

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Planner	Headquarter Division of Traffic Operations Asset Managem	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Transportation Planner	913-350-4721-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 the direction of a Senior Transportation Planner the incumbent has the responsibility to assist in the conducting of asset management coordination for the Division of Traffic Operations and provide primary support for operation of the Caltrans Photolog program. The incumbent assists district and headquarters divisions with the use of roadway and roadside data analysis and distribution as well as planning tasks related to asset management.

Roadway and roadside data are crucial for implementing an asset management and performance based management for Caltrans. These activities are crucial elements for Caltrans to meet Federal mandates under Moving Ahead for Progress in the 21st Century (MAP-21) and achieving Caltrans goals. Extensive travel required that could be as much as 30%.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
30%	E	Assists in work to create, analyze, maintain and distribute data related to asset location, description, function, lifecycle, condition and other attributes. Prepare reports and documents related to data sets and analyses of data sets for the use in transportation system asset management, system functionality assessments, system planning, Caltrans legal services, assists with outdoor advertising monitoring and other needs across Caltrans. Assist with the dissemination of roadway/roadside data to headquarters Intranet server. Create and maintain index of original digital images and data for archiving by District-County-Postmile-Direction and other appropriate systems. Provide images or data as requested by internal and external customers. Prepare materials to be used in court cases, presentations at legislative hearings or other venues as requested.
30%	E	Operate a specially equipped van with digital cameras, geospatial and other data gathering sensors to collect and analyze data related to asset management of the California State Highway System (SHS). This work will require travel up to 30% of the time and will involve overnight stays in other districts. Some trips will be one to two weeks and take place over weekends. Work will typically take place during daylight hours.
15%	E	Assist with work to secure and manage service contracts for the roadway/roadside data collection and analysis program such as technical assistance, purchasing, repair or replacement of software and equipment. Assist internal and external customers such as management, Division of Traffic Operations, Legal Division, Transportation Planning, Maintenance, to access roadway/roadside data and various files. Manage technical support and data services contracts. Process invoices in a time frame consistent with Caltrans policy. Maintain records and status of contracts.
10%	E	Serve as Department wide resource for the use of roadway/roadside data. Participate in data related committees and decision making processes regarding types of data to collect, distribution methods, and internal technical assistance for data users. Coordinate and develop procedures and tasks with other data collection and analysis staff within the Divisions of Traffic Operations, Programming, Planning and other Caltrans divisions. Use and maintain databases, GIS, and other tools. Develop and maintain a desk manual. Develop and deliver presentations.
10%	E	Monitor trends in technology regarding roadway/roadside data collection and use research reports, vendor literature and professional literature. Recommend modifications to software, hardware, operating procedures and potential uses of roadway/roadside data. Prepare work plans, issue papers, status reports, spreadsheets, e-mails and other types of correspondence as required. Work with staff on the completion of special assignments.
5%	M	Maintains knowledge and serves as subject matter expert regarding asset management policy, legislation and law.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

---

<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

This position does not supervise other employees.

May function as a lead person on projects, and assign tasks to project team members and review their work.

---

## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

### Knowledge

The planning process and general practices of transportation planning; research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques.

Knowledge and basic understanding of:

- Various traffic surveillance equipment and design of traffic monitoring stations.
- Use of various types of electronic test equipment.
- Minor repairing of computer and electronic equipment.
- California Vehicle Code.
- Caltrans Code of Safe Practices.

A basic understanding of the Caltrans Highway Network relating to alignment, geometric and characteristics of the roadway.

Must have a basic understanding of data organization and use of analytical techniques in the initiation, coordination, monitoring and evaluation of collected roadway/roadside data.

### Abilities

The incumbent must exercise knowledge of, and the ability to, efficiently and effectively:

- Ability to operate digital cameras, data gathering devices, computer hardware and software. Ability to edit, review and update data files.
- Demonstrated ability to effectively coordinate projects, administer contracts and work with staff from other divisions.
- Strong writing skills and an ability to effectively develop and present information graphically and verbally.
- Knowledge of office software such as Word, Excel, PowerPoint, Internet search, graphics to support analysis and production of technical and policy reports.
- Self-motivated and be particularly productive as an interdisciplinary team member.
- Able to evaluate and ascertain validity of collected traffic data, roadway/roadside data, roadway inventory, and analyze problems associated with data collection. Be able to determine how to retrieve information from stored computer data for various types of requests.

