

CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT

CLASSIFICATION TITLE	DISTRICT/DIVISION/OFFICE	
Senior Transportation Planner	District 1 - Planning and Local Assistance	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Planning North	901-800-4724-xxx	8/20/14

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; reporting to work regularly, as scheduled and on time; working cooperatively with team members and others enables the Department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat everyone fairly, honestly, and with respect are important to each member of the teams, as well as those we serve.

GENERAL STATEMENT: Under the direction of the Deputy District Director, Planning and Local Assistance, incumbent coordinates and implements Planning programs and studies relating to the future development and operation of the District's transportation needs. Responsibilities include management and coordination of Regional Planning, Systems Planning, Community Planning, Intergovernmental Review, and other programs. In this capacity, incumbent will supervise Transportation Planners and Engineers.

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)

- 25%(E)** Oversee the development and updating of Regional Planning products for the District. Provide support studies and information for local, Regional and State planning efforts as necessary. Develop and make presentations to District/HQ Management and serve as District Planning Representative on Project Development Teams. Assure Regional Planning issues are considered during the project development phase; identify and resolve issues throughout the development of projects. Coordinate and make recommendations on funding issues and options. Attend Regional Transportation Planning Agency Board meetings, serving as Policy Advisory Committee member.
- 25%(E)** Oversee and direct development and implementation of the Department's Community Planning effort, "to promote and participate in community-based planning that integrates land use, transportation, and community values." Implement the primary goals for the District's Community Planning effort by promoting cost-effectiveness and timely delivery of Caltrans projects while maintaining responsiveness to community needs. Community Planning Includes Intergovernmental Review (IGR) under the California Environmental Quality Act (CEQA). IGR/CEQA – Oversees and directs staff for the timely review of local development plans, and environmental documents, and for coordination with all affected functional areas of the District for comments to local agencies. Responsible for proactively working with local agencies, to assure early consideration of transportation impacts and mitigation options, and the integration of such principles into their planning process.

25%(E)Oversee and direct staff in development of System Planning documents and products. These include: Transportation Concept Reports, District System Management Plan, Special Studies, and Traffic Models. These documents and products are used to clarify and confirm the Department's long-range facility concepts for routes in the District. This includes all aspects of multi-modal planning.

15%(E)New Facilities Coordination_ – Oversees the development of the District's proposed State Transportation Improvement Program (STIP), project candidate lists and other planning efforts. Participates on project development teams. Acts as the District's Liaison between District Management Staff, Region Project Managers, HQ Programming and Regional Transportation Planning Agencies on the STIP/Regional Improvement Program (RIP) projects. Develops and makes presentations to District/HQ Management and serves as District Planning Representative on Project Development Teams. Assures Systems and Regional Planning issues are considered during the project development phase; identifies and resolves issues throughout the development of the project; and coordinates and makes recommendations on funding issues and options.

5%(E) Oversee and direct staff in the administration of transit grants and transit planning activities.

5%(M)Assumes the responsibilities of the Deputy District Director of Planning & Local Assistance, when delegated.

SUPERVISION EXERCISED OVER OTHERS:

The Senior Transportation Planner supervises other employees, such as Transportation Planners and Engineers.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Ability to act independently and professionally in a variety of settings and under tight deadlines. Ability to develop and maintain cooperative, collaborative and collegial relationships with a variety of internal and external customers and partners (including public agency management-level staff and Native American tribal government leaders).

Incumbent should have knowledge of the transportation, environmental and land use planning processes, State highway planning processes, Regional transportation planning process, Federal and State laws, Federal and State public transportation funding programs, and the Department's policies and procedures.

Ability to analyze proposals, plans and other planning products, for completeness and content.

Ability to provide comprehensive technical feedback orally, and in writing, to ensure staff understanding of work assignments.

Understanding of the Department's Mission, Vision and Goals and how they relate to the delivery of Planning products and services.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors in judgment and failure to take corrective action when necessary will have a negative effect on the Department's ability to achieve its Mission, Vision and Goals. Failure to understand guiding policies, procedures, laws, and regulations relating to the mission of IGR/Regional/Community/Systems Planning – and to ensure that staff likewise understand them – will result in funds being lost by external partners. This will have a negative effect on how the

Department is perceived by members of the public and elected officials. Failure to implement appropriate staff training and development plans will result in staff not understanding what must be done, by when, and the consequences if products are not delivered. The decisions made by the incumbent will affect government to government relationships. Improper decisions could result in delay of field work, project delays that could increase project costs, and loss of credibility and good will for the Department.

PUBLIC AND INTERNAL CONTACTS:

Contact with the public as a representative of the Department; daily interaction with other members of the Department as a part of a multi-disciplinary team, both within and outside of the immediate work area. Frequent contact with resource agency staff while gathering data and negotiating permit conditions and mitigation requirements. Maintaining open, cooperative relationships with others is critical for the success of this position. Incumbent must effectively interact with Native American tribes, Native Americans, Native American organizations, Region, District, and Headquarters functional units, local and regional agencies, consultants, other State and Federal agencies, the media, and the general public. Will also represent the Department at public hearings and other forums.

WORK ENVIRONMENT:

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to drive to field sites, work outdoors and may be exposed to a variety of climatic and geographical conditions, e.g., dirt, noise, uneven surfaces, and extreme heat or cold.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Reviewing reports may require sitting for prolonged periods of time. Field work will require standing and/or walking for prolonged periods of time in all kinds of weather. Mental requirements may include sustained mental activity needed for report analyses. Emotional requirements may include the ability to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems and acknowledge the various responses.

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

Employee Name *(please print)*

Employee Signature

Date

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

Supervisor Name *(please print)*

Supervisor Signature

Date