

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Planner	Division of Rail and Mass Transportation/Rail Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Transportation Planner	900-075-4724-xxx	

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 Chief of Rail Integration, a Supervising Transportation Planner, in the Division of Rail and Mass Transportation, the Senior Transportation Planner manages rail planning functions. This includes: plan, develop and administer the California State Rail Plan consultant contract for the 5-year plan; manage and coordinate rail network integration activities and plans with Caltrans Divisions, the California High Speed Rail Authority and CalSTA; prepare other rail transportation related studies; act as Division liaison with other Caltrans multi-modal and corridor transportation studies, committees and activities; manage ridership modeling activities in the Division; propose and manage rail related transportation planning research; and participate in policy development and implementation for rail planning. The responsibilities of this position include preparing plans, conducting studies, budgeting and administering contracts.

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

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Manages the preparation of the California State Rail Plan at least every five years. This include contracting process, contract management, compliance with FRA oversight, review of technical approach, document review, document revision per public comments, public and stakeholder review process – including stakeholder outreach and executive and advisory committee, Native American consultation, CTC review, FRA acceptance, and CalSTA approval. Contact and interfere with CalSTA, CHSRA, and a variety of rail stakeholders.
20% E	Manage and coordinate rail network integration activities and plan with Caltrans Divisions, the California High Speed Rail Authority and CalSTA. A key activity is preparation of portions of Network Integration Strategic Service Plan.
15% E	Produce, support and manage consultant contracts for other rail planning efforts and research. Efforts can include research studies such as the “Economic Impact of Rail in California” report or support of the Coachella Valley Intercity Rail Service Development Plan. Review and comment on rail planning documents.
10% E	Act as Division liaison with other Caltrans multi-modal and corridor transportation studies, committees and activities; including the CTP, ITSP, Freight Activities, Complete Streets, and other multi-modal plans and activities. Participate in Technical Advisory Committees and review multi-modal plans.

¹ 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 Develops in cooperation with a consultant, the Amtrak/Caltrans California Rail Rider-Ship/Revenue Forecasting Model, for applications such as intercity train ridership and revenue projections, route medications and expansions. Also develops in cooperation with a consultant long range plans rail ridership and revenue plans that can include network integration with commuter and HSR. Act as Liaison with the Division of Transportation Planning and DRI –SI in travel demand modeling activities.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

As the Team Leader, the incumbent supervises several Rail Transportation Associate and/or Associate Transportation Planner/Transportation Planner positions. The Senior Transportation Planner has total responsibility for meeting deadlines and work productions.

Supervision exercised involves: selecting, orienting and training new employees; distributing work equitably; giving direction on work product, and reviewing and revising work product; evaluating performance, providing leadership; and maintaining a healthy work environment in all aspects.

The employee is responsible to his/her supervisor for the objectives and purpose of the work and the form of the end product or project.

Under the general direction of the Chief of the Division of Rail and Mass Transportation, the incumbent is responsible for implementing all programs and projects assigned to the Rail Planning Branch. Incumbent also makes recommendations on rail planning programs, and may make decisions in the absence of the Chief of the Division of Rail and Mass Transportation, in situations where an immediate decision is required.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge and understanding of: rail transportation planning and programs and more generally federal and state multi-modal planning requirements and practices; transportation; air quality, land use and environmental planning principles and practices; transportation plan, program and project financing mechanisms; and contemporary transportation land use, social, economic, environmental, financial, technical, legal and political issues – especially in regard to rail.

Knowledge and understanding of: departmental resource procedures; current departmental policies; and organizational programs and practices in strategic, operations and business plans.

Ability to recognize and understand evolving issues; gather, analyze and present data; reason logically and creatively; identify trends; recommend pragmatic courses of action; work proactively and cooperatively with others, independently as a team member or as a manager; travel as required; prioritize competing assignments; quickly direct and provide completed staff work; consult and advise managers, make determinations and resolve problems.

Ability to: write clearly; edit documents; and provide guidance to staff on developing written documents.

Ability to work cooperatively and speak knowledgeably with representatives of other Caltrans units, other governmental agencies, legislative staff, and individual citizens. He/she must speak effectively before groups and present a good image of the Division and the Department in any situation. He/she must provide leadership to subordinates by taking action appropriate to Division and Department policies.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contacts with others in the Department, other state agencies - including control agencies, federal agencies, cities, counties, consultants, railroad operators, and the general public.

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.

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.

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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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