

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Planner	District 8/Intergovernmental Review and Regional Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Planner	908-800-4768-XXX	

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 the Chief of Intergovernmental Review, Community and Regional Planning, a Senior Transportation Planner, the incumbent provides technical oversight of Local Development - Intergovernmental Review (IGR), may assist in evaluation of Regional Planning Transportation Grants, and may monitor Regional Planning activity.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Review land development proposals and identify transportation facility and service improvements needed for existing and planned developments. Identify and assess potential impacts to the State Highways System. Recommend measures that avoid or adequately mitigate impacts.
30%	E	Prepare correspondence and coordinate meetings with local planning agencies, developers and their consultants. Provide mitigation information based on CEQA mitigation requirements.
10%	M	May assist with the initial evaluation and day to day administration of Regional Transportation Planning Grants.
10%	M	May represent the Department at various ongoing meetings of regional transportation planning stakeholders.

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

Must have knowledge of the planning process and general practices of transportation, environmental, and land use planning principles and practices.

Must be able to communicate well orally and in writing; have the ability to work effectively with others within and outside the Department in achieving goals and objectives.

Must have the ability to work with a wide range of multi disciplined data including legislative, socioeconomic, traffic, and environmental data. The applicant must also have ability to analyze a wide range of transportation and land data to propose solutions and evaluate alternatives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position has a major responsibility for helping to ensure that the principles of the State Planning Program are carried out in accordance with the Department's Mission, State and Federal Laws. The position also has responsibility for overseeing the impacts to the State's Highway System due to land development. Failure to provide effective and timely responses may increase traffic congestion and diminish the Department's ability to mitigate impacts.

PUBLIC AND INTERNAL CONTACTS

Has frequent contact with District management and staff. May also contact private developers, professional consultants, local transportation agencies, headquarters, local government representatives, legislators or their representatives.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires sufficient manual dexterity to operate a computer keyboard, the ability to sit for long periods, the ability to develop and maintain cooperative relationships; the ability to focus on difficult tasks for long periods of time. Must have the ability to multi task, to adapt to changes in priorities and to complete tasks or projects on short notice.

The Division requires interaction with many people. It is important that employees work with others in a cooperative manner, adjust rapidly to new situations which warrant attention and resolution. Employees may work at workstations within a semi private cubicle. Employee may be required to travel.

WORK ENVIRONMENT

While at his/her base of operation, the employee will work in a climate-controlled office under artificial light. The employee may work at work stations within shared cubicles. The employee may be required to 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)

SUPERVISOR (Signature)

DATE