

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
POSITION DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Transportation Planner	<b>OFFICE/BRANCH/SECTION</b> 74-167/DOTP/Office of Sustainable Community Planning/LD-	
<b>WORKING TITLE</b> LD-IGR Statewide Coordinator	<b>POSITION NUMBER</b> 900-074-4721-###	<b>EFFECTIVE DATE</b> 12/1/2014

**As a valued member of the Caltrans team, you make it possible for the department to improve the 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 a Senior Transportation Planner (LD-IGR Branch Chief and Statewide Program Manager), the incumbent is responsible for participating in the development, review, analysis, and implementation of policies, directives, and “best practices” with regard to the Local Development-Intergovernmental Review (LD-IGR) Program. With guidance, the incumbent provides basic statewide program direction, guidance, and training for district and headquarters LD-IGR coordinators and functional reviewers, and participates in consultation with districts on LD-IGR local development issues relating to current policies, procedures, technical, and legal concerns. The incumbent functions as liaison to various federal and state agencies on topics relating to statewide transportation, land use, permitting, impact analysis, and procedural issues. The incumbent also works on traffic impact analysis technical issues with the Division of Transportation Operations. The incumbent provides information with fundamental policy implications for LD-IGR to the LD-IGR Senior Transportation Planner/Branch Chief and the Office of Community Planning Chief.

Principal areas of responsibility are: (1) Guidance on basic statewide policy and practice; ~~(would a TP have this?)~~ (2) Inter-agency and inter-district/functional liaison and project coordinator, including the High Speed Rail Authority and Tribal Governments; (3) Procedural development; (4) Special assignments from the Director’s Office and Agency; (5) Technical analysis; and (6) Training.

**TYPICAL DUTIES (percentages adjust as workload necessitates):**

Percentage	Job Description
40% (E)	Participate in providing statewide program direction and guidance to district LD-IGR coordinators and headquarters staff. Develop program procedures, after consultation with districts’ and headquarters’ functional representatives. Research various subjects, and act accordingly, in response to district requests for assistance, at the direction of the Office Chief or Program Manager (and, when appropriate, following consultation with Legal Division.). Assist districts and management with incident reports on project specific development proposals, especially when potentially contentious. As a liaison to the districts provide updates to the Statewide Contact List.
30%(E)	Conduct special studies and prepare tabular and textual reports, with recommendations for departmental action, on special assignments initiated by management on land use implications, regional transportation plan impacts, impact fee programs, and local government planning strategies. Monitor federal and state court decisions and related existing and proposed legislation applicable to the LD-IGR Program (land use and transportation law, Native American issues, CEQA, National Environmental Policy Act, etc.), helping to revise our program approach, and to provide bill analysis, as necessary. Track business plan district performance measure elements and

provide quarterly reports on district activities. Promote statewide consistent LD-IGR Mitigation Monitoring and Data Tracking Systems.

15% (E) Collaborate with and assist the Division of Traffic Operations on efforts related to traffic impact analysis and in the revision/development of technical guidance materials used in traffic impact analysis. Assist with the drafting of Traffic Mitigation Agreements.

15% (E) Participate in the development of LD-IGR training courses, materials and agendas, distribute updated materials as warranted, through direct mail and website updates, and conduct statewide and district-specific workshops/meetings, in conjunction with the OCP Office Chief, LD-IGR Program Manager, and the Office of Professional Development, on- and off-site. Perform session administration duties including use of the Learning Management System (LMS) to schedule and certify completion of training courses, and update student training records. Facilitate feedback by means that may include, but not be limited to, course evaluation forms and course completion certificates.

### ***SUPERVISION EXERCISED OVER OTHERS***

This position does not supervise. The incumbent, however, may act in a lead project manager or lead worker role that will direct or coordinate the work of others.

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

The five principle areas of responsibility (as described in the “General Statement”) require the following knowledge and abilities:

- (1) Comprehensive understanding of the California Environmental Quality Act (CEQA) and Planning and Zoning Law as well as other statutory, regulatory and technical requirements that relate to the LD-IGR Program and the Department’s authority and responsibilities.
- (2) Knowledge of basic planning principles and practices, and multi-modal transportation issues, and the ability to clearly communicate them to staff and local partners.
- (3) The knowledge of the Department’s functional unit programs, and the ability to work with management and staff in all programs on critical issues.
- (4) Ability to analyze and interpret land use plans, local development proposals, Caltrans Strategic Concept Reports and Plans, and traffic impact data, and apply analytical techniques to the creation of mitigation recommendations.
- (5) It also requires the ability to clearly and timely communicate basic statewide program guidance with district and headquarters units.

### ***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

The headquarters LD-IGR Program Transportation Planner, functions as a Statewide Coordinator, and has a major responsibility for helping to ensure that Caltrans’ LD-IGR reviews are processed in a timely, efficient, and well-coordinated manner statewide, and that LD-IGR program activity is consistent with all applicable statutes, regulations, policies, and procedures, as well as department goals.

***PUBLIC AND INTERNAL CONTACTS***

Externally, an LD-IGR Statewide Coordinator works with the Governor’s Office of Planning and Research and the State Clearinghouse to resolve CEQA and planning law issues, and coordinate the convening of formal scoping meetings. The incumbent may also work with other state agencies, Federal agencies, and tribal governments, and may have direct contact with local agencies, consultants, and developers.

Internally, the statewide LD-IGR coordinator works closely with senior and staff level operations, structures, and design engineers, attorneys, and senior and staff level transportation and environmental planners and other functional unit specialists in both headquarters and the districts.

***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

No special or unusual physical requirements are essential to successful performance of the job. Travel to district offices is occasionally required. The employee may be required to sit for long periods using a keyboard and video display terminal. The employee must work well with others in a cooperative manner. The employee must sustain mental activity needed for report writing, problem solving, researching, analysis, reasoning, and meeting participation. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations.

***WORK ENVIRONMENT***

The environment includes working in a routine office setting 90% of the time, including working at a computer in a climate controlled environmental and under artificial lighting. Due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent will travel to outside locations for district staff meetings, conducting training, or project field reviews/assistance the remaining 10% of the time.

***ACKNOWLEDGEMENTS***

I have read and understand the duties listed above and I certify that I can perform them with/without reasonable accommodation. *(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. If you believe you may require reasonable accommodation, please discuss this also with the hiring supervisor. If you require reasonable accommodation, you must provide medical substantiation prior to your established employment start date.)*

\_\_\_\_\_  
Employee Date

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

\_\_\_\_\_  
Supervisor Date