STATE OF CALIFORNIA·DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Planner	District 10 Rural Planning	
WORKING TITLE	**POSITION NUMBER**	**EFFECTIVE DATE**
Transportation Planner		July 3, 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.

GENERAL STATEMENT:

Under the supervision of a Senior Transportation Planner (STP) or the lead of an Associate Transportation Planner (ATP), the incumbent serves as a team member for the Rural Planning and Metropolitan Planning Branches, which provide Intergovernmental Review (IGR) and Regional, Community, and Transit Planning services. The incumbent Transportation Planner (TP) will provide technical assistance, support, and coordination for transportation planning projects for both internal and external transportation partners.

TYPICAL DUTIES:

Percentage *Essential (E) / Marginal (M)*	Job Description
35% (E)	Under STP supervision or with ATP lead direction, assist with review of documents and coordination of review by internal branches for land use projects submitted for Intergovernmental Review to determine the projects' impacts to the State Highway System. Consult planning resources such as right of way maps, GIS tools, Transportation Concept Reports, and previous files to inform review by functional units within Caltrans such as Traffic Operations, Travel Forecasting, Environmental, Encroachment Permits, and System Planning. Use comments from functional units to prepare response letters for STP signature and distribution to Lead Agency contacts. Conduct and attend meetings with other staff as well as representatives from outside agencies and private developers. Maintain databases and complete project files; prepare reports.
35%(E)	Under STP supervision or with ATP lead direction, assist with review of and comment on the development of Regional Transportation Planning Agencies' Overall Work Programs (OPWs) and Regional Transportation Plans (RTPs). Closely coordinate, administer and monitor the regional transportation planning process with both internal and external transportation planning partners and meet all timelines for reporting, invoicing, amendments, contracts, etc. Act as a liaison between local agencies, the District and Headquarters. Work cooperatively with District

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	staff to be responsive to requests for information to assist local partner agencies and stakeholders; ensure good customer service.
25% (E)	Under STP supervision or with ATP lead direction, provide transit and transportation planning grant management and support to local agencies and Headquarters. Participate in the District grant application evaluation process. Monitor grant activities, process invoice reimbursements, and provide guidance and assistance to local agencies to ensure consistency with current guidelines and procedures. Attend workshops and disseminate grant program information and guidance. Ensure timely execution of contracts, reporting and invoicing.
5% (M)	Create or assist in the development and utilization of a database and tracking system for planning documents. Serve as a member of 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.

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 is not a supervisory or lead position.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge reflecting an understanding of the transportation, environmental, and land use planning process and related statues is required. Knowledge of the processes utilized by Caltrans in the planning of highways and highway improvements is also necessary to effectively understand and communicate with staff of various levels within and outside Caltrans.

Abilities and Analytical skills: The TP is required to work independently and work effectively with others as an interdisciplinary team member, including maintaining effective and cooperative working relationships with those contacted during the course of the work. The TP must be able to review, comprehend, compile, analyze and interpret data and reports; reason basically and creatively; develop formats to present and display comments and data effectively; use a variety of analytical techniques to propose solutions to or provide information regarding planning and transportation problems; develop and evaluate alternatives; and present ideas effectively orally and in writing. In addition, the incumbent in this position must have a working knowledge of Outlook, Word, and Excel computer applications.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES 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. The incumbent must be helpful and assist others in the department as needed to provide customer support.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent in this position will be required to work at computer stations throughout the day as needed to complete the above listed duties. The may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees will be required to traverse the District compound to discuss projects with staff in other buildings. This may be necessary during inclement weather conditions. Employees may also be required to travel for special assignments, meetings or route reviews some of which may be before or after regular business hours or inclement weather. Employees may be required to work outside to perform project field and site reviews during varying seasonal conditions.

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)

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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

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