

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

CLASSIFICATION TITLE Transportation Planner	DISTRICT/DIVISION/OFFICE Division of Transportation Planning/ Office of Regional Planning	
WORKING TITLE Air Quality Planner	POSITION NUMBER	EFFECTIVE December, 2014

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 regularly and on time; 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 supervision of the Chief of the Air Quality and Environmental Planning Branch, in the Office of Regional Planning (ORP), the incumbent is responsible for completed staff work including: assisting in monitoring air quality regulations affecting California, and disseminating information on changes in regulations; assisting with air quality technical assistance to Caltrans District, Headquarters, and local/regional agency staff members; supporting the unit's coordination with other units and partner agencies on air quality issues affecting the Department; and assisting in development of air quality analysis policy and guidance for use by Caltrans District and local/regional agency staff when evaluating transportation plans, programs, and projects in relation to air quality impacts and the conformity rule under the Federal Clean Air Act. The incumbent may help to design, coordinate, or carry out research studies related to air quality planning and analysis.

TYPICAL DUTIES:

Percentage Duties

- 35% (E) Under supervision, monitor, and analyze air quality statutes, regulations, and legislative bills for their applicability to the Department's activities, and distribute information on changes to statutes and regulations.
- 30% (E) Assist with training and technical support to Headquarters and District staff regarding air quality policy and technical studies; help other Branch staff to coordinate with air quality counterparts in partnering agencies.
- 20% (E) Assist in reviewing air quality-related sections of plans, reports, and documents.

- 10% (M) Assist in developing and reviewing scopes of work for air quality research and technical studies; assist in managing air quality contracts and interagency agreements.
- 5% (M) Under supervision, prepare special assignments, briefings, reports and presentations as assigned.

SUPERVISION EXERCISED OVER OTHERS

The incumbent does not supervise.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent should have a college degree in Environmental Studies, Environmental Planning, Planning, Transportation Studies, physical sciences such as Chemistry or Meteorology, or a related discipline. The incumbent should have basic knowledge of NEPA and CEQA processes. Basic knowledge of air quality conformity and the Clean Air Act is desirable.

The incumbent must be able to reason logically and creatively; exercise good judgment; take action independently; prioritize competing assignments; and travel as required. The incumbent must be able to analyze and evaluate complex air quality regulations, legislation, policies, and other documents, and prepare summaries, briefings, guidance and procedures based on them. The incumbent must be able to consult and advise managers, make recommendations, and resolve problems. The incumbent must be able to establish and maintain cooperative relationships with tact and persuasion; communicate effectively both orally and in writing; and possess good technical report writing and presentation capabilities.

The incumbent must be able to use databases, information, and word-processing systems.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent has a major responsibility to help ensure that the Department's air quality conformity responsibilities are fulfilled in accordance with the Department's mission and Federal and State laws and regulations. Errors could result in loss of credibility with federal, state and regional agencies with which the Department interacts. Failure could result in delays and increased costs to the Department and to state and regional partners.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts regularly with other staff throughout the Department and with representatives of local, regional, state and federal agencies, consultants and the academic community. Public contact may occur through answering inquiries or attendance at meetings.

PHYSICAL, MENTAL AND EMOTIONAL 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 managers, co-workers, 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 and training, make presentations, etc., in different offices, conference and convention facilities, and the like. If overnight stays are involved, these would generally be in hotel/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.

ACKNOWLEDGMENT

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 are unsure whether you require reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.*

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

SUPERVISOR

DATE