

DUTY STATEMENT

ASSIGNMENT TITLE Transportation Planner	DIVISION/OFFICE/BRANCH Division of Transportation Planning Office of Project Scoping Coordination Project Initiation Document Management Branch	
NAME:	DISTRICT HQ	EFFECTIVE DATE 07-01-2014

As a valued member of the Caltrans team, you make it possible for the Department to improve mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating them fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

General Statement

The incumbent is an entry-level position within the Project Initiation Document (PID) Management Branch in the Office of Project Scoping Coordination (OPSC). Under general direction, the incumbent is responsible for assignments related to the PID program budget, expenditures, performance, and reporting. Supervision and direction are provided by the PID Management Branch Chief. Some assignments may be initiated by and overseen by the Branch Chief for Workload Development Coordination. Other assignments may also be given by the Office Chief, and includes assisting with other Transportation Planning Program efforts.

Typical Tasks

- 30% E The incumbent collaborates with Headquarters (HQ) and district PID Management staff to substantiate and develop Budget Change Proposals (BCPs) by analyzing work load and resource needs for the PID program. The incumbent further develops BCP justification by detailing the transportation planning problem, optimizing alternatives, measuring efficiencies, assessing uncertainties, controlling risk, and tracking life cycle cost. Coordinate with District PID units to develop near and long-term PID production performance targets supporting the BCP document. The incumbent develops original and supplemental documents justifying PID program and workload needs to the Department of Finance (DOF), Legislative Analyst Office (LAO), and Joint Legislative Budget Committee (JLBC). Monitor PID program resource utilization after BCP approval to ensure compliance with workload levels and allocated budget.

- 30% E The incumbent is responsible for producing PID program guidance, technical documents, correspondence, facts sheets to develop diversified audience multimedia presentations and bulletins that are customized and enhanced to effectively communicate new and updated PID policies and processes on the internet. The documents illustrate processes involving California and Federal budget legislation, transportation planning, project development life cycle, cooperative agreements, local governments, local regional planning agencies, and private stakeholders.

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- 20% E Update PID strategic plans documents through collaboration with PID Committee and PID Strategic Plan participants comprised of Caltrans senior staff and management throughout Headquarters and Districts in the state. The incumbent facilitates active discussion, resolution, and agreement between participants during PID Committee and PID Strategic Plan meetings.
- 15% E Research and facilitate development of the strategic plan by analyzing and summarizing information and data from various offices within the Division of Transportation Planning, other department functions, districts and regional transportation planning agencies as appropriate. Data analyzed includes transportation planning PID performance measures, process efficiencies, conflict resolution techniques, stakeholder engagement, cost-benefit, quality control, quality assurance, and cost control.
- 5% M The incumbent also prepares PID Program correspondence, issue memos, fact sheets, data analysis and other written material as required.

Supervision Exercised

No supervision is exercised.

Supervision Received

Supervision is received from the Branch Chief, but may be received from the Office Chief as well. Additional assignments may be generated by requests from the Department's management, Districts, or other HQ units.

Knowledge and Abilities

This position requires the incumbent to understand and be able to articulate both, verbally and in writing, research and analysis methods, and their conclusions. The incumbent must be able to understand and communicate 1) principles, process, practices and legal requirements of transportation planning, 2) current departmental policies and programs, 3) Federal and State laws and regulations relating to transportation planning, 4) Regional Planning, System Planning and Advanced Planning, and project development processes and procedures, 5) principles of traffic operations and programming, 6) legislative processes, 7) roles of the Federal, State and Regional governments in providing transportation planning services, and 8) land use law and practice.

The incumbent must have the ability to analyze and interpret data and to apply analytical techniques to recommend creative solutions to address transportation problems using spreadsheet, word processing, and relational database applications. The incumbent must also communicate effectively both verbally and in writing. The incumbent must possess the ability to effectively make presentations using a variety of media including but not limited to computer presentation software, paper flip charts, white boards, and strip maps. The incumbent must effectively work individually or as an interdisciplinary team member.

RESPONSIBILITY FOR DECISIONS, ACTIONS AND CONSEQUENCES

Recommendations and decisions made by this position may directly impact the Departments' overall Planning program as well as those of our regional and local agency and government partners. Failure to

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consider the political sensitivity or to fully evaluate the fiscal, economic, social and environmental effects of decisions on the Department's programs could result in the inefficient use or loss of funding, delay of project delivery, and ineffective transportation planning.

WORK ENVIRONMENT

Working hours will be set between 6:00 a.m. and 6:00 p.m. The incumbent may be required to travel to work related events throughout the State as necessary.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and monitor. Must be able to develop and maintain cooperative working relationships by demonstrating tactfulness and treating others with respect, make decisions in a fair and ethical manner, and demonstrate a sense of responsibility and commitment to public service. Must be open to change and new information, adopting new work methods in response to changing conditions or unexpected obstacles, and have the ability to multi-task and complete tasks within deadlines and with short notice.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. *(If you believe you may require reasonable accommodations, inform the hiring supervisor. If you are unsure whether you require reasonable accommodations, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

EMPLOYEE DATE

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

SUPERVISOR DATE