The incumbent must possess the following General Competencies:

Analytical Thinking: Approaching a problem by using a logical, systematic, sequential approach.

Communication: Listening to others and communicating in an effective manner.

Customer Focus: Identifying and responding to current and future client needs, and providing excellent service to internal and external clients.

Ethics and Personal Credibility: Upholding ethics and personal integrity, and demonstrating trustworthiness, reliability and responsibility.

Relationship Building: Maintaining, and strengthening relationships with others inside or outside of the organization who can provide information, assistance, and support.

Teamwork: Working effectively and cooperatively with other team members to achieve common goals, and complete assignments in a group setting.

The incumbent must possess the following Technical Competencies:

Negotiation/Influencing Others: The ability to gain others' support for ideas, proposals, projects, and solutions and secure win-win agreements.

Process Management: The ability to effectively manage processes.

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

---

**Project Management:** The ability to define and manage a project's scope, time, resources, and materials within budget and time.

**Caltrans Traffic Operations Knowledge:** The ability to apply specific areas of Traffic Operations expertise within Caltrans to everyday tasks and responsibilities.

**Contract Management:** The ability to systematically and efficiently manage a contract's creation, execution and analysis to minimize risk and maximize performance results.

**Facilitation/Promotion:** The ability to engage others in a process.

---

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Information gathered and generated by the Traffic Census and Roadway/Roadside unit is used in the preparation of tort liability cases against the State of California. Lawsuits in the amounts of \$1,000,000 and more are common. It is essential that the Department's legal staff have access to accurate historical and up-to-date highway image inventory film (Photolog). Slow response to requests for data may cause delays in the legal process and can be sued against the State of California as part of an overall negligence case presented by plaintiffs. The ability to make independent decisions and take appropriate actions while working alone in the field is an important attribute. Uncorrected mechanical or electrical failures or lack of working equipment could adversely affect program schedules and create additional costs.

Asset management data are crucial for the development of an accurate program to maintain SHS assets and establish a ranking of priority projects. Errors can cause inability to anticipate loss of efficiency or failure of SHS assets, inaccurate decision making, loss of opportunities to meet goals.

---

### PUBLIC AND INTERNAL CONTACTS

Independently confers with various programs within Headquarters (including Legal, Planning, Project Development, Maintenance, Construction, Information Systems) and the Districts. External contacts include representatives from FHWA, Universities and data collection and processing vendors. Frequent contact with the general public while collecting roadway/roadside data.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at the base of operation the employee will sit for prolonged periods. Using a keyboard and video display for prolonged periods. While in the field, the incumbent must be able to endure long hours of continuous driving while operating data gathering equipment.

The incumbent must be able to sit for prolonged periods of time while using a keyboard/mouse and video display monitor to read or develop documents or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of the workday. Bending, stooping, and pulling may be required within the normal course of performing some of the responsibilities associated with this position.

Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis, and reasoning. Must be able to manage a workload that may be subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments.

The incumbent must be able to sit for prolonged periods of time while operating the Photolog van.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity.

Must maintain and follow safe work practices, including operation of Amber Lights in a safe manner to notify the traveling public of vehicle. Required to wear safety gear when out of the vehicle along the highway.

---

### WORK ENVIRONMENT

This position involves extensive travel to districts that may be as much as 30% percent. Data gathering on roadways requires statewide traveling. Travel is usually for a one-week period each time out and occasionally two weeks. The employee will be required to work outdoors. Employee will be exposed to dirt, noise, uneven surfaces, extreme heat and cold. Incumbent must possess a valid Driver's License and maintain the license in good standing at all times.

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

---

---

Incumbent will be required to work "outside of normal hours" of 6:30 am to 6:00 pm including some weekends.

Air travel may be required. Occasional night work required. The work environment is fast-paced and requires flexibility in managing time, priorities, and assignments.

---

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

---