

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
TRANSPORTATION PLANNER	Planning and Local Assistance/Freight & System Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
TRANSPORTATION PLANNER	908-802-4768-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the direction of a Senior Transportation Planner, the Office Chief of System and Freight Planning, the Transportation Planner will perform activities in System and Freight Planning programs with various degrees of involvement in the analysis of economic, geographic, demographic and social factors relating to local development and its impact on the transportation system. Performs transportation planning work of average difficulty and assists in conducting studies relating to:

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
65%	E	Transportation Concept Reports – Incumbent will assist in the preparation of transportation concept reports including the gathering and analysis of data to evaluate the existing and future transportation system to determine capacity improvements and multi-modal improvement strategies and in the preparation of the resulting reports.
10%	E	Transportation Corridor Studies/Reports and District System Management Plan – Incumbent will research and analyze data for inclusion in multi-modal alternative analysis, corridor and transportation planning studies and reports. Writes and prepares less complex portions for various studies and reports. Assists with preparation of short and long-range transportation plans for the development of inter-modal transportation systems for the interconnected movement of people, goods, information, and services. Assists with the research and analysis of, and report preparation on inter-regional planning issues such as corridor studies that traverse district boundaries.
10%	E	Transportation System Development Plan – Incumbent will assist in the identification of and preparation of reports on recommended transportation system improvements for inclusion into the State Transportation Interregional Improvement Program.
5%	M	Transportation Plan Integration - Incumbent will assist in efforts with local jurisdictions and groups to develop procedures to insure that transportation plans are integrated with plans for the overall development of local jurisdictions and regions.
5%	M	Transportation Study and Plan Review - Incumbent will review transportation studies and plans for consistency with the System and Freight Planning reports and goals.
5%	M	Traffic Surveys, Vehicle Occupancy Counts, Collecting Traffic Data - Incumbent will participate in field studies performing vehicle counts vehicle classification, surveys, occupancy studies and highway performance monitoring.

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

Knowledge of transportation planning processes and principles, data analysis techniques, understanding of transportation mitigation financing, database management proficiency, and thorough writing skills.

ADA Notice

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Must be able to assess and document the impacts of development on the transportation system and evaluate the effectiveness of traffic mitigation measures.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position has a major responsibility for helping to ensure that the principles and practices of the State Planning Program are carried out in accordance with the Department's mission and federal and state laws. Failure could result in delay or significant loss of valuable planning time or denial of State and Federal funding for transportation programs and projects.

PUBLIC AND INTERNAL CONTACTS

This position requires regular contact with appropriate District and Headquarters functions. The Transportation Planner will also routinely assist in coordinating and communicating with local governmental agencies, other state/federal agencies, elected officials, community-based organizations, and the general public. The employee will report on all contacts and tentative schedules for public information meetings, public hearings and individual meetings with these entities.

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; behave in a fair and ethical manner toward others; and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at his/her base of operation, employee will work in a climate-controlled office under artificial light. Employee may work at workstations within shared cubicles. 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