

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Planner	OFFICE/BRANCH/SECTION Office of System and Regional Planning, SP Branch	
WORKING TITLE Transportation Planner	POSITION NUMBER 904-121-4768	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 direction of a Senior Transportation Planner, the incumbent will perform a wide variety of transportation planning tasks and activities related to District 4's System Planning program. The incumbent will mainly be responsible for assisting in the development and coordination of long-range System Planning documents for the State Highway System including writing, researching and communicating various elements of these reports.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% E	SYSTEM PLANNING: The primary responsibility is to assist with the Department's preparation of long-range System Planning documents. This includes a supporting role in the development of Transportation Concept Reports (TCRs). The incumbent will research and communicate numerous elements of these System Planning products. Specific elements include: Route significance, surrounding land use, environmental context, multi-modal network, travel demand, highway operations, and applicable State and local plans and policies with respect to the movement of both people and goods. Under supervision, the incumbent takes on a supportive role in the promotion of System Planning documents including routing and presenting completed work to internal functional units as well as external partner agencies for their review and comment. Research and follow-up tasks including stakeholder coordination may also be required of the incumbent.
20% E	LOCAL AGENCY PLANNING REPRESENTATION: The incumbent represents the Department at County Congestion Management Agency (CMA) meetings including Technical Advisory Committees and other forums related to local agency Transportation Planning efforts. Duties include, but are not limited to, the following: <ul style="list-style-type: none"> • Providing data and assistance to local agencies on a variety of Transportation Planning issues; • Coordinating the Department's participation in local corridor study efforts, including working with Program/Project Management, Headquarters Modal Programs, Environmental, Highway Operations and Safety, Design and other internal functional units; • Input to monthly CMA meetings, review of agendas and dissemination of information to internal Caltrans units, supervisors and managers; • Representing the Office of System & Regional Planning at interdisciplinary Project Development Team meetings.
15% E	TRANSPORTATION SYSTEM ANALYSIS: The incumbent will assist the review of internal and external Planning and Project Development documents critical to continued improvement of the State Highway System (SHS), such as Project Study Reports, Project Reports, and Corridor Plans and other Feasibility Studies. Incumbent may also assist in the collection of data and analysis relating to the decertification of existing right-of-way and relinquishment of certain routes on the SHS.
15% M	GENERAL TRANSPORTATION PLANNING ACTIVITIES: The incumbent will respond to information requests from Caltrans functional units and external agencies. Aid in research and development of data for in-house Planning studies or grant proposals. Assist with special projects and studies involving gathering, analyzing and reporting of information concerning Transportation Planning issues.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position has no supervisory responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Understanding of the Department's Mission and Goals and the objectives of State Transportation Planning and programs.

Knowledge of the Transportation Planning process in general and in California in particular.

Knowledge of and experience with data gathering, analysis, and presentation; ability to identify and describe problems, develop appropriate solutions and/or recommend effective courses of action.

Knowledge of computer software for the analysis, compilation and presentation of information; in particular the ability to work with Microsoft Word, Excel and PowerPoint. Knowledge of ArcView/GIS software and multi-modal analysis tools is desirable, but not a requirement. Caltrans uses Microsoft Windows-based computer systems.

Ability to write clearly and develop creative formats to present and display information in a complete and professional manner.

Ability to work well with others and maintain professional and cooperative working relationships. The incumbent must be able communicate, verbally and in writing, with internal and external individuals and groups, including the public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error in judgment may require work to be redone thereby compromising timely delivery of products. Errors in judgment or poorly developed documentation could result in the development of flawed scenarios or presenting the Department in a negative light. This in turn could result in inefficient expenditure of public funds and a failure to develop an efficient and a safe multi-modal transportation system consistent with the Mission and Goals of the agency.

PUBLIC AND INTERNAL CONTACTS

Public: Incumbent will be expected to maintain amiable and effective working relationships with staff from federal, State, regional, county, and local agencies as well as the public and shall conduct him/herself in a manner that does not embarrass or negatively impact the Department.

Internal: Incumbent will be in regular contact with staff of other District functional units, other Caltrans Districts and Headquarters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Awareness of and sensitivity to social, economic and environmental conditions which affect Transportation Planning.

Ability to further the recognition of the Department as a multi-modal transportation organization.

Must be able to deal effectively with multiple assignments and maintain focus under the pressure of providing Transportation Planning assistance with limited time or advance notice.

WORK ENVIRONMENT

The employee will work in a climate-controlled office under artificial and natural lighting while extensively using computers. Due to occasional problems with the heating and air conditioning, the building temperature may fluctuate. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m although, occasionally the incumbent will need to work later. Intermittent travel for work related activities or training opportunities is required.

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)

KANG TANG

SUPERVISOR (Signature)

DATE