

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Planner	District 8 – Program Project Management	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Transportation Planner Specialist	908-200-4724-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 general direction of a Supervising Transportation Engineer in Program/Project Management, the Senior Transportation Planner will serve as the District Federal Transportation Improvement Program (FTIP) Coordinator (DFC) to act as the single focal liaison between the Districts, HQ – Office of Federal Transportation Management Program (OFTMP), Metropolitan Planning Organizations (MPOs) and the Regional Transportation Planning Agencies (RTPAs) in their regions to ensure accurate programming of projects in the FTIPs. In addition, the Senior Transportation Planner will assist in state, local, and special funded programs such as State Highway Operations and Protection Program (SHOPP), State Transportation Improvement Program (STIP), Bond, etc.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Work with various district functional units, program advisors, and project managers to ensure accuracy of information in the FTIPs regarding state highway projects such as funding of all project phases, schedules, and non federal match. Work closely with MPOs to successfully program state highway projects in the FTIPs. Ensure that MPOs in the air quality non-attainment/maintenance areas are aware of any state highway projects that will impact conformity of FTIPs and/or the Regional Transportation Plans. Work and coordinate with the RTPAs and MPOs for FTIP development and to process FTIP amendment/administrative modifications. Communicate project changes to RTPAs and MPOs early to avoid delays to project delivery.
20%	E	Monitor California Transportation Commission (CTC) agenda for projects under district's jurisdiction. Ensure that the MPO accurately programs in the FTIP changes made to the SHOPP and the "On System" STIP projects based on CTC's approval. Participate in various regional notification groups such as Inter Agency Consultation group, MPO Public Participation group and Conformity Working Group; and disseminate information received to Project Managers, Programming Managers, and other pertinent functional units.
20%	E	Review MPO's draft and final FTIP documents for accuracy. Coordinate and consult with OFTMP on various issues/guidance relating to federal programming. Serve as the district expert on all aspects of federal programming regulations, policies and procedures; and provide guidance and recommendation to ensure federal reimbursement eligibility are maintained. Actively participate in the California's Federal Programming Group (CFPG) meetings to stay informed in current issues affecting federal programming. Coordinate federal programming training for the District, MPO, and RTPA staff as needed.
20%	E	Assist and participate, with the potential to lead, in the management of the SHOPP program. To Assist and participate in the management of the STIP program and other federal programs as needed. Support and provide guidance on Request for Federal Authorization (RFA) submittals for Project Managers and work with local assistance engineers to ensure timely approval of RFA.
10%	M	Assist in the preparation of documents relating to all aspects of the federal funds or federal programs such as financial plans, project management plans, or federal audit documents. Assist the Division with others duties as dictated by operational needs.

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

This position has no supervisory responsibilities.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of the Caltrans project delivery process. Be apprised of the latest federal programming regulations, policies and procedures. Knowledge of the various federal aid programs and state funds and their eligibility requirements and non federal match requirements. Be able to use the California Transportation Improvement Program System (CTIPS) and Federal Aid Data System (FADS).

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for the timely and successful obligation of the federal funds through ensuring projects are correctly listed in the FTIP and that the federal programming guidelines and regulations are adhered through out the project cycle. The incumbent coordinates and occasionally advises RTPA and other local agencies on federal programming issues. Failure to perform assigned duties responsibly or interact professionally with the external agencies may result in the loss of federal funds and degrades Caltrans' reputation.

PUBLIC AND INTERNAL CONTACTS

Incumbent develops and maintains partnerships between project managers, district functions, OFTMP, with federal agencies, other state agencies, and local governments. Incumbent at times may be required to provide training or presentations to staff members.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Ability to work on a keyboard; manual dexterity; sitting for long periods.

Mental: Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to concentrate in order to review and create documents and meet strict deadlines.

Emotional: This position requires interaction with many people. Must be able to develop and maintain cooperative relationships. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. May occasionally take field trips to the project site where knowledge of roadside safety is critical and hard hat & vest must be worn.

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)

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

SUPERVISOR (Signature)

DATE