

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Senior Transportation Planner (Specialist)	DISTRICT/DIVISION/OFFICE Office of Strategic Management	
WORKING TITLE Strategic Planning, Analysis and Reporting Specialist	POSITION NUMBER 900-085-4724-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to achieve its mission and vision by being professional, innovative, flexible, and reliable; 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 Caltrans team, as well as those we serve.

GENERAL STATEMENT: Under the general direction of the Chief, Office of Strategic Management, a Supervising Transportation Planner, the incumbent performs and responds to difficult and complex work related to the development administration and reporting of transportation plans, programs and projects. Responsible for development, implementation, and reporting of the Department's strategic planning, performance based budgeting, and organizational performance measurement efforts. Duties include but are not limited to:

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M)	Job Description
30% (E)	Responsible for developing the Department's strategic management plan and its implementation activities, leading to performance-based management. Responsible for oversight, coordination and support of strategic management planning activities, projects, and studies involved in strategic planning efforts. Serves as liaison and facilitates interdisciplinary teams and occasionally is team lead to develop and analyze policy and data to prepare, administer, and monitor transportation plans, programs, and projects related to the Department-level strategic plan with the Department's highest level executive managers.
30% (E)	Performs project management and professional writing and analytical assignments to direct the content of the Mile Marker, the department's quarterly performance report, and to produce accurate, readable, concise and informative publications to describe the department's progress in meeting objectives and performance measures as described in the strategic management plan and other documents.
25% (E)	Assesses and analyzes organizational performance results (including transportation system indicators), and external customer indicator results. Develops tools that identify quantifiable

data to provide meaningful information about program outcomes that lead to the development of a performance-based budget related to the most complex contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues. Responsible for research and analysis of strategic planning and performance measure innovations, trends, policies, practices, and external guidance on strategic planning to modernize transportation in California.

10% (E) Based on the results of the performance data collected, makes recommendations to the Department's Executive Board regarding the modification of the Strategic Management Plan, including updated objectives, targets and their associated performance measurements.

5% (M) Responsible for measuring and preparing reports on the progress toward established performance goals. Recommends effective strategies to address deficiencies and provide reports and presentations as needed, including analysis of the programs' meeting the department's performance measurement goals. Provides guidance and consultation to program management to ensure consistency with and support of the Departmental Strategic Management Plan.

Assists in the implementation of other office responsibilities, managing Executive Board meetings, including attending meetings, developing agendas, facilitating work sessions, writing reports, summarizing activities, and developing action plans.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Incumbent must have a wide and thorough overview of the Department's statewide transportation policies, issues, activities and planning. The incumbent must have knowledge of the Department's mission, organization, policies, and procedures. Incumbent must have an understanding of strategic planning concepts and performance measurements in order to meet short and long term objectives of the Department and ability to plan, develop, administer, evaluate, and monitor the Department's strategic plan. Incumbent must be able to organize and produce documentation of business processes and performance measurement tools; demonstrate experience in the use of statistical tools and strategic planning fundamentals.

In addition, incumbent must possess a high degree of leadership skills. Incumbent needs a unique knowledge of communication theory and ability to convey accurately the Department's strategic management plan and performance measures to a broad audience. Incumbent must work with the executive managers, as multi-disciplinary staff, and partners internally and externally with expert communication.

Must have exceptional written and oral communication skills, including the ability to negotiate resolutions to issues or problems. Experience translating technical information into well-written, plain language reports in a performance journalism approach. Must present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain

effective and cooperative working relationships with those contacted during the course of the work; evaluate and monitor the work of consultants; communicate effectively with other agencies, the public, and the media; and organize and direct the work of a project teams engaged in a variety of strategic planning activities.

Incumbent must propose, perform and evaluate transportation planning research; perform transportation studies; participate in policy development and implementation; and analyze proposed policies from other government agencies. Incumbent must have a thorough understanding of the Department's budget and budgetary process, including the program management involvement in the process. Incumbent must have the ability to tie strategic program direction to future budgetary needs in conformance with State and Federal requirements. Must have proficiency with personal computers and various software programs (including, Microsoft Word, Excel, Outlook, PowerPoint, Access) to generate reports. Must maintain up-to-date calendar and have exceptional organizational skills.

Must have the ability to: Gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation and strategic planning problems; develop and evaluate alternatives; and conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals, and work independently on complex planning projects.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Errors in the plan may result in wasted resources, such as project schedule delays, cost overruns. Should this occur, the Department may lose credibility relative to its ability to manage its projects. This may lead to reductions or a loss of funding for other current and future projects, along with increased schedule delays and project overhead costs due to increased control agency reporting, financial and project management requirements.

PUBLIC AND INTERNAL CONTACTS

Incumbent will be required to interface closely with Executive staff. Contacts may involve formal communications and informal communications with the Deputy Directors, District Directors, Division Chiefs, senior managers and program staff.

Incumbent will have contact with representatives of other local, regional, State and federal agencies, for data gathering, information sharing and coordination. External contacts may also involve formal and informal communications with control agencies (such as the State Department of Finance), Governor's Office, California State Transportation Agency, representatives of the Legislature, and other transportation stakeholders to explain the Department's strategic management plan, organizational and transportation system performance measurement and to resolve issues and questions.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Incumbent must be able to sit and/or stand for long duration and perform tasks utilizing a personal computer and telephone.

Must have the ability to deal with multiple tasks, adapt to changes in priorities and complete tasks with short notice; be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must be able to adhere to established deadlines. Incumbent must be able to develop and maintain cooperative working relationships. Incumbent must possess strong interpersonal skills and demonstrate the ability to work in a team environment in a leader, member, facilitator and/or support role. Must value cultural diversity and other individual differences in the workforce; be tactful and treat others with respect.

WORK ENVIRONMENT

Incumbent will work in a climate-controlled office under artificial light using a computer, keyboard, mouse and telephone. The incumbent will occasionally take transportation or walk to State facilities to hand deliver documents in a variety of weather conditions. Core office hours are from 8:00 am to 5:00 pm.

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.

Employee

Date

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

Supervisor

Date

07-24-2014