

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Planner	03/Division of Planning and Local Assistance	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Planning Liaison/Intergovernmental Review Coordinator	903-800-4768- 008	

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 a Senior Transportation Planner, and with lead guidance from an Associate Transportation Planner, you assist in the performance of transportation planning activities, related to the Intergovernmental Review Program, Regional Planning, and System Planning components of the District's transportation planning program; including coordination of the District's review, comment, and monitoring of local development plans and project proposals which could impact the State transportation system, administration and advocacy roles for Caltrans in the regional planning process, and other staff support for a variety of activities, including Planning and Capital projects. You actively participate in multi-function and multi-agency project teams.

TYPICAL DUTIES:

Percentage	Job Description
40% E	As Local Development/Intergovernmental Review (IGR) Coordinator for assigned geographical area, assist in the coordination of the District review of local development environmental and planning documents to assess the impacts to the State transportation system and needed mitigations. Recommend which functions within the District and Headquarters should review and provide comments on those documents, and coordinate that review. As appropriate, arrange for and participate in early consultation meetings involving project proponents, local agencies, and Caltrans functional representatives. Under guidance, compile comments and prepare formal written correspondence to the appropriate lead agency. Provide follow-up contact with all lead agencies regarding the adequacy of District recommendations, and evaluate the adequacy of lead agency actions regarding the District's recommendations. Monitor and track mitigation strategies and prepare summary information for use as part of the Program Quarterly Report to Headquarters.
30% E	As Regional Planning Liaison, serve in a support role as the District lead or back-up for assigned Regional Transportation Planning Agency (RTPA), Metropolitan Planning Organization (MPO), or Congestion Management Agency (CMA). Represent the Department at RTPA, MPO, or CMA Technical Advisory Committees, governing board meetings, and other meetings. Serve on Project development teams and committees for projects located in an assigned geographical area. Act in a support role regarding the administration of the Overall Work program (OWP) for assigned RTPA or MPO, ensuring that the OWP is implemented within State guidelines. Track OWP work activities and associated expenditures. Coordinate OWP invoice review, payment and tracking. Assist in monitoring and payment of invoices on discretionary planning grants provided to local agencies. Advocate to regional and local agencies for projects and programs that serve the Department's interests and mission. Serve as a District liaison and information resource regarding transportation-planning issues in assigned counties and cities.
10% E	Develop System Planning products, in a supporting role, including the District System Management Plan, Transportation System Development Plan, Corridor System Management Plans, Transportation Corridor Concept Reports, Corridor Studies, and Special Studies.
10% E	Participates in other activities which contribute to the Department's mission and goals, including, but not limited to, participation in bicycle planning activities, transit planning activities including regional liaison work, aeronautics planning activities, air quality planning activities, the California Transportation Plan, the development and implementation of new technologies through the Intelligent Transportation Systems program, the California Transportation Investment System project, and/or the Park and Ride program.

ADA Notice

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5%	M	Provide direct assistance, participation, and input to specific major regional transportation planning projects, such as the Regional Transportation Plan, major investment studies, and other regional transportation planning activities.
5%	M	Maintain files for each project and major activity, following prescribed procedures, including written records regarding correspondence, conversations, meetings, and other information pertinent to providing adequate tracking of District actions regarding specific 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

Transportation Planners do not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: The planning process and general practices of transportation planning; research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques; the Department's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs.

Ability to: Gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work, perform all of the above and conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals.

Analytical Requirements: Awareness and sensitivity to social, economic, and environmental conditions which affect transportation planning; ability to inspire the confidence of others; ability to further the recognition of the Department as a multimodal transportation organization.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Transportation Planners work under the direction of the Senior Transportation Planner and sometimes under the lead of an Associate Transportation Planner. Depending on assignment, the Transportation Planner may work independently or under the lead of other staff. Independent decision making is limited. However, decisions that are made can have broad implications on workload and eventual impacts to the State transportation system. Therefore, such decisions can be discussed with the supervisor. Transportation Planners do not transmit formal comments from the District without the approval of their supervisor or designated alternate. Failure to get the projects completed properly with accurate cost estimates or with possible impacts to the State transportation system on a timely basis could result in project delays that would create delays through the project development process and potentially cause increased costs or the loss of the project.

PUBLIC AND INTERNAL CONTACTS

Transportation Planners independently confer with the staff of local agencies (e.g.; cities and counties), consultants, and other Caltrans staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will interact with various levels within Caltrans employee, public and private sections. The employee must work well with others in a cooperative manner, while creating a work environment that encourages thinking and innovation. The employee must be flexible to organize and prioritize workload for the Branch; to be open to change and new information; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The employee must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The employee must sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings. The employee must be congenial

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and tactful when dealing with others and must have the ability to develop and maintain cooperative working relationships. The employee may be required to sit for long periods using a keyboard and video display terminal. They may also be required to move large or cumbersome plans.

WORK ENVIRONMENT

The work environment can be fast-paced and may require flexibility in managing time, priorities and assignments. At times workload may be demanding. While at their base of operation, employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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