

**POSITION DUTY STATEMENT**

PM-0924 (REV. 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Planner	D12/Regional-Community-Transit Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
LD/IGR Coordinator	912-825-4768-	

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:**

The Transportation Planner (TP), under the guidance of Associate Transportation Planners and close supervision of a Senior Transportation Planner, performs entry-level transportation planning work related to local land use development analysis, coordinating the review and preparation of district comments regarding project impact reports and studies and provide coordination with local jurisdictions throughout their land use planning and decision making process in order to maintain consistency with the requirements of the California Environmental Quality Act (CEQA) and state planning law. The incumbent will perform regular District LD-IGR Program reporting and comment letter database management.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
60%	E	Coordinate the District's CEQA intergovernmental review and comment on project environmental documents as proposed by private developers and public sector. Performs less-complex analysis of documents and coordinates comments with experts from other functional areas. Work with local jurisdictions to identify and negotiate mitigation measures to address the direct and cumulative impacts of proposed development on the state highway system.
15%	E	Pro-actively work with local government agencies on General Plan and Specific Plan updates following Department policies such as Sustainable Mobility and Complete Streets considerations into the process.
10%	E	Develops and maintains Quarterly and Annual Reporting as required by District and Headquarters policy and procedures. With guidance, will prepare fact sheets of project descriptions, attributes, and status to convey vital information to the Department's Management Team, other functional areas and externals. Under guidance, develops and maintains databases, tracking systems and other tools needed to perform the Branch's LD-IGR work.
10%	E	Represent the Department in project scoping meetings, meetings with city or county planning officials and/or developers, project development teams and in Planning Commission Meetings.
5%	M	Reviews and comments on Caltrans' own system plans and projects (i.e. 30% through 95% PS&E packages, Project Reports, Encroachment Permit applications, etc.) in order to provide local land use information or impacts.

<sup>1</sup>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 Transportation Planner is a non-supervisory position.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Education: Bachelor's degree from an accredited college or university with major course work in Urban or Transportation Planning, or other related field. A Master's degree can substitute for one year of the required experience.

**ADA Notice**

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### Experience and Training:

Applicant must meet the minimum requirements for this position as stated in the Civil Service Specifications for this level of planning.

Knowledge of: Contemporary planning theories, legislation (including basic NEPA/CEQA), principles and practices of urban, regional or transportation planning and development as applied to the analysis or preparation of plans, studies, and reports; basic methods and techniques of effective technical report preparation and presentation; basic statistical concepts, research, and methodology; Ability to learn and utilize project management principles and concepts.

Ability to: Communicate clearly and concisely both orally and in writing utilizing correct grammar and spelling; continuously improve knowledge of how to interpret laws and policies as they relate to the goals and objectives of the Department; Under guidance, prepare, analyze and provide recommendations on technical and administrative plans, studies, reports, statements and correspondence; Prepare and deliver basic presentations on assigned areas, Manage short- and long-term projects simultaneously; Learn to facilitate groups with divergent viewpoints; Work effectively 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.

The incumbent should have the ability to perform intermediate computer software application skills on Microsoft Word, PowerPoint and Excel, and elementary statistical methods for analysis of transportation data.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Transportation Planner, under the direction of a Senior Transportation Planner, is responsible for conducting transportation studies, interpreting statistical data, laws, regulations and procedural guides developed by sociologist, planners, economists, environmentalists, and engineers for use by decision makers. This work is considered professional in scope and quality. 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

Frequent in-house contact with engineers and planners from other branches within the District, other Districts and with headquarters is required. Contacts and coordination are also required with engineering and planning staff of other public and private agencies as well as contact with the general public in the course of work.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee may be required to speak to internal or external group settings and/or give prepared presentations. Employee may be required to drive using a state vehicle through the State highway system in the course of work. Employee may be required to perform field investigations on the State highway or right of way in the course of work.

### WORK ENVIRONMENT

The employee will work in a climate-controlled office under artificial lighting, in a professional office setting with equipments needed to perform the job.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE