

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Planner	OFFICE/BRANCH/SECTION 01 – Transportation Planning	
WORKING TITLE Regional Planning Liaison - North	POSITION NUMBER 901-800-4768-xxx	EFFECTIVE DATE 12/29/14

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:

Under the supervision of the Chief, Planning - North, the incumbent in learning capacity serves as the point contact between the District 1 Division of Planning and the Regional Transportation Planning Agency (RTPA) for Humboldt and Del Norte Counties. The incumbent may at times be the point contact for special assignments relating to District 1 Planning activities not limited to the geographic boundaries of Humboldt and Del Norte Counties.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Serves as the District 1 Regional Planning Liaison for Humboldt and Del Norte Counties and assists with providing support to RTPA staff. Attends monthly RTPA Technical Advisory Committee (TAC) and quarterly Social Services Technical Advisory Committee (SSTAC) meetings and reports on TAC and SSTAC decisions and actions. Learns and applies laws, regulations and policies pertaining to transportation planning and grant funded transportation programs.
25%	E	Assists in analysis of yearly draft Overall Work Program (OWP) and compiles comments from District and Headquarters staff for submittal to RTPA. Monitors OWP expenditures and informs RTPA, District and HQ staff of findings. Reviews, comments and prepares comment letters to RTPA on RTPA planning documents, such as Regional Transportation Plans (RTP's) and Bicycle Facilities Plans. Provides support to RTPA and tribal staff, including reviewing regional transportation planning documents and applications for grant-funded programs. Assist in review of documents prepared by RTPA staff – including Federal and State public transportation grant programs.
15%	E	Learns and monitors laws, regulations, policies and information pertaining to Federal, State and local tribal transportation planning activities. Arranges for annual meetings to facilitate shared information among District, RTPA and tribal managements, and prepares comprehensive minutes of the meetings to all participants. With assistance, serves to provide information and support to District 1 tribal governments on applicable State and Federal grant funded transportation programs.
15%	E	Provides transit technical assistance to the Redwood Coast Transit Authority; including providing program information related to State and Federal public transportation programs, analyzing applications for funding and making recommendations to District and HQ management; conducts on-site inspections of transit vehicles; monitors compliance with transit funding program requirements. Serves as a resource for the RTPAs and transit operators regarding administration of the State Transit Assistance Fund (STA) and Local Transportation Fund (LTF).
10%	M	Serves as Point Contact for District special projects relating to Regional Planning activities.

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.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the planning process and general practices of transportation planning; research methods and techniques. Ability to learn transportation, environmental, land use and tribal transportation planning processes; State highway planning processes; regional transportation planning process; Federal and State laws; Federal and State public transportation funding programs; and the Department's policies and procedures.

Ability to analyze proposals, plans and other planning products for completeness and content; ability to provide comprehensive technical feedback orally and in writing; ability to establish and maintain effective and cooperative working relationships with RTPA staffs, Tribal staffs, Department staff and other external partners. Ability to act independently and professionally in a variety of settings and under tight deadlines. This position requires strong verbal and written communications skills.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

If the Regional Planning Liaison/North errs in developing and maintaining an effective technical assistance process with Regional Transportation Planning Agencies and tribes, the ability of the Department to fulfill its obligation to improve mobility across California will be compromised. If errors are made in reviewing RTPA transportation and tribal planning documents and grant applications, needed services and projects may not be provided and opportunities for comprehensive planning and coordination lost. If errors are made in the analysis of transit issues or grant applications, needed public transportation services may not be provided or those that are provided may not be the most desirable.

PUBLIC AND INTERNAL CONTACTS

Frequent and comprehensive contact with regional planning partners, tribes and transit operators; and a broad range of Caltrans staff at the district, North Region and Headquarters staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for extended periods of time using a keyboard and video display terminal, or while attending meetings. Walks up and down stairwells in communicating with departmental or other division staff. Travel by car, for distances up to 160 miles one way, will be required. May be required to transport heavy boxes with outreach/technical materials to various locations throughout the District.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and monitors (keyboard use may approach or exceed 50% of the time). May require employee to work overtime during expected and/or unexpected peak workload periods. Employee will be required to travel in metropolitan and rural areas. May also be asked to travel outside the office and may be exposed to various elements of weather, such as sun, wind, snow, fog and rain.

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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
