

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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

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 under the lead of an Associate Transportation Planner, the incumbent assist in the development of key System Planning Program products, particularly the Transportation Concept Reports (TCRs). The incumbent also provide other support services as needed for other District Planning Program components, such as Regional Planning, Intergovernmental Review (IGR), Goods Movement and Freight Planning, Project Initiation Document (PID) Work Program, and Capital Projects.

TYPICAL DUTIES:

Percentage	Job Description
40% E	With lead guidance, develop System Planning products using approved formats, including, but not limited to, the District System Management and Development Plan, Transportation System Development Plan, Corridor System Management Plans, Transportation Concept Reports, Corridor Studies, Goods Movement Plan, and Special Studies. Development and implementation of System Planning products requires coordination with all cities, counties, transit agencies, sales tax authorities, regional transportation planning agencies (RTPAs), metropolitan planning organizations (MPOs), the California Transportation Commission (CTC), and internal Caltrans stakeholders (D3, HQ, D4, etc). This includes, but is not limited to coordination with internal and external stakeholders in preparation of the many reports and documents necessary to bring System Planning products to fruition. Position requires significant amount of writing, often with short deadlines. Promote transit as an alternative mode, including the development by Caltrans and its local partners of transit systems, transit support facilities, and consideration of transit use during project scoping (for example, project initiation documents), and land use planning, which encourages transit use for State highways, including passenger rail service. Incorporate livable community principles in all work, including encouraging local agencies to also consider and incorporate livable community principles into their planning and project development activities. Work cooperatively with Project Managers to insure project delivery. Participate on Project Development Teams for all major projects relating to System Planning. Participates in activities which contribute to the Department's mission and goals, including, but not limited to, participation in the California Transportation Investment System project, the development and implementation of new technologies through the Intelligent Transportation Systems program, bicycle planning activities, aeronautics planning activities, air quality planning, and the Park and Ride program.
30% E	Under guidance, develop, maintain, and periodically circulate to key staff work plans, means coordinating with other Caltrans' staff who provide information for System Planning products to make sure we are on schedule for delivery. Key staff include the GIS coordinator for maps, OTFM for travel forecast data, Regional Planning for updated RTP project list, IGR for pending development, and Traffic Operations for traffic analysis for the delivery of System Planning products, showing the key milestone delivery dates, and prepare any quarterly reports required by Headquarters within the specified time frames; organize and conduct "kick-off" meetings, means meeting with the various Caltrans' functions at the start of System Planning study (i.e. DSMP, TSDP, TCR, CSMP, or GMP). These kick-off meetings are similar to a Project Development Team meeting to ensure we study and analyze all issues along a corridor. Each Caltrans' function (i.e. R/W, Environmental, Traffic Operations, Design, Maintenance, & Project Management) has special knowledge along a corridor, which we try and address up front, so that we may plan resources and

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work load accordingly, when starting or performing major updates of System Planning products; coordinate the internal and external review process for draft System Planning products, including the maintenance of summary spreadsheets showing the disposition of all comments received on each draft System Planning product update; 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; and maintain an accurate and current System Planning web site on both the intranet and internet, in coordination with the Division web-master and other involved staff.

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| 20% | E | Participate in other activities which contribute to the Department's mission and goals, including, but not limited to, transit planning activities, regional liaison work, aeronautics planning activities, air quality/climate change planning activities, the development and implementation of new technologies through the Intelligent Transportation Systems program, the California Transportation Plan, bicycle and Complete Streets planning, goods movement and freight planning, Native American coordination, internet and intranet web pages update and maintenance activities, the District 3 Project Initiation Document program, and/or the Park and Ride program. |
| 5% | E | Provide direct assistance, participation, and input to specific major regional transportation planning projects, such as the Regional Transportation Plan, Overall Work Plan, major investment studies, and other regional transportation planning activities. |
| 5% | M | Develop maps using GIS for inclusion into System Planning products. |

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: 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; and 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; and evaluate general planning proposals.

Analytical: 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.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Transportation Planners do not transmit formal comments from the District without the approval of their supervisor. Transportation Planners represent Caltrans when communicating with our local transportation partners. Such representation often must occur without the opportunity to consult with your supervisor.

Failure to properly complete assigned tasks could result in project delays that might 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

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may have to occasionally travel to offices and field locations throughout District 3.

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