STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Planner	Office of Transit and Community Planning, LD-IGR Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
LD-IGR Coordinator		

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 general direction of a Senior Transportation Planner, the incumbent within the Local Development/ Intergovernmental Review Program (LD-IGR) in District 4 is responsible for coordinating the review of environmental documents and plans for local development projects to assess impacts to the State Highway System (SHS) and work with lead agencies to ensure these impacts are mitigated. Occasional travel is required.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	The LD/IGR coordinator assists with the coordination and provides oversight for the review of local development project proposals that may have impacts on the SHS. The documents for these proposals may include, state or federal environmental documents, traffic impact studies, tentative maps, general plans, etc. Ensures that project proposals are sufficiently analyzed and mitigated in order to negate possible adverse effects that local development may have on the SHS. Prepares formal written comments to lead agencies. Helps arrange and attends early scoping meetings.
20%	E	Works with staff from appropriate public agencies and the consultant community to discuss Caltrans' concerns with project proposals and explain Caltrans written comments. May assist with verbal and/or written presentations of recommendations, strategies or documents.
20%	E	Meet and confer with other District staff to develop a technically based, cross functional consensus to help articulate Caltrans' concerns regarding local development projects.
10%	M	Assists in managing enormous volume of data generated by LD/IGR activity. Provides general branch support, including training, working on special studies and data collection.

[1]ESSENTIAL 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

This position has no supervisory responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the primary Mission, Vision and Goals of Caltrans, basic knowledge of the transportation planning process and methods; basic understanding of traffic and project development engineering principles and traffic operations. Basic understanding of land use planning procedures and related laws and guidelines, including the preparation of local general plans. Ability to communicate effectively in oral and written form.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors could result in the loss of credibility to Caltrans if local agencies are not notified on schedule of potential adverse impacts of proposed projects to the SHS. This could result in delays to the local development projects or failure to have necessary mitigation measures to protect the SHS included in these projects.

PUBLIC AND INTERNAL CONTACTS

Participates in meetings with State, regional and local agencies, planning commissions and the general public on interests relating to the scope and content of the District's LD-IGR program.

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

There is also significant contact with other branches within the District, as well as Headquarters on a broad range of planning issues related to LD-IGR.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Desirable Qualifications: Awareness and sensitivity to social, economic and environmental conditions that affect transportation planning; the ability to inspire the confidence of partners; and the ability to further the recognition of Caltrans as a multimodal transportation organization.

WORK ENVIRONMENT

The incumbent will primarily work in a climate controlled office under artificial lighting. Extensive computer usage is required. Travel both within and outside the District is required when attending meetings.

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