

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Planner	OFFICE/BRANCH/SECTION Traffic Operations / Office of Performance	
WORKING TITLE Strategic Highway Safety Plan Coordinator	POSITION NUMBER 913-350-4724-xxx	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 general direction of the Chief, Office of Performance, the incumbent is the Strategic Highway Safety Plan (SHSP) Coordinator. The incumbent has primary responsibility for ensuring SHSP planning efforts reflect current federal and state policies and regulations and that the SHSP Executive and Steering Committee actions are coordinated effectively.

TYPICAL DUTIES:

Percentage		Job Description
50%	E	Leads the Division's SHSP planning efforts and recommends the long term direction of the SHSP. The incumbent prepares SHSP presentations for the Caltrans Director, the Chief, Division of Traffic Operations, the Caltrans SHSP lead, the SHSP Steering Committee Chairperson and committee members and provides support to the SHSP Executive Committee. Provides liaison activities with regional planning, system planning and community planning offices within the Division of Transportation Planning on SHSP and other highway-safety related matters. Specifically provides coordination activities with the Native American Tribal Government Liaison and with California's tribal government leaders. Participates in SHSP Update outreach and implementation meetings and may make presentations to interested groups as necessary. Reviews and recommends Moving Ahead for Progress in the 21st Century (MAP-21) performance measures and targets related to SHSP. Prepares briefing memoranda and fact sheets for the Caltrans Director prior to the SHSP Executive Committee meetings. Prepares time extension requests for Steering Committee approval. Prepares analysis for Division and Department fiscal officers of SHSP actions that may require changes to the Division or Department's resources. Prepares SHSP-related reports and correspondence as necessary.
25%	E	Coordinates, prepares and provides SHSP Steering Committee Meeting agenda for bi-monthly SHSP Steering Committee Meeting and Challenge Area Team Leaders Meetings. Identifies, prepares and provides SHSP agenda topics for the Quarterly Transportation Director's meetings. Prepares the agenda, action item status, and provides logistical support for the annual SHSP Executive Leadership meeting. Prepares handouts, tracks and updates action items, records attendance, takes notes and provides logistical support and coordination for committee members.
15%	M	Represents the Office of Performance at Planning and other coordination meetings. Reviews SHSP and safety-related legislative bills and prepares analysis and recommendations. Prepares reports, correspondence, fact sheets and decision documents for SHSP and safety-related items.
10%	M	Initiates, develops, directs, and oversees technical applied research studies involving SHSP and safety for planning and operations.

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

Does not supervise others. The incumbent provides advanced technical expertise and coordination for the SHSP and transportation research.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires working knowledge of the SHSP requirements and processes, partner agencies,, the current challenge areas and composition of the challenge area teams. In addition, the position requires working knowledge of

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

research project management, and the dissemination of research results through appropriate channels. The incumbent must have working knowledge of traffic operations, transportation planning, traffic data collection, storage and usage, traffic detection, economic analyses, and performance measurement.

Knowledge of and understand the Department's and Traffic Operations' mission, vision, strategic goals, policies, procedures, funding and financial constraints; and strategic planning processes and techniques.

Knowledge of the formal and informal aspects of the legislative process, general governmental functions at the federal, state and local levels, those laws and regulations governing the Department and other transportation agencies.

Knowledge of performance measure development, implementation, and assessment; principles and practices of public administration, budgeting, planning, and program management and evaluation.

The incumbent must be familiar with the programs of the Department and of the U.S. Department of Transportation (US DOT) to research technically-integrated modal systems or related programs, research and development programs; the principles of public information, public participation and administration, training and negotiation; contract administration; the legislative process; technical transfer and models for public/private partnerships; and the applicable State and federal laws that regulate the activities of the Department.

Ability to work effectively with others as an interdisciplinary team member; express ideas and communicate effectively both orally and in writing; prepare technical correspondence and comprehensive reports; address an audience effectively and participate in public presentations; knowledge of contract management and contract administration techniques.

Ability to negotiate with internal and external partners on critical issues and be able to develop and maintain professional relationships.

Ability to analyze facts, data and situations, use a variety of problem-solving techniques, develop new and innovative ideas, recommend solutions for improvements, and adopt an effective course of action.

Ability to provide technical advice, prepare clear and concise technical correspondence, and complete comprehensive reports related the Strategic Highway Safety Plan and transportation safety research.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the reliability and accuracy of all actions, decisions, and recommendations in his/her capacity. Proper use of equipment, correct methods analysis, and timely meeting of all deadlines. Inappropriate decisions or errors of judgment may lead to the loss of time and the ability to solve critical problems which will adversely affect the payback of expended effort and the loss of opportunities to increase the transportation efficiency and safety.

Errors may have a significant impact the Division of Traffic Operations and Department's credibility with the FHWA, Tribal Government leaders, the California State Transportation Agency, the Office of Traffic Safety, the California Highway Patrol, the Department of Motor Vehicles, the administration and others.

PUBLIC AND INTERNAL CONTACTS

This position routinely has contacts with a large number of people in Caltrans, in the Districts as well as Headquarters. This position maintains contact with California Highway Patrol, Department of Motor Vehicles, the Office of Traffic Safety and other government agencies such as Federal Highway Administration, National Highway Traffic Safety Administration, and the Federal Motor Carrier Safety Administration.

The incumbent has occasional involvement/contact with Personnel from Metropolitan Planning Organizations, Local Departments of Transportation, Regional Transportation Planning Agencies, Tribal Government leaders, and members of National Boards, Programs and Research Centers such as the Transportation Research Board (TRB), National Cooperative Highway Research Program (NCHRP), National Academy of Sciences (NAS), American Association of State Highway and Transportation Officials (AASHTO), and University Transportation Centers (UTC)s.

The incumbent therefore must be sensitive to the complex range of contacts and communication and must have the adaptability to work with and communicate with people at all levels from technical experts to Department and external top-level managers to members of Legislative bodies and the Public.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The workload is occasionally subject to substantial, and unexpected changes within a short time period which requires that the incumbent quickly adapt behavior and work methods in response to new information/priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. The incumbent should be able to work effectively under pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; grasp the essence of new information and master new technical and business knowledge, particularly in the area of outreach; and value cultural diversity and other individual differences in the workforce.

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent will occasional lift up to 25 pounds without assistance. Bending, stooping, and pulling may be required within the normal course of performing some of responsibilities associated with the positions.

Incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent should be able to concentrate in order to review and create documents and meet strict deadlines at times. Incumbent must grasp the essence of new information and master new technical and business knowledge that will meet the directives of the Division. Incumbent should understand new and long-range plans and be able to determine how best to be position the Division to achieve a competitive advantage in transportation research.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent must be willing to work outside normal working hours as needed. The environment is fast-paced, demanding and busy; and requires considerable flexibility in managing time, priorities and assignments. Vacations may be restricted during peak times.

The incumbent will be required to travel to meetings in other office buildings or sites in California and may be exposed to uneven surfaces, noise, and varying temperatures. The incumbent may occasionally travel out of state.

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