

CALIFORNIA DEPARTMENT OF TRANSPORTATION POSITION DUTY STATEMENT

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Planner	Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Planner		March 30, 2015

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. Your efforts are important to each member of the Caltrans team, as well as the public we serve.

GENERAL STATEMENT:

Under the supervision and direction of a Senior Transportation Planner or the lead of an Associate Transportation Planner, the Transportation Planner (TP) in this position provides functional support for the Metropolitan Planning branch, which includes Local Development/Intergovernmental Review (LD/IGR), Transit/Community and Regional Planning activities. As such the person in this position will directly assist local agencies by providing technical assistance, support and coordination for both internal and external transportation partners. The TP in this position will also prepare GIS Maps and data bases of the various planning projects for tracking and reporting.

The person in this position will at times assist local transit and planning agencies in their applications and administration of Transportation and Planning Grant activities. The TP will work with the Associate Transportation Planner to coordinate and administer the grant programs. The TP may also serve as a liaison to local agencies and headquarters as needed.

The person in this position will attend various meetings and interacting with staff and officials from various District Offices and other public agencies.

TYPICAL DUTIES:

<u>Percentage</u> <i>Essential (E) / Marginal (M)</i>	<u>Job Description</u>
40%(E)	LD/IGR- Assist in coordination and review of documents submitted for local land development entitlements to determine the projects impacts to the State highway system operation and infrastructure. Coordinate and attend meetings with developers, consultants local government agency representatives as well as various members of the Caltrans team such as Traffic Operations, Project Management, Travel Forecasting, Encroachment Permits, Environmental and other LD/IGR planners, to discuss the various development projects submitted for review. Review various types of related data such as archived files, GIS and survey maps, TCRs/PSRs and other planning documents and reports to assist the review team has adequate information about the project. Prepare comment letters and correspondence upon project reviews. Prepares and inputs information into a data base and creates GIS maps for project tracking and reports. Prepares various reports as required and creates and manages project files to insure accurate records are maintained.
30%(E)	Regional Planning - Attending various meetings as necessary, work both independently and cooperatively with District staff to be responsive to requests

for information to assist local partner agencies. As a Regional Planner the person must work closely with various local agencies such as the Metropolitan Planning Organizations on various plans such as the Overall Work Programs, Regional Transportation Plans, etc and attend meetings both those planned and spontaneous with other staff as well as representatives from other agencies and the public. Prepares comment letters for/on behalf the Senior Transportation Planner. Prepares various reports and creates and manages project files to insure accurate records are maintained.

20%(E)

Transit/Community Planning - Provides assistance and support to the local agencies and headquarters, coordinates and monitors grant activities, process invoice documents and ensures consistency with current guidelines and procedures. Attends meetings as needed and prepares correspondence letters and reports for the Senior Transportation Planner. Manages project files and records.

10% (M)

Serve as a member of a various teams or committees for special planning projects and activities. This includes assisting by collecting and analyzing data, preparing reports and administering various records, files, maps and other related documents.

SUPERVISION EXERCISED OVER OTHERS

The incumbent in this position is not a supervisory or lead position.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: The position requires a broad understanding of the transportation, environmental and land use planning process and related statutes. The person in this position should also have the knowledge and ability to create GIS maps and data bases.

Abilities and Analytical Skills: The position requires the ability to work independently and cooperatively with other staff; to, compile, analyze and interpret data and reports; must be able to use reasoning skills and analyze projects and situations. The position requires the skill to develop formats to present data effectively; must use a variety of analytical techniques to propose solutions to or provide information regarding planning and transportation problems.

The position requires excellent communication skills both verbally and in writing and must be able to develop and present ideas effectively; must work well with others as an interdisciplinary team member; and establish and maintain effective and cooperative working relationships with those contacted during the course of the work. In addition, the incumbent in this position must have a strong working knowledge of Lotus Notes, Word, Excel and GIS computer applications.

CONSEQUENCE OF ERROR

Errors in Transportation planning activities could result in inaccurate and inappropriate statements and positions being taken by the Department as a responsible agency under the State and local land use planning laws. Failure to perform in a professional manner and provide accurate comments and information could result in a loss of time and money with regard to the development of a project. This could deteriorate the relationship between Caltrans and other State, local government agencies and private sector.

PUBLIC AND INTERNAL CONTACTS

Frequent contacts and coordination are required with personnel and officials from various Caltrans, state and local government agencies as well as developers and private planning consultants.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting utilizing various types of office equipment such as computers, keyboards printers, copiers, scanners fax machines. Employees may also be required to attend meetings in various locations or travel for special assignments, meetings or route reviews. Some of these meetings may be before or after regular business hours or during inclement weather conditions. Employees may be required to work outside perform project field and site reviews during varying seasonal conditions while following Caltrans Safety requirements. Employees may also need to attend trainings that require overnight travel within the state.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent in this position will utilize computers and other office equipment as needed to complete the above listed duties. The incumbent will be required to interact with district staff, members of government agencies as well as the general public in a professional manner at all times. The incumbent must be capable of managing multiple projects which may be very different from each other. The incumbent must be capable of dealing with the stress and pressure to respond appropriately to deadlines. The incumbent must have the mental capacity to prioritize workload to insure deadlines are met as failure to respond in a timely manner may be very crucial and could result in financial loss to the state, local agencies or general public. The incumbent must be capable of controlling personal emotions while completing their work and maintain a professional manner.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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 -

DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR -Tom Dumas

DATE