STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Planner	12/System Planning- Travel Forecasting- Freight Mobility	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	912-820-4768-	

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 general supervision of the Senior Transportation Planner, the incumbent will assist the System Planning Branch with:

-Research techniques, travel survey methods, questionnaire design and sampling techniques.
-Assist with Transportation Modeling and Travel Forecasting assignments.
-Participate in the implementation of transportation model software to PC based software TransCAD in District 12.
-Gather resource and information for the District's representative at Southern California Association of Governments (SCAG) Modeling Task Force. These quarterly gathering deals with latest issues and updates within Transportation Modeling community.
-Assist the lead role in the District for the collection of traffic data from Transportation System Network (TSN) and Caltrans Performance Measure System (PeMS) for validating transportation model output results. Data collected through TSN and PeMS will be shared with regional local transportation agencies (SCAG and Orange County Transportation Authority (OCTA).

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Assist the System Planning Branch and the division with transportation modeling/travel forecasting projects, including coordination with internal and external technical staff and policy advisors including agencies such as Southern California Association of Governments (SCAG) and Orange County Transportation Authority (OCTA). These major transportation modeling/travel forecasting activities include plan, organize, and conduct a variety of complicated studies relating to transportation modeling, travel forecasting, sampling techniques, survey sampling questionnaire design and travel survey methods. Assist in the direction and control of District personnel in conducting travel related surveys. Provide technical support to the staff in District 12 Divisions of Traffic Operation and Design by furnishing future year forecast figures for projects related to improving the transportation system in Orange County.
25%	E	Coordinate the collection and tabulation of Transportation System Network (TSN) Traffic Operations data for use by Caltrans, SCAG, and OCTA. Ensure that TSN data collection is properly conducted and calibrated. Provide summaries of findings that are accurate to ensure an accurate the validation process of the transportation model output for Southern California region. Inform departmental staff and other local governmental agencies on research and statistical findings. Provide technical support to the System Planning Branch by furnishing future year forecast figures for input into various long range planning studies.
20%	E	Contribute to GIS activities including the development of GIS mapping and displays for integration into Planning products and documents. Assist in the development of technical work activities to initiate and complete GIS work tasks. The incumbent will serve on various local, regional, and statewide GIS committees and/or for special projects.
20%	E	Work as a member of a multi-disciplinary team in the preparation of Systems Planning documents such as Transportation Corridor Reports, the District Systems Management Plan, and other system and route reports and plans. The incumbent will assist project leads on various committees and special projects.
5%	M	Other System Planning related duties as required.

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[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

The incumbent does not exercise any supervision over others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge and experience with TransCAD.
- Knowledge of statistical methods and operations research tools to perform data analysis of transportation information derived from modeling and Geographic Information System (GIS) activities.
- Knowledge of statistical methods and operations research tools to perform data analysis on Transportation System Network (TSN) information database.
- Knowledge of mathematical and statistical techniques used for forecasting travel related behavior.
- The ability to communicate effectively with all staff levels in providing consultative services for Forecasting/Modeling and GIS applications for development of transportation projects and corridor studies.
- Ability to identify and evaluate pertinent data sources, researches, and applying available computer software.
- Knowledge of highly technical travel and model applications that are used to analyze the existing and future transportation system in order to make recommendations to District management and local agencies in performing corridor, feasibility and transportation concept analyses.
- Ability to present complex data in a professional manner that is clear, concise, and understandable to a diverse group of individuals within and outside Caltrans.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

As a resource person, the incumbent will develop recommendations to the Senior Transportation Planner for technical decisions relating to transportation modeling and forecasting methodology. Consequences of error and not performing in a professional manner could result in delays in making decisions, additional costs to revise and correct study data, and loss of Departmental credibility.

PUBLIC AND INTERNAL CONTACTS

This position has frequent contact with high level management and technical professionals involved in transportation decision making both internally and externally. The incumbent will develop working relationships with GIS and Transportation Modeling counterparts at other agencies. He/she will assist in reviews of transportation studies by other agencies and provide technical and policy level comments to management and technical experts. It is critical the incumbent possesses the ability to communicate highly technical and sensitive data analysis to management within and outside Caltrans.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The workload is occasionally subject to substantial and unexpected changes within a short time period which requires that the incumbent quickly adapt behavior and work methods in response to new information/priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with short notice. The incumbent should be able to deal effectively with pressure, maintain focus, and intensity yet remains optimistic and persistent.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; grasp the essence of new information and master new technical and business knowledge; value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at his/her base of operation, incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may be required to travel in state.

If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

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