

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION PLANNING
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Transportation Planner	OFFICE/BRANCH/SECTION 74/Division of Transportation Planning/ Office of Regional Planning	
WORKING TITLE Regional Planning Liaison	POSITION NUMBER	EFFECTIVE July 3, 2015

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by being innovative and flexible, working cooperatively with team members and others, and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the direction of the Senior Transportation Planner in the Office of Regional Planning (ORP), the incumbent performs completed staff work including analyzing issues, develops and analyzing policy and data to prepare, administer, and monitor transportation plans including the Overall Work Program (OWP) and Regional Transportation Plan (RTP).

The incumbent is the primary regional planning contact with one or more Districts. In this capacity the incumbent assists District planners to carry out and comply with Federal and State planning and programming procedures, laws and regulations, develops technical analysis, and to responds to administrative requirements. The incumbent will also assist with the annual Sustainable Transportation Planning Grant program.

TYPICAL DUTIES:

Percentage	Job Description
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50%	As a team member, provide program direction and guidance for the Districts to administer regional plans, grants, activities and funds. Provide direction to District Liaisons on federal surface transportation planning legislation implementation and coordination. Monitor, review and assess regional planning and programming activities and funds administration undertaken by the Districts, Regional Transportation Planning Agencies (RTPAs) and Metropolitan Planning Organizations (MPOs). Evaluate required plans, programs, OWPs, and RTPs consistent with applicable laws, regulations, guidelines, directions, and administrative requirements.
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40%	As a team member, assist in preparing special assignments, reports and presentations on regional planning matters. Assist with the Sustainable Transportation Planning Grant program. Ensure that legislatively mandated milestone, regional planning guidance, and funding information is communicated with both external and internal partners.
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10% Assist other ORP staff with general administrative duties. This may include general note taking at key meetings, assist during the preparation of key regional planning meetings or training activities.

SUPERVISION EXERCISED OVER OTHERS

The incumbent does not supervise.

SUPERVISION RECEIVED

Receives direction and supervision from the Branch Chief in the Office of Regional Planning. Occasionally receives direction from other Branch Chiefs (i.e., Collaborative Planning and Regional Transportation Plan).

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge and understanding of: Federal and State planning and programming requirements; transportation, air quality, land use and environmental planning principles and practices; transportation plan, program and project financing mechanisms; departmental policies and procedures; contemporary transportation, land use, social economic, environmental, financial, technical, legal and political issues.

Ability to recognize and understand evolving issues; gather, analyze and present data; reason logically and creatively; identify trends; recommend pragmatic courses of action; work proactively and cooperatively with others, independently, as a team member or a team leader; travel as required; prioritize competing assignments; quickly provide completed staff work; consult and advise managers, make determinations, and resolve problems.

Ability to use databases and information and work-processing systems.

Ability to travel, including some overnight stays.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent has a major responsibility to help ensure the principles and practices of Regional Planning are carried out and implemented in accordance with the Department's mission and Federal and State laws. The incumbent participates in the administration of \$50 million in Consolidated Planning Grant and Rural Planning Assistance annually. These funds enable regional agencies to complete and perform statutorily mandated activities, which determine the transportation system of their respective regions and the statewide transportation system.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts regularly with other staff throughout the Department, and with representatives of local, regional, state and federal agencies, and may also interact with non-agency public.

PHYSICAL REQUIREMENTS

Physical requirements are those usual to an office: use of office equipment (e.g., computers, phone, fax, etc.), accessing information in files and folders, interacting with co-workers and other customers and suppliers. Some travel, which may involve overnight stays, is required.

WORK ENVIRONMENT

The incumbent works in a typical florescent-lighted, climate-controlled, office environment in an older multi-story State office building. The incumbent must operate usual office equipment.

On occasion, the incumbent will need to travel to other locations to attend meetings, make presentations, etc., in different offices, conference and convention facilities, and the like. If overnight stays are involved, these would generally be in hotels/motels or accommodations in Department facilities (e.g., lodging at Maintenance Stations). Travel would generally be via plane, train, car, public transit, bicycle, ferry or foot.

I certify that I can perform the duties listed above with/without reasonable accommodation.*

EMPLOYEE DATE

*Please indicate whether or not you require reasonable accommodation by circling either with or without, in the above sentence. **If you require reasonable accommodation, you must provide medical substantiation prior to your established employment start date.**

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

SUPERVISOR DATE