

POST & BID POSITION ANNOUNCEMENT
Bargaining Units 1, 4 and 11

1. Reference #: **10-3-225** 2. Position Number: **910-155-3175-001** 3. Date of Posting: **4-12-13**
4. Classification: **Transportation Engineering Technician** 5. Salary Range: **\$3262.00 - \$4,766.00**
6. Pay Differentials That Apply To Position: **NONE**
7. Working Hours Of Position: **MONDAY-FRIDAY 8-5**
8. District/Division: **10/PLANNING** Section: **SYSTEMS PLANNING & GM** Geographic Location: **STOCKTON**
- (If selected and the position requires a relocation, the Department will NOT provide relocation assistance.)**

9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):

<http://www.calhr.ca.gov/state-hr-professionals/pages/3175.aspx>

B. Technical & Professional Skills & Abilities:

Under the supervision of a Senior Transportation Planner, the journey-level incumbent will work in a high production team environment and perform specific office and field duties required for maintaining, accumulating, evaluating, analyzing and reporting a variety of planning and engineering data with minimal supervision.

Ability to:

- Assist in preparing complete System Planning documents and reports, and review reports, plans, and corridor studies from various internal and external sources.
- Use Microsoft Office with advanced-level ability to use Excel, and various technical computer applications, such as CORSIM, HCS, Synchro, and TDMs, to do transportation engineering technician work.
- Assist in the development of ArcGIS mapping and manipulate aerial photographs to produce demonstration displays for reports and public meetings.
- Assist in field surveys and investigations, including photographic records and illustrations.
- Review technical documents and studies for completeness and accuracy.
- Plan, organize and schedule work to accomplish the District System Planning & Goods Movement Program mission, goals and objectives.
- Use initiative to take the appropriate action as dictated by schedule or receipt of information in a fast-paced environment, changing priorities, and evolving processes.
- Read and interpret documents such as Department directives, policies, procedure manuals and statutes. Have and maintain proficiency in the use of HCM, HDM, PPM, ITE and DOF demographic data.
- Communicate well within the team, the Division, other District divisions, and headquarters and occasionally with local, federal, and other State agencies on transportation projects, and with vendors on technical issues with software tools. Contact can be by telephone, electronic mail, written correspondence, facsimile, and in person.
- Coordinate and assist transfer of data and analysis work products between the office of SP & GM and the Travel Forecasting branch including streamlining procedures, implementing best practices, and performing quality control.

C. License and/or Certification Requirements: CA Driver's License

D. Physical Abilities to Perform Essential Functions:

While at their base of operation, employees will normally work in a climate-controlled office under artificial lighting. Employees may be required to sit for long periods of time using a keyboard and video display terminal. Ability to move and carry various office equipment including but not limited to 25 pound (approximate weight) computers, laptops, and projectors, on an occasional basis.

Employees may also be required to perform occasional field work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold, sometimes in close proximity to vehicular traffic..

E. Other Departmental Requirements:

F. Duty Statement/Description of Duties:

Attached

10. Final Date and Time for Receiving Bid: 4-26-2013, by 5PM COB

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: ***LYNN O'CONNOR***
Address: **1976 E DR MARTIN LUTHER KING JR BLVD**
Telephone Number: **209-948-3975**
FAX Number: **209-948-3820**
E-mail Address: **OCONNOR, LYNN R@DOT**

12. Expected Reporting Date To Position (**Unit 11 Only**): **no later than 5//13/13**

(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)
