

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Planner	OFFICE BRANCH/SECTION DRISI/PP&PD, Planning & Policy Research Branch	
WORKING TITLE Planning Research	POSITION NUMBER 913-155-4768-913	EFFECTIVE DATE approved 12/18/2014

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:

This is a recruiting, developmental, and first working level position. Initially, under the direction of the Senior Transportation Planner, in a learner capacity, the incumbent will perform the less responsible and complex planning work in connection with State programs related to transportation planning, rail, and mass transportation. As knowledge and skills are developed, the incumbent will perform work of average difficulty, and assist with the management and development of research on transportation planning and policy issues, as well as research that improves accessibility and mobility. Other areas of endeavor include, but are not limited to, system, regional, corridor and community planning; transit oriented development; smart growth; goods movement; transportation modeling; environmental, economic and equity issues; Intelligent Transportation Systems (ITS); and transportation finance.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Assist project managers to manage transportation planning, policy research projects/contracts. Typical tasks include preparing research contract solicitations, selecting researchers, securing funding, writing and reviewing reports, processing invoices, approving deliverables, and continually interacting with customers, Caltrans Technical Advisory Panels (TAPs), research project panels and researchers.
30%	E	Assist project managers to provide support to customers by collecting, analyzing and reporting on data and plans, preparing problem statements, reviewing research proposals, making recommendations, managing or administering contracts, finding and securing funding, and implementing research results. Participate in TAP meetings as the Division representative and/or technical expert, and assist in the dissemination of research results. Help support external panels and other working groups.
20%	E	Assist project managers to examine and report on national research, best practices and research conducted by California's University Transportation Centers. Prepare draft issue memos and other written reports, for review by a senior or lead staff-person. Assist project managers with presentations. In a learning capacity, sit on research project panels to become familiar with the subject-matter. Prepare draft reviews, evaluations and comments on relevant external research, proposals, and deliverables. In addition, assist project managers to foster and coordinate the development and maintenance of partnerships among public, private and academic entities. Review and provide draft comments for review by a senior or lead staff-person on proposed state and federal legislation.
10%	M	Assist in the planning and implementation of technology demonstrations, pilot programs, meetings, conferences, workshops, seminars, training programs or other special events needed to disseminate information on planning and policy research, including integration of multi-modal transportation services, and technology deployment.

¹ESSENTIAL 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

Does not supervise others. Incumbent is the first working level, under supervision, in a learner capacity, performing the less responsible and complex research and planning work. Assignments may be generated by requests from the Department's management, districts, or other headquarters units—although it will always come through the direct supervisor.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires knowledge of the continuing, comprehensive, cooperative (3C) transportation planning process and the contract administration process. Is familiar with transportation planning, programming and finance issues; the legislative process; and the relationship of transportation to land use and environmental planning, including state and federal air quality laws and regulations. Is conversant with the principles of public information, public participation, marketing, public administration, training, technology transfer; and models for public/private partnerships. Should be familiar with the Department's research program, including the research project selection and approval process.

The ability to plan, organize and direct research efforts through the use of consultants (especially from academia) and cooperate with governmental agencies and other partners. Conduct completed staff work, including analysis of major issues; manage projects within time and budget, including preparing and monitoring monthly, quarterly and other reports; work effectively with advisory and steering committees, governmental agencies, the private sector, the academic community, other institutions and the general public; communicate effectively, both orally and in writing, and present controversial and complex reports clearly and succinctly. Effectively recommend policy, and know computer applications of Microsoft Word (word processing), Microsoft Excel (spreadsheet) and FileMaker Pro (database) and be able to navigate the World Wide Web.

Perceive trends, needs, problems and deployment opportunities, and propose research directions that lead to successful outcomes. Seek research solutions that can be implemented within the framework of the Department's mission and resources. Research, analyze and make recommendations on national research programs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The amount of public sector investment to be made available for deployment of research results (and the creation of jobs) will depend largely on the quality of research and institutional cooperation in the state. Errors would have consequences that affect not only the quality of life in California but also the future ability of the Department to carry out its purpose, mission, vision and goals statewide. Consequences of ineffective research would include missed opportunities for reduced Department expenditures and cost-effective budgets. In the long term, consequences would result in less-effective planning alternatives for policy makers and, therefore, less efficient provision of transportation facilities and services.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with a large number of Division and Department managers, staff, academic personnel, consultants, other public (local California, federal government and other states) employees, and industry representatives. The incumbent may also meet with staff of transportation service providers, users of the transportation system, and other transportation interest groups. The incumbent provides comment and may provide testimony at public meetings and institutional forums

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Working hours will be set sometime between 6:00 a.m. and 6:00 p.m. The incumbent may be required to travel in-state and possibly out-of-state. Incumbent will be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to interact with many people, and it is important that the incumbent work with others in a cooperative manner. The incumbent must be able to deal effectively with pressure, maintaining focus and intensity – yet remaining optimistic and persistent, even under adversity. Incumbent must be open to change when presented with new information and adapt behavior and work methods that respond to new information, changing conditions, or unexpected obstacles. Incumbent must behave in a fair and ethical manner toward others, and demonstrate a sense of responsibility and commitment to public service. The incumbent must value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

Incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent must be able to concentrate in order to review and create documents and meet strict deadlines. Incumbent must be able to efficiently use office equipment such as copier, facsimile machine, and document scanner.

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