

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE Transportation Planner	OFFICE/BRANCH/SECTION Community and Regional Planning	
WORKING TITLE Transportation Planner	POSITION NUMBER 908-800-4768-XXX	EFFECTIVE DATE

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 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:

Under the direction of a Senior Transportation Planner, the Chief for Community Planning and Regional Planning, the Transportation Planner will provide technical oversight of Local Development-Intergovernmental Review (LD-IGR), monitors Regional Planning activity, and assists in implementation of Community Planning concepts.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Assist in reviewing complex land development proposals and actions and identify transportation facility and service improvements needed for existing and planned developments. Identify and assess potential adverse impacts to the state transportation system. Recommend measures that avoid or adequately mitigate impacts.
30%	E	Prepare correspondence and coordinate/attend meetings with local planning agencies, developers and their consultants. Provide information based on CEQA mitigation requirements.
10%	E	Monitors the Metropolitan Planning Organization's (SCAG) progress and compliance in meeting their Overall Work Program (OWP). Reviews and comments on regional planning documents including the Regional Transportation Plan (RTP).
10%	M	Assist with the facilitation and implementation of community/agency planning programs for selected complex and controversial projects.

¹ESSENTIAL 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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of Federal and State transportation planning and programming requirements; transportation, environmental, and land-use planning principles and practices, transportation plan, program and project financing mechanisms; departmental programs, policies and procedures; contemporary environmental, social, economic, financial, technical, legal and political issues; and computer information management. Must be able to act independently and handle office matters with little supervision.

Must be able to communicate well orally in writing; have the ability to work effectively with others within and outside the Department in achieving goals and objectives.

Must have the ability to work with a wide range of multi-disciplined data, including legislative, socioeconomic, traffic, and environmental data, ability to analyze a wide range of transportation and land data and develop appropriate course of action.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 654-6410, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position has a major responsibility for helping to ensure that the principles and practices of the State Planning Program are carried out in accordance with the Department's mission and Federal and State Laws. The position also has responsibility for overseeing the impacts to the State's highway system due to land development. Failure to provide effective and timely responses may increase traffic congestion and diminish the Department's ability to mitigate. Failure could also result in delay or significant loss of valuable planning time or denial of State and Federal funding for transportation programs and projects.

PUBLIC AND INTERNAL CONTACTS

Has frequent contact with District management and staff. May also contact local transportation agencies, headquarters personnel, local government representatives, legislators or their representatives.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires; sufficient manual dexterity to operate a computer keyboard; the ability to sit for long periods; the ability to develop and maintain cooperative relationships; the ability to focus on difficult tasks for long periods of time. Must have the ability to multi-task, to adapt to changes in priorities, and to complete tasks or projects on short notice;

The Division requires interaction with many people. It is important that employees work with others in a cooperative manner; adjust rapidly to new situations, which warrant attention and resolution; behave in a fair and ethical manner toward others; and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at his/her base of operation, the employee will work in a climate-controlled office under artificial light. The employee may work at workstations within shared cubicles. The employee may be required to travel.

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)

SUPERVISOR (Signature)

DATE