STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Planner	District 11/Planning Division	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Planner	911-820-4768-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 close supervision of a Senior Transportation Planner (Branch Manager), the Transportation Planner performs at the first working level the less responsible and complex data for various transportation planning studies and reports. In a learner capacity, the incumbent prepares plans for transportation systems and researches and analyzes data for long-range transportation studies.

The incumbent may be rotated to another Transportation Planner position within the district to gain variety and depth of experience.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
25%	E	As part of the interdisciplinary team, incumbent gathers, compiles, and assists in analyzing data for inclusion in multi-modal alternative analysis, corridor and transportation planning studies and reports. Drafts portions of various studies, reports, and presentations. Incumbent scrutinizes intricate transportation data to recommend performance measures. Composes portions of transportation planning and engineering documents. Extracts and evaluates traffic data, demographic data, and data supplied by consultants for project reports. Incumbent contributes to the development of short and long range multi-modal transportation plans for the interconnected movement of people, goods, information and services. Produces displays of data to visually demonstrate findings and recommendations for management review. Uses and applies data and analytic results from regional transportation models and/or geospatial information systems for planning and capital projects.
15%	E	Incumbent participates in statewide and regional growth management activities impacting the State highway system, other modes of transport and land use/transportation interconnectivity.
15%	E	Incumbent serves on Project Development Teams, Value Analysis teams and other project coordination efforts to assist in clearly defining branch support capabilities. Incumbent delivers ongoing coordination and technical support with key functional units throughout the project development process.
15%	E	Incumbent assists in reviewing and providing comments on existing and future transportation and land use documents. Liaises with internal functional units, local agencies and other interested groups to collaborate on planning for long-range growth, multimodal transportation opportunities and land use development issues. The incumbent may provide technical support at public participation meetings/workshops.
10%	E	Incumbent communicates transportation planning information to Federal, State, regional, and local agencies regarding planning related issues, participates in technical advisory committees, and assists in evaluating transportation plans, programs, and projects. Analyzes transportation-related legislation. Responds to public inquiries, as well as internal and external stakeholders.
10%	M	Incumbent may be responsible for supporting the development of a variety of public participation meetings and workshops. Participates in a comprehensive outreach program to work with cities, counties, bi-national organizations, Mexican planning agencies, and the general public to present and receive feedback on Department programs, studies and projects.

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10%	M	Incumbent assists in developing graphic exhibits and presentations for both District and Headquarters management, as well as external partner agencies. Incumbent participates in performing field-based physical observation and data collection, including field-based traffic surveys, field-based vehicle occupancy counts, vehicle classification counts, and collecting various traffic data. Assists in tabulating and distributing data, as well as reviewing data gathered by others for completeness relative to established standards.

[1]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

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent needs to have a thorough knowledge of the planning process, economics, principles of transportation planning, and Federal, State and regional laws and regulations relating to transportation planning. The incumbent must possess the ability to write and review reports of medium to difficult complexity, have strong verbal skills to clearly communicate factual data, problems and ideas to internal and external colleagues and the general public, and the ability to work cooperatively and effectively with others as a team member and in partnership with others.

The incumbent assists in developing procedures and techniques to accomplish the program objectives. The work is less complex, occasionally requiring creativity, initiative and originality. The ability to communicate and evaluate information in technical documents is essential. Assignments comprise a broad spectrum of subjects, including less complex analysis of programs and projects.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Sound planning judgment, as it relates to transportation planning and Federal/State regulations is required to ensure consistency and compatibility between the region, District and the State. A lack of this knowledge could result in inadequate planning and monitoring, as well as a loss of Federal and State funds. The incumbent will be expected to seek and receive direction on complicated assignments.

PUBLIC AND INTERNAL CONTACTS

The Transportation Planner has frequent contact with employees in various branches of the District office and representatives of other agencies for data gathering, presentations and planning study coordination. The incumbent occasionally communicates with the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Some bending, stooping, kneeling and light lifting may be required to operate specialized equipment. The incumbent must have the ability to develop and maintain cooperative working relationships with others while gathering data and information for various reports, which may require responding appropriately to difficult questions and situations.

WORK ENVIRONMENT

The incumbent works primarily in a climate controlled office environment under artificial and natural lighting. On occasion the incumbent will be required to travel, gather field data, and be exposed to traffic conditions in the field.

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.)

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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