STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Planner	02/Transportation Planning and Local Assistance	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Office of Community and Regional Planning	902-800-4724--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:

Under the direction of the Planning and Local Assistance District Deputy Director, the incumbent supervises a professional staff in the delivery of District responsibilities for all components of the community and regional programs. This includes, but is not limited to, the major program components of Regional Planning, Intergovernmental/Local Development Review, Community Planning, Transit, State Transportation Improvement Program (STIP) coordination, and various grant programs.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Responsible for planning, monitoring and balancing workload with staff; perform staff development activities that include but are not limited to personnel evaluations, mentoring, training, safety meetings, and resolving work-related issues.
25%	E	Responsible for the State's interests through the regional planning process, including the inclusion of projects in the applicable Regional Transportation Planning Agency (RTPA) long-range plans and programming documents, participation in local and regional studies, and participation in competitive funding processes. Provide oversight and management of the State Transportation Improvement Program (STIP).
20%	E	Fulfillment of all District responsibilities regarding the administration of the regional planning process, including the annual OWP (overall work plan) process and administration of grants and planning funds to Regional Transportation Planning agencies (RTPAs).
10%	E	Responsible for addressing the Department's interests in the local development process, including ensuring local development projects fulfill CEQA (California Environmental Quality Act) requirements relative to the identification and mitigation of impacts related to the State Highway System.
10%	E	Act as advocate of livable community principles in all work undertaken by the office, including encouraging local agencies to also consider and incorporate livable community principles into their planning and project development activities. Act as a liaison on project development by Caltrans and its local partners of supporting transit facilities, land use planning which encourages transit use; and administration of various Mass Transportation Programs.
5%	M	Participate in activities which contribute to the Department's mission and goals, including, but not limited to, participation in the California Transportation Investment System project, the development and implementation of new technologies through the Intelligent Transportation Systems program, bicycle planning activities, aeronautics planning activities, air quality planning, and the Park and Ride Program.

[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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Supervise a professional staff, primarily consisting of transportation planners.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the Department's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs; the planning process and general practices of transportation planning; research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques. Knowledge of the Department's budgeting process. Knowledge and awareness and sensitivity to social, economic, and environmental conditions, which affect transportation planning.

Ability to conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals. 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 problems; develop and evaluate alternatives; present ideas effectively, both 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. Ability to develop, administer, and monitor consultant contracts and grant programs.

Ability to supervise others; communicate effectively both orally and in writing; actively listen; develop close working relationships and partner with local agencies and functional units in the District, North Region and Headquarters; prepare technical reports; make effective public presentations to various governing boards; represent the Department in an effective and professional manner; implement policy and coordinate all efforts into timely and effective results; handle large volumes work and produce timely products.

Analytical: The incumbent must be able to analyze environmental documents to assure it accurately reflects the impacts to the State highway system and the proposed mitigation will be effective and determine conformity to CEQA and NEPA guidelines; interpret legislation and guidelines; analyze staff resources, staffing needs, select and train staff; monitor and evaluate program effectiveness and determine program benefits; detailed traffic modeling to determine if it accurately reflects the anticipated conditions with adequate consideration to a multitude of administrative, legal, political, and institutional factors.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is involved with large projects and advocates decisions with far-reaching consequences to the transportation system. Errors could also result in a loss of credibility with the agencies and developer representatives with which the District interacts.

PUBLIC AND INTERNAL CONTACTS

Extensive contact with staff of local public agencies, development representatives, public officials, Headquarters' staff, local agencies (e.g.; cities and counties), consultants, and other District staff/functions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods at a personal computer keyboard and video display monitor.
Incumbent will be asked to produce schedules and reports under deadlines.
Must be able to develop and maintain cooperative working relationships; be tactful and treat others with respect. Must value cultural diversity and other individual differences in the workforce. Behave in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service.

Incumbent must be prepared to work in heavy traffic situations and traverse uneven terrain including climbing and descending steep slopes. Some duties of this position require outdoors work during inclement weather. Must have physical ability to react quickly at the work site. Hearing should be adequate to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site,

corrected hearing is acceptable. Sight needs to be corrected to the State of California Department of Motor Vehicles standards for safe vehicle driving. Night vision must be good for safety when working after dark.

WORK ENVIRONMENT

The incumbent will primarily work in a climate-controlled office under artificial lighting. Extensive computer usage is required. Travel within and outside of the district is required when attending meetings and training. The incumbent will be required to attend evening and nighttime meetings throughout the State.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE