

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Planner	OFFICE/BRANCH/SECTION Division of Transportation Planning & Local Assistance (D5)	
WORKING TITLE Transportation Planner	POSITION NUMBER 905-800-4721-XXX	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:**

In the District 5 Transportation Planning Branch (North) the Transportation Planner (TP) works at the entry level under the direction of the Senior Transportation Planner (STP). The incumbent works independently on the more complex transportation planning tasks, products, projects and programs. This work is subject to a variety of federal and state regulations; in cooperation/partnership with federal, state, local agencies and the general public.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
45% E	<p><b>System &amp; Active Transportation Planning Duties</b></p> <p>Assist with the updating and maintaining the system planning documents including but not limited to, Transportation Concepts Reports (TCR's), Access Management, and the Corridor System Management Plans (CSMP's) for State Highway Routes in District 5. Coordinates with all Caltrans Divisions at the District and HQ levels, and local agencies regarding consistency with existing Caltrans and local planning documents. The incumbent may be required to assist with and/or prepare multi-media presentations to external agency staff and board members in order to achieve acceptance for system planning documents with transportation partner agencies.</p> <p>Incumbent will assist with preparing system plans of transportation facilities and services including highways, aviation, public transportation, and non-motorized travel modes.</p> <p>The incumbent may assist with preparing transportation studies for the development of transportation systems of all modes; participate in policy development and implementation; analyze proposed policies from other government agencies; develop and analyze legislation related to transportation; propose, perform, and evaluate transportation planning research; monitor and certify the regional transportation planning process for conformance with State and Federal requirements; provide Transportation Planning expertise to Federal, State, regional, local agencies, and transit operators to carry out the transportation planning process; develop, administer, and monitor consultant contracts and grant programs; promote and support alternative modes of transportation including public transportation and ride-sharing; perform program management function of the State Transportation Improvement Program; participate as a departmental representative on transportation planning issues at inter- or intra-departmental meetings and public or private meetings and hearings; and do other related work.</p> <p>The incumbent will support Associate and Senior staff with active transportation related issues with partner and local agencies to influence multi-modal (with emphasis on active transportation modes) needs on the State Highway System and reflect those needs in the regional planning documents. Will support the coordinating and reviewing statewide active transportation planning documents including but not limited to the, Bike Mobility Plan with input from the District and regional partners. The incumbent will be required to prepare quarterly reporting documents to the HQ Office of Freight &amp; System Planning on the workload products produced in the District. Incumbent will be responsible for coordinating the District's efforts and input into our active modes advisory groups, RTPAs/MPOs staff and boards on issues as they relate to active mode mobility at the regional and statewide level.</p>

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- 35% E Regional Planning Duties  
Incumbent will assist with the coordination of the Overall Work Plan (OWP), RTPA/MPO liaison, and RTP Coordination. The following are the major tasks that will be supported by an entry-level (all though not limited) for a Regional Planner:
- Coordinating with RTPA/MPO staff, Caltrans District staff, and Caltrans HQ's staff the review, compiling of comments, and subsequent approval of the OWP is a primary responsibility under this duty.
  - Annual coordination and preparation of comment letters, correspondence with FHWA/FTA and participation in the multi-agency review meetings.
  - Preparation and transmission of Quarterly progress reports to Caltrans HQ's & FHWA.
  - Administration of the request for reimbursements with District and HQ's staff.
  - Create and maintain a database of billings and/or carryover for PL funds, 5303 and Community Planning Grants. This includes verification of carry over amounts and coordination of agency signatures of reconciliation correspondence with Caltrans HQ's.
  - Process and administer periodic formal and informal OWP amendments.
  - Member of the Technical Advisory Committee for the RTPA.
  - Assist District 5 functional units with information regarding the RTPA and MPO.
  - Pre- and post- review/analysis of the board agenda packet and prepare a summary of the agenda items that are relevant to Caltrans. Identify any potential issues/concerns, and summarize any issues that were identified during an earlier session of the Technical Advisory Committee (TAC) meetings to management and other interested Caltrans staff.
  - Research and follow-up on questions, actions, or items requested of Caltrans and coordinate with appropriate Caltrans staff.
- 20% M Community Planning & Inter-governmental Review  
The incumbent will support and assist with advocating that the State Highway System needs are reflected in local general plans that are being developed by local agencies and be willing to attend public hearings and workshops on general plan updates and present testimony. Follow-up with external stakeholders on concerns regarding transportation in the general plan update process. In partnership with District Development Review staff, the incumbent may assist in the review of specific plans and specific development proposals. Community planning duties may also consist of assisting staff with the administration and coordination of the District's Transportation Planning Grant Programs and the Transit Grant programs through the Federal Transit programs.

<sup>1</sup>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.

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## SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Incumbent works under the supervision of a Senior Transportation Planner and is expected to work at a learner capacity, independently and with minimal supervision. May assist the senior transportation planner in assigning duties and mentoring student assistants.

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have basic knowledge of land use principles, general plan development, and transportation planning. Must have excellent writing abilities and be able and willing to produce deliverables and meet agreed upon project milestones. The ATP must have the ability to work independently and with interdisciplinary teams composed of Caltrans staff, local agency staff and consultants. Must have working knowledge of most Microsoft Office software such as MSWord, Excel, and PowerPoint. A basic knowledge of GIS (ArcView and ArcInfo) is highly desirable.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of error could be significant in terms of adversely affecting the Department's credibility and standing in the community, particularly with local community leaders and elected officials. Additionally, project delays could adversely effect funding and the capital program.

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## PUBLIC AND INTERNAL CONTACTS

The position requires regular contact with appropriate District and Headquarters functions in addition to local agency

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staff, decision-makers and consultants. Routinely assist in coordinating and communicating with local government agencies, various State and Federal agencies, community-based organizations (CBO's) and the general public. May be required to report on all contacts and tentative schedules for public information meetings, public hearings and individual meetings with these entities.

## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to work under stressful situations, both inside and outside the office setting and may require the skills and abilities to respond to irate individuals. The incumbent is expected to accept personal responsibility for successfully meeting delivery milestones and exercise sound, professional judgement and tact. There is also an expectation that all employees will report to work on time, treat others with respect, honesty, and fairness. The incumbent is also expected to be somewhat flexible as assignments and duties can change over time. Also, occasional overtime may be required to meet the operational needs of the Division and the Department.

## WORK ENVIRONMENT

The employee will primarily be required to work in a professional office setting that is climate controlled with both natural and artificial light. Some fieldwork may be required that will involve various terrain. It is also expected that the employee might be required to attend off-site meetings, hearings, and training, which may include some overnight travel.

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)

Brandy K. Rider

SUPERVISOR (Signature)

DATE