

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

<p><b>CLASSIFICATION TITLE</b> Senior Transportation Planner, Specialist</p>	<p><b>OFFICE/BRANCH/SECTION</b> Headquarters / Division of Traffic Operations Office of Strategic Development</p>	
<p><b>WORKING TITLE</b> Chief, Advanced System Development Branch</p>	<p><b>POSITION NUMBER</b> 913-350-4724-010</p>	<p><b>EFFECTIVE</b></p>

**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 Strategic Development, the incumbent is the Chief, Advanced System Development Branch. The Branch has primary responsibility for development of operational direction for statewide advanced system and corridor management efforts within the Department. The branch chief is directly responsible for planning, organization, control and coordination of advanced system and corridor management activities within the Department, districts, and with regional agencies and other users of the system or its information. The Branch activities are a critical component of the Department’s effort to develop, implement, and support Transportation System Management & Operations (TSM&O) throughout the organization, with the aim of improving system performance by knowing how the system is performing, why it is performing that way, and identifying opportunities for improved performance in the critical outcomes of system performance, including mobility, accessibility, sustainability, reliability, and safety. Serve as a lead or team member to develop and implement various strategic development documents, including the Transportation Management System (TMS) Master Plan and TMS Business Plan, and develop new programs, processes and guidance to support improved management and operations of the transportation system including Planning for Operations. Coordinate Traffic Operations input to all planning documents and guidance updates to reflect TSM&O and Traffic Operations policies and strategies.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40% (E)	Coordinate and implement advanced system development activities with the Divisions of Transportation Planning; Research, Innovation, and System Information, Maintenance; and other divisions as necessary; and with districts and major metropolitan planning agencies to assure TSM&O is developed in accordance with the Department and Traffic Operations Program Strategic Plan, the TMS Business Plan and TMS Master Plan, Transportation Concept Report Guidelines, and District System Management Plan Guidelines and Interregional Transportation Strategic Plan. Coordinate Traffic Operations input to all planning documents and guidance updates to reflect TSM&O and Traffic Operations policies and strategies. Provide project management support and

<sup>1</sup>ESSENTIAL 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.

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coordination for multi-division efforts as required, including the Strategic Highway Research Program (SHRP) 2 technical assistance implementation efforts for the System Management Capability Maturity Model, including staffing of a proposed multi-disciplinary Department TSM&O Management Steering Committee. May assist in efforts to increase regional, local and tribal government involvement in plans and programs administered by Traffic Operations.

- 35% (E) Project and contract manager for consultant contracts that explore, develop, and implement TSM&O policies and programs. Provides assistance to district staff by providing expert advice and training in corridor and system management, particularly for traffic operations and transportation planning. Assist district and local agency staff with corridor management and system performance questions and issues. Work with district and local agency staff to develop corridor performance measurement plans. Review and approve corridor performance measurement plans. Verify corridor performance data using the Performance Measurement System (PeMS) and other data, as available. Document corridor performance measurement inadequacies and suggest refinements and improvements to corridor data collection and corridor performance measurement plans, including providing input and guidance on the future direction of PeMS and other transportation data system needs.
- 15% (E) Develop and direct technical studies, special reports, research studies, and consultant studies to determine effective applications for advanced system and corridor management techniques affecting the State Highway System and freeway/arterial management; make presentations to high level internal/external staff of federal, state and local agencies, and the public..
- 10% (M) Other duties include activities such as preparing legislative analysis and correspondence, serving on special committees on operational and corridor management issues, and general administrative duties.

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### **SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None. Incumbent may be lead worker for major projects and Steering Committee support.

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### **KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Knowledge of: all phases of transportation planning process; the Department's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning and TSM&O and operational strategies, and performance metrics including the California Performance Measurement System (PeMS); and techniques of selecting outside consultants and project management. Must have the ability to effectively communicate (oral and written) with management, technical, and non-technical personnel.

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Ability to: develop and implement programs and supporting activities; analyze, interpret and apply analytical techniques; work independently and as a core member on complex planning projects; develop effective recommendations and solutions; and balance multiple priorities and meet deadlines.

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### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Strategic Development efforts, including Corridor analyses, performance metrics, collaborative work with partner agencies and project management of related consultant contracts are the foundation for the State's system management's efforts. Any quality shortcomings could lead to poor decisions and sub-optimal utilization of the State's resources for improving system performance.

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### **PUBLIC AND INTERNAL CONTACTS**

Daily internal contacts with Headquarters and District units in Transportation Planning, Traffic Operations, Research, Innovation, and System Information, Maintenance and other programs as necessary. Frequent involvement with Metropolitan Planning Organizations, County Commissions, Regional Transportation Planning Agencies, and with consultants.

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### **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.

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The 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. The incumbent must grasp the essence of new information and master new technical and business knowledge that will meet the directives of the Division. The 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.

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## 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 may be required to travel to meetings in other office buildings or throughout California and on occasion, outside California.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

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Date

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

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Supervisor (Print)

JOAN SOLLENBERGER

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Supervisor (Signature)

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Date