

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE TRANSPORTATION PLANNER	OFFICE/BRANCH/SECTION OFFICE OF TRANSIT & COMMUNITY PLANNING	
WORKING TITLE TRANSPORTATION PLANNER	POSITION NUMBER 904-111-4768-XXX	EFFECTIVE DATE 03/16/2015

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 direction of a Senior Transportation Planner, the Transportation Planner assists in the solicitation, review, and monitoring of Sustainable Transportation Planning Grant Program project proposals; the development and monitoring of consultant service requests for Planning Public Engagement Contract efforts; the analysis of pedestrian and bicycle transportation issues and measures to reduce regional vehicle miles traveled in Caltrans corridor plans, Caltrans and private development projects, and local land use and transportation plans; and other planning activities as required by the District.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	<p>Assist with the soliciting, review, and monitoring of Sustainable Transportation Planning Grant projects.</p> <p>During the grant solicitation cycle, the incumbent assists local agencies in the development of their Caltrans Sustainable Transportation Planning Program grant proposals and participates in the review and evaluation of the proposals received by the District. The incumbent will assist with project management/contract management for one or more projects which are awarded to the District. In that capacity, he/she will be the primary district contact person with the local agency awarded the contract and will assist with the development of the fund transfer agreement, monitoring of all the project-related work performed by the agency, and reviewing invoices to ensure compliance with the contract agreement.</p>
40%	E	<p>Assist with analysis of pedestrian and bicycle transportation issues and measures to reduce regional vehicle miles traveled in Caltrans and local plans and projects.</p> <p>The incumbent will review Caltrans corridor plans and corridor concept reports, Caltrans oversight and in-house projects, local agency plans, and private development proposals. The incumbent will also attend technical advisory committee and project development team meetings related to these plans and projects. Through these reviews and meeting attendance, the incumbent will assist in recommending strategies to address pedestrian and bicyclist needs and measures to reduce regional vehicle miles traveled. The incumbent will also assist in coordinating the District review of locally-sponsored complete street and main street concept plans for locations on the State Highway System, including gathering and compiling comments from internal functional reviewers and developing comments for the Office of Transit and Community Planning.</p>
10%	E	<p>Assist with the development and monitoring of Planning Public Engagement Contract service requests.</p> <p>The incumbent will coordinate with the Headquarters Office of Sustainable Community Planning as well as other District planning offices in the development of service requests for District 4 Planning Public Engagement Contract consultant services. The incumbent will monitor the efforts of each service request in coordination with the particular planning office requesting the consultant assistance. This will involve the review of consultant invoices to ensure that the work is being carried out effectively and properly. This may also involve participation in the consultant's outreach efforts.</p>

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10% M Miscellaneous

The incumbent will be asked to prepare portions of the Community Planning Quarterly Report, to attend regional sustainability meetings, or to develop other 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. Incumbent receives directions/instructions from a Senior Transportation Planner and may work in close contact with Associate Transportation Planners in the branch on some efforts. Reports are given to the supervisor or the lead worker as the work progresses.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must analytically apply planning techniques: evaluate applications, requests, and project grant and Public Engagement Contract consultant invoice submittals; adapt program requirements and procedures to individual project needs; and represent and discuss project proposals with District personnel. Incumbent must apply planning techniques to the review of in-house or private development projects, as well as work out solutions to problems for which there may be no clear policy direction.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must have knowledge of the planning process and general practices of transportation planning, familiarity with the concepts and terminology relating to transportation planning and Community Planning/Public Participation. Knowledge of Federal and State laws and regulations relating to transportation planning is required, including a general awareness of the requirements of the California Environmental Quality Act and National Environmental Policy Act. The incumbent must be able to conduct studies related to transportation planning, analyze problems and develop appropriate solutions, recommend effective courses of action and evaluate general planning proposals. The incumbent should be able to perform a Project Manager/Contract Manager role in regard to the Sustainable Transportation Planning Grant projects awarded to the District and the role of Service Request Manager for the Planning Public Engagement Contract efforts.

PUBLIC AND INTERNAL CONTACTS

Incumbent has frequent contacts with others in the Department, occasionally up to the Division Chief level.

Staff members of other local agencies as well as members of community groups and the public are contacted throughout the Sustainable Transportation Planning Grant and Planning Public Engagement Contract processes. Interagency and interpersonal coordination skills and abilities are needed to perform this role.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Occasionally extra hours may be required for unusual demands, e.g., shortage of help, reports due, public meeting times, or evaluation of project sites. Attendance at evening or weekend meetings may be required on an average of once per quarter. Overnight travel may be required for statewide meetings or training on an average of once per year.

WORK ENVIRONMENT

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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.)

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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