. Project Study Reports, Project Scope Summary Report, etc.), preparation and management of PID work programs, and guidelines on the appropriate use of PID resources. Provide

recommendations for cross-functional improvements associated with increasing the efficiency and effectiveness of the 40.50 Program.

- 10% (E) Direct the preparation of monthly, quarterly, and year-end evaluations and reports of district products and resource expenditures for use by Department management, and other entities such as HQ project delivery programs, the districts, and the California Transportation Commission.
- 15% (E) Manage branch staff activities and issues related to organization, scheduling, timesheet approval, training and staff development, and performance evaluation, safety and personnel issues.

### ***SUPERVISION EXERCISED OVER OTHERS***

This is a first-line supervisory position. The incumbent supervises a professional staff that may include but is not limited to transportation engineers, transportation planners, and analysts.

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

The incumbent must have knowledge of the principles, processes, and practices related to transportation planning, project programming, project development, and resource allocations; research and analysis methods, techniques, and tools; current departmental policies and programs; the budget process; and federal and state laws and regulations related to the PID (40.50) Program.

The incumbent must have an understanding of the overall transportation planning process and the related products (e.g. regional transportation plans, district system management plans, transportation concept reports, corridor system management plans, etc.); advanced planning and the related products (e.g. project study report, project scope summary report, etc.); and programming and the related products (e.g. Interregional Transportation Improvement Program [ITIP], Regional Transportation Improvement Program [RTIP], STIP, SHOPP, etc.).

The incumbent must have the ability to research, gather, compile, analyze, interpret, and display (in understandable formats) complex transportation and funding data for use by Caltrans district and HQ management, state and local partner agency staff, and federal officials. Knowledge of, and ability to use, personal computer equipped with e-mail (Outlook), word processing, spreadsheets, and database software, and Internet applications.

The incumbent must be able to provide clear direction and guidance to staff, to manage multiple assignments simultaneously, to learn new tasks quickly, and to be responsive to internal and external customers - including Caltrans district and HQ management, in a timely and effective manner.

The incumbent should possess the following competencies: 1) Uphold ethics and personal integrity, and demonstrate trustworthiness, reliability and responsibility; 2) Maintain and strengthen relationships with others inside or outside of the organization who can provide information, assistance, and support; 3) Listen to others and communicate in an effective manner; and 4) Effectively manage and guide group efforts, and work cooperatively with other team members to achieve common goals.

### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

Recommendations and decisions made by this position directly impact the Department's overall planning program as well as those of regional and local agencies. Failure to consider the political sensitivity or to fully evaluate the fiscal, economic, social and environmental effects of decisions on the Department's programs could result in the inefficient use or loss of funding and delay of project delivery.

### ***PUBLIC AND INTERNAL CONTACTS***

Participate in meetings dealing with Federal, State, regional and local agencies and possibly the public. The incumbent will initiate and maintain a continual dialogue with various functional District and HQ staff and local agency staff, as appropriate.

### ***WORK ENVIRONMENT***

The environment includes working in a routine office setting 95% of the time, and traveling to outside locations for district staff meetings, conducting briefings/training, attending and/or speaking engagements at conferences and other special events the remaining 5%.

### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

No special or unusual physical, mental or emotional requirements are essential to successful performance of the job.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

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Employee's Name

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Signature

Date

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

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Supervisor's Name

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Signature

Date