

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Planner (18 Month Limited Term)	District 09 - Program and Project Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Program and Project Planner	909-101-4724-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 the Deputy District 9 Director for Planning, Modal Programs, and Local Assistance, the incumbent will perform Program and Project Transportation Planning activities for Project Initiation Documents, complex corridor studies, District transportation plans, and serve as the District Native American Liaison. The incumbent works in a cooperative and integrated manner to coordinate with other external stakeholders and District functional units such as planning, traffic operations, maintenance, permits, environmental, right of way, and design to ensure that travel forecasting and analysis, freight, sustainable communities, system, regional, modal programs, and multi-modal planning issues are addressed in Project Initiation Documents, complex corridor studies, and various technical reports.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Without direct supervisory responsibility, the incumbent will manage, prepare, and update non-engineering portions of Program and Project Planning products, including but not limited to Project Initiation Documents and complex and politically sensitive transportation corridor plans and studies. The incumbent will work within an interdisciplinary team of internal functional units as well as external stakeholders to integrate statewide plans such as the California Transportation Plan, the California Freight Plan, Rail Plan, ITSP, long range transportation plans, regional plans, and corridor studies into Project Initiation Documents and District transportation plans. The incumbent will also prepare sophisticated GIS (geographic information system) maps and analysis to evaluate proposed transportation projects. The incumbent will perform complex technical writing and editing of documents with regard to transportation plans, studies, reports, and will perform extensive interaction with external stakeholders. The incumbent will ensure that Program and Project Planning products adhere to Federal and State Laws, and Caltrans policies.
30% E	The incumbent will be the liaison between Caltrans internal functional units and tribal governments, and will interact with tribes on project feasibility and options; provide tribes with support studies and other information. Work with Caltrans staff to assure cultural resource consultation occurs per the government to government relationship. Provide Region and District management with timely and accurate information about noteworthy tribal issues. Assist the District Director and the Deputy District Director for Planning, Modal Programs and Local Assistance in establishing government to government relationships with tribes. When warranted, aid in government to government consultation on specific projects. The incumbent will negotiate and prepare agreements between Tribal Governments and the Department and is responsible for Tribal Employments Rights Office (TERO) program for the District.
20% E	The incumbent will manage and perform the development and implementation of the District's community planning effort. Promote and participate in community-based planning activities that integrate land use, transportation, and community values. Administer and assist locals with community grants. Attend advisory committee meetings, public hearings, and other related events. Oversee, coordinate, and develop the District Multimodal program.

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10% M Other duties as assigned within the specification of the classification. Assume the responsibilities of the Deputy District Director for Planning, Modal Programs, and Local Assistance when so delegated.

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 is a non-supervisory position. May act on behalf of the Deputy District Director for Planning, Modal Programs, and Local Assistance in his/her absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have comprehensive skills, knowledge, and abilities associated with the Senior Transportation Planner classification.

Knowledge of various phases of transportation planning, including project management concepts, grant administration, transportation economics and financing, planning processes, system planning.

Knowledge of the State highway regional transportation processes; Federal and State laws and regulations; and Federal and State public transportation funding programs.

Ability to act independently and professionally in a variety of settings and under tight deadlines. Ability to develop and maintain cooperative, collaborative and collegial relationships with a variety of internal and external customers and partners (including public agency management-level staff and Native American tribal government leaders).

Ability to analyze proposals, plans and other planning products for completeness and content; ability to provide comprehensive technical feedback orally and in writing to ensure staff understand work assignments.

Knowledge of the Department's Directives and Policies including those related to Equal Employment Opportunity.

Ability to act independently and exercise a high degree of professional judgment and initiative in the daily administration of his/her responsibilities.

Ability to act independently and professionally in a variety of settings and to plan, prioritize, organize, coordinate, and work effectively and efficiently, sometimes on multiple tasks concurrently under tight deadlines.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to communicate effectively, both orally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is expected to follow standardized practices and procedures in accomplishing his/her work and is held personally responsible for the accurate, professional, and timely application of the work plan. An error or invalid decision could result in unnecessary delays to the transportation planning process; failure to meet required deadlines, loss of funding opportunities, and damage to District credibility.

PUBLIC AND INTERNAL CONTACTS

Frequent public, private, government, and tribal contact is necessary in this position to obtain information for the transportation planning and programming processes; and disseminate information and/or explain transportation programs, methodologies, legislation, funding sources, projects, etc. There will be daily contact with other District functional units and frequent contact with Regional Transportation Planning Agencies, and other governmental agencies, Caltrans Headquarters and Community Planning personnel, special interest groups, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to sit or stand for periods of time, use a personal computer and attend meetings.

Must be able to travel for long periods of time to review projects and attend meetings, both day and evenings.

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- Must be able to develop and maintain cooperative working relationships.
- Must have the ability to focus and concentrate for long periods of time.
- Must quickly grasp new information and comprehend technical policy and procedural documents.
- Must have the ability to work under pressure to multi-task and adapt to changes in priorities and to complete tasks with short notice.
- Must have the ability to work independently to accomplish assignments.
- Must be able to adapt to unexpected changes in work situations that may result in project rescheduling and resource assignments.
- Must have an ability to interact with many people, often in a highly intense and emotionally charged situation, while maintaining a calm and diplomatic attitude.
- May be required to move large or heavy files and displays from one location to another.

WORK ENVIRONMENT

Employee will primarily work in a climate-controlled office under artificial lighting. Employee will also be required to travel and conduct field reviews outdoors, and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold.

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