

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE Transportation Planner	DISTRICT/DIVISION/OFFICE District 74, Division of Transportation Planning Office of State Planning	
WORKING TITLE State Planning and GIS Support	POSITION NUMBER 900-074-XXXX-XXX	EFFECTIVE 7/1/14

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 by being innovative and flexible; reporting to work as scheduled; 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: The Transportation Planner in the State Planning Branch is an entry-level position that handles basic level Geographical Information System (GIS) and state transportation system planning staff work. The incumbent may work with Division staff and management, other divisions, Districts, Department management, partner agencies, advocacy groups, stakeholders and the public. Specific assignments vary as program needs fluctuate and the office responds to policy and legal requirements. The incumbent will interact via phone, electronic and written correspondence with Department staff, Districts, Agencies, and other stakeholders that are external to the Department.

Under the direction of the Chief, State Planning Branch, the incumbent does the less complex planning work in connection with statewide planning and analysis concerning GIS activities and products that support the Statewide Transportation Projects Inventory (STPI) GIS Tool and the California Transportation Plan (CTP). The incumbent will work closely with District planning staff and Headquarters Divisions including, but not limited to System, Regional, and Community Planning, and Travel & Forecasting and Analysis Offices, Traffic Operations, Design, Aeronautics, Rail, Bicycle Facilities, Mass Transit, Local Assistance, Division of Research, Innovation and System Information, Project Development, Programming, and Environmental Divisions.

TYPICAL DUTIES:

Percentage	Job Description
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50% (E)	Under the direction of the Branch Chief, assist in updating and supporting the STPI (GIS Tool) database, provide training on the use of the tool, make presentations, and demonstrate STPI at various meetings and workshops. Prepare GIS reports by gathering, compiling, analyzing and summarizing data from the offices within the Division of Transportation Planning, other Functional Units, Districts and Regional Transportation Planning Agencies. The data sources are typically state-level planned and programmed transportation projects from transportation plans, studies, and documents, which require data entry for the development of GIS data, layers, metadata, mapping, fact sheets, and other state planning products. This work involves utilizing GIS for mapping project locations to improve decision-making capabilities and providing a visual representation for the Department and Caltrans
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partners. Perform evaluations and research of geographic data and analysis with regard to developing transportation related map products and other appropriate solutions.

- 30 % (E) Develop and prepare GIS products, such as maps, fact sheets, and presentation materials for incorporation in the long-range California Transportation Plan. Provide for statewide consistency and support for other long-range strategic and modal plans. Assist in a variety of advisory and technical groups, attend meetings, give presentations, and prepare written reports and analysis for a variety of audiences, and as needed prepare special projects.
- 10% (E) Assist and develop the STPI's web pages in coordination with the Division Web Coordinator for maintaining and updating web content. Assist in the web page layouts and style sheets. Post completed data and metadata to the Office of GIS and Data Analysis for incorporation in Department's GIS web services products, such as GIS Data Library and Caltrans Earth.
- 10% (M) Other duties include activities, such as preparing correspondence, informational reports, issue memos, analysis on proposed legislation and other written material as required. Assist in the development of scopes of work, budgets, and timelines for proposed contracts.

SUPERVISION EXERCISED OVER OTHERS

No supervision over others.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Knowledge of principles and concepts of geography and cartography with regards to GIS; varied transportation, engineering, research and statistical matters;
- Ability to gather, compile, analyze and interpret cartographic data and relate it to transportation data;
- Ability to prepare and present reports and analyses using word and document processing, spreadsheet and database, GIS and presentation software;
- Ability to interpret and apply analytical techniques while working both independently under guidance of a lead worker, and as a core member on complex planning projects and administer and maintain databases.
- Knowledge of the Department's mission, policies, guidelines and procedures for carrying out state planning activities;
- Knowledge of transportation planning principles, practices and processes, and of various elements that comprise the Department's planning program;
- Knowledge of Federal and State laws and regulations related to transportation mapping and planning;
- Knowledge of concepts and terminology relating to multimodal transportation planning and traffic modeling;
- Knowledge of research and analysis methods and techniques related to planning;
- Knowledge of the State and the Department's contracting practices and techniques for consultant selection;
- Understanding of state, system, regional, and corridor planning, legislative process, project development and programming process, and principles of multimodal and traffic operations;
- Role of Federal, State, Regional, and Tribal governments and Transit Operators in providing transportation planning and related services;

- Ability to complete staff work in a professional, timely manner that meets quality and quantity requirements for entry level work;
- Ability to effectively communicate, both orally and written, with management, technical, and non-technical personnel;

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

State planning is the basis of long-range planning, improvement and operations. Errors, inaccurate, delayed or incomplete assignment may result in a negative impact on the Department’s overall planning program, other divisions and district processes. Failure to consider political sensitivity or fully evaluate the fiscal, economic, social and environmental effects of decisions on the Department’s programs could result in the inefficient use or loss of funding and delay in project delivery.

PUBLIC AND INTERNAL CONTACTS

Daily internal interactions and contact with Headquarters and District units in Transportation Planning, Traffic Operations, Division of Research, Innovation and System Information, and Transportation Programming. Some contact with Regional Transportation Planning Agencies, outside vendors, and consultants is expected.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

While at the base of operation, the employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel to meetings in other office buildings throughout the state.

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.

Employee Name (please print)	Employee Signature	Date
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print)	Supervisor Signature	Date
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