

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE	OFFICE/BRANCH SECTION	
Transportation Planner	Office of System Planning & Goods Movement (SP&GM)	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Planner	910-155-4768-016	12-21-2013

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; 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 and direction of a Senior Transportation Planner, the incumbent in this position, in coordination with other System Planning staff, conducts research and compiles data for the preparation of System Planning documents. The incumbent in this position also prepares Geographic Information Systems (GIS) maps, special analysis products, and presentations in support of System Planning activities and special Planning projects.

The responsibilities and duties of the Transportation Planner position require working in an independent capacity and as part of a team for the duties outlined.

TYPICAL DUTIES

<u>Percentage Essential (E) / Marginal (M)</u>	<u>Job Description</u>
50% (E)	Under the lead of the Transportation Concept Report (TCR) Coordinator, and as part of the System Planning team, research and assemble data, prepare documents for review and update existing TCR and District System Management Plan (DSMP) documents. This also includes research and assembling highway data developed by transportation agencies, traffic modeling, forecasting, traffic operations units and land use planners to analyze transportation system operation.
25% (E)	Provide Geographic Information Systems (GIS) support for the Office of System Planning in conjunction with the preparation of system planning documents and provide support for other special projects. Develop GIS libraries and tables for use by the team. Evaluate the use of spacial analysis as a system planning tool.
15% (E)	Prepare System Planning Statements, Fact Sheets and Project Study Report Proposals for specific projects for the District.

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This includes gathering the necessary data, analyzing information and compiling the final statement, proposal, or fact sheet.

5% (M)

Provide support in the evaluation of modeling data, determination of level of service values and performance metrics presented in the TCRs. Coordinate with other staff within the District for special projects and other system planning and goods movement documents.

5% (M)

Provide support for system planning activities which may include but are not limited to: attending and participating in meetings with internal and external customers, Intelligent Transportation System (ITS) efforts, Right of Way Excess Land disposal.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Demonstrated knowledge or training in the planning process and general practice of transportation planning and engineering; research methods and techniques including conducting or participating in planning studies.
- Possess an intermediate to advanced level of skill with Microsoft Office computer applications for desktop publishing and Excel. Competence in ArcGIS, is essential.
- Ability to read, understand, and follow relevant statutes, Department Directives, Polices, SP&GM Expectation Statement, and procedure manuals.
- Ability to perform assigned work to accomplish the SP&GM program mission, goals, and objectives, in a professional manner with a focus on quality and accuracy.
- Ability to write, edit, and review technical documents and develop, quantify, and track performance measures used to evaluate transportation facilities and projects.
- Communicate well within the team, the Division, other District divisions, and headquarters, and occasionally with local, federal, and other State agencies on transportation projects. Contact can be by telephone, electronic mail, written correspondence, facsimile, and in person.

CONSEQUENCES OF ERROR

This position requires a high level of technical ability to analyze and record information, and meet timelines and schedules. Decisions required are normally limited to those areas related to the daily activities associated with this position. Failure to perform in a professional manner and provide accurate information could result in lost time, money and credibility.

PUBLIC AND INTERNAL CONTACTS

Frequent contacts and coordination are required with personnel from various Caltrans units within the District and occasionally from other districts in the State. Frequent coordination is also required with private planning consultants and with planning staff from public agencies. Some contact with the public is made at local meetings and responding to requests for information.

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WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employee may also be required to sit for long periods of time using a keyboard and video display terminal.

Employees may also be required to perform occasional field work outdoors and may be exposed to dirt, noise, uneven surfaces, sometimes in close proximity to vehicular traffic. Travel for special assignments, meetings or route reviews, may be expose the incumbent to ambient noise and weather conditions.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent in this position will be required to work at computer stations using a keyboard and video display terminal, throughout the day as needed to complete the above listed duties and may entail occasional lifting, bending, and stooping. Occasional outdoor work may involve wearing appropriate safety equipment, and working in a non-climate controlled environment and on uneven terrain.

This position requires functioning in an office work environment where priorities can change on a daily or even hourly basis. The incumbent may be required to deal with this changing protocol, including multiple assignments and priorities, and the effect it can have on co-workers, and his/her personal state of mind. The ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations, emotionally-charged issues or problems, is essential.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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

DATE

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

SUPERVISOR

DATE

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