

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Planner	OFFICE/BRANCH/SECTION Office of System and Regional Planning, Sys Plng Branch	
WORKING TITLE District Branch Chief	POSITION NUMBER 904-121-4724	EFFECTIVE DATE

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 Office Chief for System and Regional Planning, the incumbent will serve as District Branch Chief and be responsible for development of various Caltrans System Planning products; coordination of Transportation Planning studies (local and Caltrans grant administered); conducting Transportation Planning liaison activities with Congestion Management Agencies (CMAs) and the Metropolitan Transportation Commission (MTC); providing specialized support concerning Project Initiation Document (PID) development; and managing the District 4 highway relinquishment program. In addition to the above mentioned work tasks, incumbent will also be responsible for planning, directing and overseeing the work of four or more Associate Transportation Planners.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	<p>SUPERVISION AND DEVELOPMENT OF DISTRICT SYSTEM PLANNING PRODUCTS: Research, develop, and draft State Highway System Planning documents including Transportation Concept Reports (TCRs) and project fact sheets; Work with internal and external partners on development of concepts for State Highway routes; Present system planning products to internal and external partners; Oversee staff development of TCRs and fact sheets; Represent District System Planning with HQ with respect to workplan development and quarterly reports.</p>
20%	E	<p>RELINQUISHMENT COORDINATION: Act as District SHOPP Advisor for relinquishments; Coordinate and prepare the development of Relinquishment Assessment Report (RAR) for routes proposed for relinquishment; Work with local partner agencies and District Project Managers to carry out the necessary studies for potential relinquishment of State routes; Maintain and update various District relinquishment lists, prioritizing route segments and identifying issues.</p>
20%	E	<p>PLANNING STUDIES PARTICIPATION, COORDINATION AND ADMINISTRATION: Develop and maintain professional relationships with local agencies and provide expertise and assistance on a wide variety of Transportation Planning issues; Coordinate with District Program/Project Management, Environmental, Operations and other Divisions and functional units for input on Transportation Planning studies and projects; Administer Planning studies including serving as Contract Manager when needed; Initiate the development of concepts and proposals for SP&R funding (or other sources) in cooperation with internal and external partners and identify District needs; Represent the Office of System and Regional Planning at PDT meetings.</p>
10%	E	<p>CMA and MTC COORDINATION AND LIAISON: Attend regularly scheduled CMA Technical Advisory Committee meetings, MTC Committee meetings, and other meetings relating to liaison activities; Review CMA agendas, gather and disseminate information internally when appropriate and respond to CMA requests.</p>
10%	M	<p>SPECIAL PROJECTS and OTHER ACTIVITIES Assume lead role for other important transportation planning and project prioritization requests from various local, regional, State and federal entities. Respond directly to public inquiries; Coordinate and develop presentations for the Executive Office including the District Director on</p>

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various Planning topics.

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

SUPERVISION EXERCISED: The incumbent will supervise a staff of four or more planners and will be able to draw on the assistance of a broad spectrum of expertise from the District to provide information and technical data which will allow for the completion of the duties of the position.

SUPERVISION RECEIVED: The incumbent will work under the specific direction of the District 4 Office Chief of System and Regional Planning. The incumbent will be home-ported in District 4 and will conduct the duties of the position with a high degree of autonomy.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should have a thorough knowledge of the Transportation Planning process, methods, policies, rules and regulations. Have knowledge of the requirement of the Moving Ahead for Progress in the 21st Century Act (MAP-21), State Senate Bill 45 (SB45), Caltrans Strategic Plan and other pertinent transportation laws and regulations. Have a basic understanding of traffic engineering principles, the project development process, and familiarity with District organization and functions. The ability to persuasively communicate verbally and in writing and demonstrate a high level of professionalism and independence.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to use sound judgment in the execution of duties of this position could result in damage to the credibility of the Department, limiting the effectiveness of the Department's relationship with local partner agencies and could result in the loss of allocated funds for State and local projects.

PUBLIC AND INTERNAL CONTACTS

Participate in meetings dealing with federal, State, regional and local agencies and the public concerning the scope and content of assigned special projects. Internal contact with various District staff including but not limited to Environmental Planning and Engineering, Right of Way, Traffic, Highway Operations, Maintenance, as well as Headquarters functional and program areas. The incumbent will maintain a continual dialogue with Department staff and local agency staff on project progress and status.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Awareness and sensitivity to social, economic and environmental conditions which affect Transportation Planning; ability to inspire the confidence of others, ability to further the recognition of the Department as a multi-modal transportation organization. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under the demands of providing project data related products with very short notice. Must be open to change and incorporating new information/technology, which create changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

The employee will work in a climate-controlled office under artificial and natural lighting while extensively using computers. Due to occasional problems with the heating and air conditioning, the building temperature may fluctuate. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m.

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)

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EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

STEPHEN H. YOKOI

SUPERVISOR (Signature)

DATE
