

**POSITION DUTY STATEMENT**

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Planner	Capital Projects Branch	
WORKING TITLE	POSTION NUMBER	EFFECTIVE DATE
Senior Transportation Planner	900-075-4724-920	

*As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California’s economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.*

**GENERAL STATEMENT:** (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the direction of the Rail Transportation Manager II (RTM II), Office of Rail Capital Project Development, Operations, and Marketing in the Division of Rail and Mass Transportation (DRMT), the Senior Transportation Planner (STP) has the responsibility for rail program capital project activities statewide. The incumbent will be in a full supervisory level position and will direct the work of professional level staff in the Capital Projects Branch. Acts as technical expert performing the most difficult and complex work which is either critical to the Department’s basic mission or of statewide significance.

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

Percentage                      Job Description  
Essential (E)/Marginal (M)<sup>1</sup>

- 35%                      Develop, administer, and direct staff on capital projects including: development of capital projects; preparation of applications and allocation requests for State, and Federal funding including all necessary documents required for funding, and documents required for CTC allocations; develop Project Study Reports or similar documents; writing and administering contracts for intercity capital outlay projects. Administer contracts with local agencies in support of intercity passenger rail capital improvements.  
E
  
- 25%                      Responsible for the timely, accurate gathering and submission of all mandated reporting (Federal and State) on all capital projects, including reports required for Proposition 1B (IRI, TCIF and HRSCA), Federal Reporting Requirement for ARRA, PRIIA, CTC and others. Develop and deploy a training program to ensure staff members are enabled to provide timely and accurate reporting and research for capital project development, contract development and contract administration, along with the development of training to improve staff skills in writing, research and analysis. Evaluate and monitor the work of staff, and communicate effectively with staff, other agencies and the public.  
E
  
- 10%                      Serves as a liaison with local agencies in order to coordinate planning activities and develop prioritized capital project lists that provide clearly defined benefits for intercity rail passenger service, making maximum use of divisional and other Department resources.  
E
  
- 10%                      Perform reviews of invoices and completed projects, determine if promised work was completed and intercity rail benefits have been realized. Work with contracting agency to identify and resolve any deficiencies. Develop a standard process for project review, and train staff in the project review process and verify this process is being followed for all projects.  
E

<sup>1</sup> ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

- 10% E      Develop Budget Change Proposal (BCP) and other documents in support of program funding. Prepare funding estimates in support of DRMT workload, including bi-annual STIP fund estimate. Work with DRMT staff, Budgets, Programming and other programs to insure DRMT's needs are represented in the capital funding process. Monitor appropriations, expenditures, encumbrances, project balances and fund expirations to insure timely use of funds and avoid loss of funding.
  
- 5% M      Evaluate statutory changes and ensure project compliance with regulations established by State and Federal legislation.
  
- 5% M      Attend community and district meetings on the impact of capital projects on the corridors.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

The STP will supervise a staff of professional level employees. The STP develops the unit's budget, selects and trains staff, organizes the work of the branch, makes assignments, reviews the work of subordinates, evaluates performance, provides leadership, maintains a healthy work environment, and reviews and approves requests related to personnel matters. In the absence of the RTM II, the STP may assume the duties of that position on a temporary basis.

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**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

The incumbent must have the ability to apply railroad expertise to the work. This includes preparation and analysis of plans, specifications and estimates, cost/benefit analyses, safety evaluations for rail capital projects, data collection, evaluation, alternative analysis and selection, and recommending courses of action for DRMT and the Department.

Knowledge of: basic principles and problems of freight and intercity passenger operations; current social, political, and economic trends and development related to intercity rail operations; principles and methods of consultation; principles and practices in the organization and administration of an intercity rail program. Familiarity with all applicable laws, rules and regulations of the railroads; public relations principles and methods; principles and practices in the planning and development of an intercity passenger program. Administration of financial assistance to passenger rail service; railroad labor agreements and work rules; railroad cost accounting; and general principles for the operation of state, county, city and special districts in the California rail industry and Federal Government. Principles of supervision and management of personnel, principles of project management, and the Department's health, safety and labor relations programs. Must have knowledge of the Department's budgeting process.

Ability to: perform all of the above, and identify the need for and provide creative solutions to resolve complex rail problems such as establishing and handling contract negotiations for passenger services. Establish a spirit of cooperation and maintain effective working relationships with rail management and persons or agencies involved with or interested in rail programs.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for guidelines and policies relating to capital programs and projects. They must ensure that the DRMT's projects are implemented in compliance with such policies. Decisions must be consistent with Departmental policy and the authority vested in the position. Failure to ensure compliance with policies, granted authority and Department plans and processes could result in State funds being expended without the accrual of the required benefits to the State. Contracts that are not developed and managed properly could result in additional unknown costs to the State through claims and legal actions. Failure to keep projects moving through the project development and delivery process could result in unacceptable gaps in intercity rail passenger services provided by DRMT, the loss of project funding, and could subject the Department to ridicule.

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**PUBLIC AND INTERNAL CONTACTS**

Has considerable contact with various government agency employees at local, state and federal levels; private industry representatives including railroad companies; general public and special interest groups.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Develop and maintain cooperative working relationships. Ensure employees are treated in a fair and equitable manner.

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

Develop new insights into situations and apply innovative solutions to make organizational improvements. Formulate effective strategies consistent with the Department's vision and goals.

Create and sustain an organizational culture that encourages others to provide the quality of service essential to high performance.

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**WORK ENVIRONMENT**

While at their base of operation, employees 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.

This position requires some travel on a recurring basis.

May need to extend day to complete vital projects.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your 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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

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DATE

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

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SUPERVISOR (Print)

ROYCE GOTCHER

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SUPERVISOR (Signature)

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DATE