

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Planner	Local Development/Intergovernmental Review Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
District Branch Chief	904-111-xxxx-xxx	December 2014

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 a District Office Chief, the incumbent serves as the District Branch Chief of the Local Development (LD) - Intergovernmental Review (IGR) Branch and has the responsibility for planning and directing the work of Transportation/Associate Transportation Planners engaged in various planning efforts.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
65%	E	Oversee the review of planning and environmental documents for development proposals, plans, programs and projects prepared by other agencies and identify impacts on State transportation facilities; work with other functional units to identify and request mitigation measures as needed; consult with local agencies concerning project impacts and negotiate acceptable mitigation measures and promote regional impact fee programs where appropriate; review documents for cumulative impacts of development; monitor local implementation of mitigation measures; and provide liaison and coordination with Caltrans functional units to ensure identification of impacts and appropriate mitigation measures.
20%	E	Oversee the review of specific plans and updates to General Plans (particularly circulation and housing elements); actively participate in meetings regarding these plans and engage local agencies in early consultation meetings whenever possible.
10%	E	Represent District at local and regional agency meetings, including Planning Commission and City Council meetings. Attendance at meetings outside normal working hours is a requirement of this position.
5%	M	Prepare monthly "Hot Projects" lists, quarterly reports and other reports as needed; oversee project tracking in LD-IGR database.

¹ESSENTIAL 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

The incumbent directly supervises a Branch comprised of professional transportation planners at both the entry and associate levels.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the primary Caltrans Mission and Goals, basic knowledge of the transportation planning process and methods; thorough understanding of traffic operations principles and the project development and encroachment permit processes. Familiarity with the Caltrans Guide for the Preparation of Traffic Impact Studies; Understanding of land use planning procedures and related laws and guidelines, including zoning, Local Agency Formation Commission (LAFCO), Airport Land Use Commission (ALUC), Subdivision Map Act, planning agency authority and the preparation of local general plans and specific plans. Knowledge of regional impact fee programs; Understanding of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA); Understanding of the structure and workings of State and local governments, Ability to supervise professionals, communicate effectively in oral and written form, prepare technical reports, implement policy and coordinate all efforts into timely and effective results.

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The incumbent must be able to analyze program requirements, including the interpretation of legislation and guidelines. He/she must be able to analyze staff resources, identify staffing needs and select and train staff; monitor and evaluate program effectiveness and determine program benefits; and review environmental documents for conformity to CEQA and NEPA guidelines

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for all decisions, actions and consequences inherent in planning and directing the work of the assigned staff, as well as the quality of the products generated by staff. Consequence of errors may be significant, as products of this Branch are important not only in the transportation planning process, but also in identifying potential significant impacts on the transportation system and assisting in the development of mitigation measures for these impacts. Errors in judgment and practice could result in the inefficient expenditure of public funds and the failure to develop and manage the State highway system efficiently, effectively and safely.

PUBLIC AND INTERNAL CONTACTS

Participates in meetings with State, regional and local agencies, planning commissions and the general public on interests relating to the scope and content of the District's LD-IGR program.

There is also significant contact with other Offices within the District, as well as Headquarters on a broad range of policy and procedural matters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Desirable Qualifications: Awareness and sensitivity to social, economic and environmental conditions that affect transportation planning; the ability to inspire the confidence of partners and staff; and the ability to further the recognition of Caltrans as a multimodal transportation organization.

WORK ENVIRONMENT

The incumbent will primarily work in a climate controlled office or cubicle under artificial lighting. Extensive computer usage is required. Travel both within and outside the District is required when attending meetings.

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