

POSITION DUTY STATEMENT

PM-0924 (REV 10/2007)

CLASSIFICATION TITLE Senior Transportation Planner (Specialist)	DISTRICT/DIVISION/OFFICE 03/Planning and Local Assistance/Office of Planning and Modal Programs	
WORKING TITLE Corridor Planning Manager	POSITION NUMBER	EFFECTIVE July 2014

You are a valued member of the Division of Planning and Local Assistance (DPLA). Your commitment to work cooperatively with other DPLA staff, District 3 staff, Headquarters' staff, the Department's external partner agencies, and others enables the DPLA to deliver the District's Planning and Mass Transportation Programs at the highest level of quality possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

GENERAL STATEMENT:

Under the general supervision of the Planning and Modal Programs Manager, a Supervising Transportation Planner, the incumbent serves as the Corridor Planning Manager. The incumbent works in a cooperative and integrated manner to coordinate with other Divisions, Caltrans functional areas, public agencies and stakeholder groups toward the goal of planning for optimal corridor management. The incumbent has primary responsibility for integrating sound operations strategies into corridor management planning efforts within the District. These activities are a critical component of the District's efforts to improve system performance. The incumbent ensures that its work products are of high quality and delivered on schedule. The Corridor Planning Manager would also be called upon to administer and manage consultant contracts as necessary, including development and review scopes of work, budgets, and schedules. In addition, the incumbent may act in a lead role for the more complex regional planning, system planning, and mass transportation projects within the corridor with regard to Caltrans interests.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% (E)	Develop and direct technical studies, special reports, research studies, and consultant studies on related topics for collaborative corridor and traffic operations planning and integrated corridor operations. Prepare complex reports, issue papers, and technical memos. Coordinate development, preparation, and review of operational analyses and studies with partners and District staff.

¹ 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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- 40% (E) Serve as liaison between Operations and Planning on CSMPs, Feasibility Studies, Preliminary Investigations, and other innovative corridor planning and system management efforts. Function as District lead on CSMP activities related to operations strategies, coordinating with District System Planning, other District functional units, and partner agencies. Actively participate in integrated corridor system management partnerships leading to investment in operations strategies.

- 10% (E) Responsible for coordinating the District's participation in the regional planning and Intergovernmental Review (IGR) process for issues related to CSMP corridors, such as review larger, more complex IGR projects and participating in the regional transportation plan development process for applicable regional planning agencies, advocating for funding through regional competitive funding sources, and other regional planning issues.

- 10% (M) Promote and integrate multimodal transportation in the system planning and project development processes (for example, project initiation documents). Incorporate livable community principles in all work within the CSMP corridors, including encouraging local agencies to also consider and incorporate livable community principles into their planning and project development activities.

SUPERVISION EXERCISED OVER OTHERS:

None. However, the incumbent may act in a temporary capacity to supervise staffing in other offices in the absence of the Chief and may oversee the work of students/interns.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of: The Department's mission, organization, policies, and procedures; federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs. The planning process and general practices of transportation planning; research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques.

The incumbent must also have specific knowledge of the following:

- District's regional transportation planning responsibilities and authority
- System Planning
- State and Federal transportation planning regulations
- Verbal, written, and listening communication skills
- Caltrans and District organizational structure
- Personnel management techniques and strategies
- Caltrans mission and applicable transportation planning policies
- Project management techniques
- Local land use planning
- Air quality planning issues and procedures

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Ability to: Conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals. Gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively, both orally and in writing; work effectively with others as an interdisciplinary team member; persuasively negotiate with various internal and external clients; establish and maintain effective and cooperative working relationships with those contacted during the course of the work.

The incumbent must be able to analyze the impacts of projects to the transportation system, with adequate consideration to a multitude of administrative, legal, political, and institutional factors. Awareness and sensitivity to social, economic, and environmental conditions, which affect transportation planning, the ability to inspire the confidence of others and the ability to further the recognition of the Department as a multimodal transportation organization is necessary.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

The incumbent is involved with large and sometimes controversial projects and participates in regional decisions with far reaching consequences to the transportation system. Errors could result in a loss of funding or large cost increases for the Department and its projects; diminished Department credibility with the public; local and regional transportation partners, the California Transportation Commission, the Legislature, federal agencies, and other organizations/interest groups with which the District interacts.

PUBLIC AND INTERNAL CONTACTS:

The incumbent has extensive contact with high-level staff of other public agencies (State, federal, cities, counties, RTPAs, MPOs, sales tax authorities, etc.), development representatives, public officials, Headquarters' staff, consultants, and other District staff functions. Functions as an expert to respond to requests or communication generated from the CSMP projects.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must be able to develop and maintain cooperative working relationships, be tactful and treat others with respect. Behave in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT:

Employee will be based in Sacramento. While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Travel for this position is required.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

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EMPLOYEE (Print)	DATE
EMPLOYEE (Signature)	DATE

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

SUPERVISOR (Print)	DATE
Nieves Castro	
SUPERVISOR (Signature)	DATE