PROPOSED

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Planner	DRMT/Capital Projects Branch	
WORKING TITLE	POSTION NUMBER	EFFECTIVE DATE
Capital Project Monitoring and Implementation	900-075-4768-XXX	

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: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under close supervision of the Chief, Capital Project Branch, the Transportation Planner works on less complex rail projects and assignments performing the Division of Rail and Mass Transportation's (DRMT's) capital project monitoring and implementation functions. The Division's goal is to develop Transportation Planners for promotion to Associate Transportation Planner.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M)[1]	Job Description
30% E	Under the oversight of the Branch Chief, the incumbent will assist with the development of capital projects in support of intercity passenger rail capital improvements, program goals and objectives. Prepare applications and allocation requests for State, and Federal funding including all necessary documents required for funding and CTC allocations. Develop Project Study Reports and similar documents.
25% E	The incumbent will receive guidance and direction from the Branch Chief to write, administer, evaluate, monitor and manage various contracts, contract performance and budgets associated with capital projects and provide research on issues. Review invoices for contract compliance and process invoices for payment. Track and report the status of contract performance, project delivery and budget resources. Monitor appropriations, expenditures, encumbrances, project balances and fund expirations to insure timely use of funds and avoid loss of funding. Communicate effectively with contractors and external partners. Work with contracting agency to resolve any deficiencies.
20% E	Provide timely, accurate gathering and submission of all mandated reporting (Federal and State) on all capital projects, including reports required for Proposition 1B (IRI, TCIF), Federal Reporting Requirement for ARRA, PRIIA, CTC and others.

1 ESSENTIAL 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.

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20%	E	The incumbent will assist the liaison with local agencies to coordinate project activities. Develop and maintain professional working relationships while ensuring program objectives and goals of the Department are being realized. Prepare written reports for the Department and others that document the status and progress of assignments and projects.
5%	M	Assist in analyzing legislation, prepare reports and issue papers for CTC, California State Transportation Agency, Division Chief and Legislature as required. Maintain neat and well organized project and related information in program files. Create correspondence, memos, reports, and other duties as required.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Does not supervise.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

This position requires knowledge of: basic planning principles; economic, political, social and environmental trends impacting transportation; transportation financing methods and fund sources; contract management principles and practices; state and federal regulations pertaining to railroads, rail safety and facilities; and public relations methods and effective communication practices.

Ability to: inspect rail stations and rail facilities to verify contract compliance, ensure proper safeguards are in place, public information systems are being use and that state-funded projects are being maintained to a high standard; meet and confer with local agencies and others to verify expenditures for improvement projects and to track project completion; analyze project proposals for cost effectiveness and for program eligibility; write Project Study Reports and other project-related documents; speak effectively to groups or individuals to convey program information or Departmental objectives; analyze situations accurately and take effective action

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by his/her supervisor. Work is completed independently and then the employee makes recommendations. Decisions may be made in the absence of his/her supervisor in situations where immediate action is required.

Consequences of errors in judgment or inadequacies in recommendations and decisions could result in inadequate contract provisions that have been established to protect the State's interest in capital outlay and service provider contracts.

PUBLIC AND INTERNAL CONTACTS

Position has frequent contact with external agency staff members, private companies, the general public and with various programs and units within the Department.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

Requires occasional bending, stooping and kneeling.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice; develop new insights into situations and apply innovative solutions to make organizational improvements.

Must have the ability to conduct inspection of state owned railroad equipment, or capital projects constructed with state funds.

WORK ENVIRONMENT

While at their base of operation, 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.

Employee will be required to travel. Up to 20% travel and occasional overtime may be required.

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)
SADIE SMITH

SUPERVISOR (Signature)	DATE