

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Planner	OFFICE/BRANCH/SECTION Office of Program Policy Management	
WORKING TITLE Branch Chief, Low Carbon Transit Operations Program	POSITION NUMBER 900-064-4724-025	EFFECTIVE DATE 07/01/2015

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:

The Division of Rail and Mass Transportation (DRMT) is responsible for the State's administration of State and federal rail and transit. The Budget Act of 2014/15 created new State transit grant programs as part of the Transit, Affordable Housing and Sustainable Communities Program.

Under the direction of the Office Chief, Program Policy Management, Division of Rail and Mass Transportation (DRMT), this supervisory Senior Transportation Planner position is responsible for administration and management of the Low Carbon Transit Operations Program (LCTOP), including everyday operations. Responsibilities include the development and implementation of the LCTOP program, and working closely with the State Controller's Office (SCO), California Air Resources Board (CARB), Department of Finance, Strategic Growth Council, Regional Transportation Agencies, Metropolitan Planning Organizations, local transit operators and other departmental staff. Incumbent will evaluate, administer, and monitor transit projects in relationship to LCTOP guidelines.

The incumbent works and coordinates with staff in multiple state agencies to facilitate and monitor the delivery of local transit projects, in accordance with State laws and policies. Responsibilities of this position also include gathering program and contract information as well as preparing reports to the Legislature.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Organizes and directs staff to track and monitor LCTOP projects and reporting requirements. Perform statewide technical assistance and training to inform local transit agencies, regional planning agencies and sub-recipients of their responsibilities and requirements to ensure LCTOP program compliance. Provide SCO a list of eligible projects under each cycle.
30%	Implement the LCTOP guidelines in accordance with statutory requirements of the Public Resources Code; Section 75230, which defines LCTOP. Tasks include providing support to staff and local transit agencies in preparation of the proposed LCTOP project allocation requests. Coordinate with CARB to ensure proposed projects meet the greenhouse gas emission reductions and disadvantaged communities benefit requirements.
10% M	Provide program information to Department Management and external agencies as requested. Respond to requests for project information and other program duties as required.
10% M	Verify and provide to the Legislature and SCO, copies of annual audits performed under the Transportation Development Act requirement.

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 supervises professional level subordinates. Branch Chief is responsible for establishing work priorities, managing workflow, utilizing staff, and coordinating Office activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires basic knowledge of the transportation planning process; the ability to write effectively, to gather, compile, analyze and interpret data. Also needed is the ability to develop formats and present display data, to consult effectively with other divisions and outside agencies. An ability to present ideas orally and work with others as a team is required. Must be able to supervise staff, to receive general guidance from the Office and Division Chiefs and to exercise

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a latitude of independent action. Be able to identify transit needs and trends, as well as issues with operations and performance. Analytical skills are required to define dilemmas and propose solutions that can be implemented within the context of the Department's overall role.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The consequences of errors can be serious and far-reaching; effecting the Department, regional transportation planning agencies, transit operators and transit service providers. The incumbent is responsible for making recommendations on politically sensitive areas such as findings on unmet transit needs, new administrative regulations and the resolutions of disputes regarding the implementation of the program.

PUBLIC AND INTERNAL CONTACTS

Internal – The incumbent has regular contact with the Mass Transportation Program branches and district employees. The incumbent has contact with management staff of other divisions, including the Director's Office and district division chiefs. External – The incumbent has contact with: regional and local transit agencies, the California Air Resources Board, State Controller's Office and California Transit Association.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to work on a keyboard, manual dexterity, sitting for long periods, develop and maintain cooperative relationships and the ability to focus for long periods of time. Be able to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Must deal effectively with pressure, maintain focus and remain optimistic and persistent under adversity. To be considerate and respond appropriately to the needs, feelings and capabilities of different people in different situations. Be tactful and treat others with respect.

WORK ENVIRONMENT

Employees 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.

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