STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Planner	Planning & Modal Programs/System & Freight Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
System & Freight Planning Branch Chief	903-800-4724-	

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 general direction of a Supervising Transportation Planner, the incumbent provides direct supervision to professional staff in the delivery of key System and Freight Planning products. Incumbent provide support services to other Planning Programs and Divisions, as requested. Incumbent is required to generate a significant amount of writing and the delivery of various System and Freight Planning products, often with short deadlines.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Supervise a group of professional staff in the development of System and Freight Planning products, including the District System Management Plan (DSMP), DSMP Project List, Transportation Concept Reports, District Freight Plan, District Bicycle Plan, District Complete Streets Plan, corridor studies, and special studies.
10%	E	Responsible for representing the State's interest throughout the regional planning process, including the inclusion of projects in the applicable Regional Transportation Planning Agency (RTPA) and Metropolitan Planning Organization (MPO) long range plans and programming documents, participation in local and regional studies, and participation in competitive funding processes.
10%	E	Incorporate livable community principles in the system planning process, including encouraging local agencies to also consider and incorporate livable community principles into their planning and project development activities.
10%	E	Responsible to promote transit as an alternative mode, including the development by Caltrans and its local partners of transit systems, transit support facilities, and consideration of transit use during project scoping (for example, Project Initiation Documents), and land use planning which encourages transit.
10%	E	Participates in the development of appropriate work plans, performance agreements, and monitoring reports with the DPLA Office of Transportation Planning and Modal Programs, Headquarters Division of Transportation Planning, North Region Project Management, and others.
10%	M	Participates in other activities which contribute to the Department's mission and goals, including but not limited to, participation in the development and implementation of new technologies through the Intelligent Transportation System Program, bicycle planning activities, aeronautics planning activities, and air quality planning activities.

[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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Supervise a professional staff, primarily transportation planners. May supervise staff in both Marysville and Sacramento

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areas.

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.

The incumbent must also have specific knowledge of the following:
- District's regional transportation planning responsibilities and authority
- Native American tribal governments in California, including Bureau of Indian Affairs and other federal and State Native American policies
- Personnel management practices
- Personnel management techniques and strategies
- System Planning
- State and Federal transportation planning regulations
- Verbal, written, and listening communication skills
- Caltrans and District organizational structure
- Caltrans mission and applicable transportation planning policies
- Project management techniques
- Local land use planning
- Air quality planning issues and procedures

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.

The incumbent must be able to analyze the impacts of projects to the transportation system, with adequate consideration to a multitude of administrative, legal, political, and institutional factors. Awareness and sensitivity to social, economic, and environmental conditions, which affect transportation planning, the ability to inspire the confidence of others and the ability to further the recognition of the Department as a multimodal transportation organization is necessary.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is involved with large and sometimes controversial projects and participates in regional decisions with far reaching consequences to the transportation system. Errors could result in a loss of funding or large cost increases for the Department and its projects; diminished Department credibility with the public, local and regional transportation partners, the California Transportation Commission, the Legislature, federal agencies, and other organizations/interest groups with which the District interacts.

PUBLIC AND INTERNAL CONTACTS

Extensive contact with high-level staff of other public agencies (State, federal, cities, counties, RTPAs, MPOs, sales tax authorities, etc.), development representatives, tribal governments, public officials, Headquarters' staff, consultants, and other District staff functions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Must be able to develop and maintain cooperative working relationships both internally and externally; 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.

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WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent is based in Marysville. Travel is required.

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