

DRAFT

DEPARTMENT OF TRANSPORTATION

Division of Transportation Planning



Rotation Program

FEBRUARY 2009



**TRANSPORTATION PLANNING
ROTATION PROGRAM**

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DIVISION OF TRANSPORTATION PLANNING

Office of Professional Development

I.
**ROTATION
PROGRAM
GUIDELINES**

Program Vision, Mission, and Goals

The Transportation Planning Rotation Program sustains the single vision and mission of Caltrans—to “improve mobility across California”—by promoting “...a talented and diverse team.” Managers and supervisors in units served by the Division of Transportation Planning are responsible for ensuring that the Rotation Program is implemented in a manner that meets the needs of their employees and their units.

The Rotation Program is one of many tools Transportation Planning employees use to further their skills, career goals and aspirations, and is optional and voluntary. Other means of career development include job changes and assignments agreed to by the supervisor and employee during the employee’s annual *Individual Development Plan* (IDP) review, and training offered through the Office of Professional Development (e.g., *Transportation Planning Academy*, *Field Academy*, courses contracted through the University of California, consultants, and other training resources).

Rotation Models and Documentation

Rotations under the Transportation Planning Rotation Program are entirely voluntary on the part of the employee. There is no requirement to participate in a rotation. Due to the diversity of needs and availability of personnel in the various affected units, there is not a single rotation model. Units are encouraged to use or create the model that best suits their needs. Rotations may be internal or external.

Internal (within the department):

The employee rotates within the same classification to another district or headquarters unit. Requires:

- A duty statement reflecting the duties and responsibilities of the rotation.
- The Office of Professional Development’s *Rotation Agreement* .

External (between the department and another agency):

Regardless of the classification from or to which the employee is rotating, the items listed under *Same Class Rotation* are required, plus:

- Completion of Form 360 to initiate an *Interjurisdictional Exchange Agreement* (Government Code sections 19050.8 and 11256).

Out Of Class Rotations

Management rotations that involve out-of-class assignments (e.g., Senior Transportation Planner to Supervising Transportation Planner) require completion of form PM-0068 (Out of Class Assignment).

IDP / Training Plans Preferred

An employee with a current Individual Development Plan (IDP) or training plan on file, who meets the minimum qualifications for the classification and the assignment, has first priority in filling rotations.

Advertising Requirement

All rotation opportunities will be advertised throughout Planning Districts and Modal Divisions/HQ, except assignments in which an employee and the sending/receiving supervisors develop a rotation to meet the needs of a particular employee.

Rotation Costs

Costs can vary greatly from zero dollar expenditures to the total cost of an employee's salary and benefits, in addition to travel costs and per diem. Costs may be mitigated through job "swaps" which incur no per diem or other expenses. The Office of Professional Development promotes intra-unit and intra-district job swaps whenever there are financial constraints.

Rotations are currently funded by the employee's own position, which means that the employee will have to bring her/his position with her/him. It also means that the duties left behind may be backfilled with an employee who rotates and does the same. The Office of Professional Development may subsidize travel/per diem for rotations depending upon availability of funds.

As the individual ultimately responsible for the Rotation Program, the Chief, Office of Professional Development, will continuously advocate greater resources for rotations so more employees can benefit from this activity.

Roles and Responsibilities

CHIEF, DIVISION OF TRANSPORTATION PLANNING - Responsible for implementing the Rotation Program, and for informing the Planning and Local Assistance Network (PLAN) of the numbers and locations of rotations in progress. PLAN consists of the Deputy Director for Planning-HQ, the Deputy District Directors for Planning, and the modal Division Chiefs in headquarters.

CHIEF, OFFICE OF PROFESSIONAL DEVELOPMENT – Represents the Chief of the Division of Transportation Planning in her/his responsibility to implement the Rotation Program.

ROTATION COORDINATOR-OPD – Receives all requests for rotations. Reviews and prepares documentation for internal rotations, (i.e., those that involve units from within the Department), and external rotations (i.e., between units within the Department and outside agencies) for accuracy and procedural etiquette. Provides a report, at least monthly, on the status of current rotations to the Chief, Office of Professional Development.

PROFESSIONAL DEVELOPMENT LIAISON/ROTATION COORDINATOR, DISTRICT – Coordinates rotations for the Planning districts and divisions. Works with the Deputy District Directors for Planning, or the Division Chief-HQ to implement and maintain rotations in the districts and divisions.

SENDING/RECEIVING SUPERVISOR – Confers with the employee, the corresponding sending or receiving supervisor, and the Rotation Coordinator- OPD, before the Rotation Agreement is signed to clarify the terms of, and resources needed in the rotation.

EMPLOYEE – Identifies and pursues her/his own training and career development opportunities. Resources include the Professional Development Liaison or Mentor in her/his district or HQ Division, her/his supervisor, and the Transportation Planning Rotation Coordinator-OPD regarding Caltrans advertised rotations.

MENTOR – Partners with the employee (mentee) to help with career advancement, enhancement, and enrichment opportunities. The employee's supervisor should be informed of the mentor-mentee relationship, the frequency and length of meetings, and the goals and terms of the rotation.

Eligibility Criteria

Rotation Program participants must have completed probation in their current classifications and have met the minimum qualifications for the classification of the rotation assignment being considered.

Participants who have graduated from the Transportation Planning Academy are preferred when selecting applicants for rotation assignments.

An employee with a current Individual Development Plan (IDP) and training plan on file, who meets the minimum qualifications for the classification and the assignment, has first priority in filling rotations.

Selection Process

Interviews are not required when the sending and receiving supervisors develop a rotation assignment to meet the specific needs of an employee as described in her/his Individual Development Plan (IDP) and training plan.

In instances in which more than one person applies for the same rotation assignment, a process has been formulated to ensure fairness and equity in selecting who gets the assignment. It also complies with the Department's "zero tolerance" discrimination policy which provides all employees and applicants equal employment opportunity without regard to race, gender, creed, color, religion, national or ethnic origin, age, marital status, sexual orientation, disability or medical condition (see "Timeline," Appendix D). The typical process includes these steps:

1. Rotation opportunities and duty statements are transmitted to the Rotation Coordinator-OPD, by email, department mail, or delivered by hand.
2. The Rotation Coordinator-OPD prepares and emails the announcement advertising the opportunity to OPD's Professional Development Liaisons (PDLs), Planning Deputy District Directors, and the modal Division Chiefs-HQ. As the PDL for the Division of Transportation Planning (DOTP), the Rotation Coordinator-OPD copies DOTP employees on all announcements.
3. The Rotation Coordinator-OPD receives and screens applications to make certain the applicant meets the Rotation Program criteria above, and forwards the applications to the receiving supervisor.
4. The receiving supervisor reviews the applications, emails information on who is selected, and the terms of the assignment, to the Rotation Coordinator-OPD. At her/his discretion, the receiving supervisor may conduct interviews or select the participant on the basis of her/his application.
5. The Rotation Coordinator-OPD prepares, obtains the necessary signatures of, and files the agreement, tracks the rotation, and emails an evaluation to the rotatee about one month prior to the end of the rotation.

Restrictions and Limitations

Rotations are typically three to six months long. If all parties agree, the rotation assignment may be extended in increments of six months, for a period not to exceed twenty-four months. An email from the sending supervisor (of permanent record) requesting the extension and stipulating the ending date of the rotation assignment must be sent to the Rotation Coordinator-HQ. The email must show that both the employee and the receiving supervisor have been copied on the transmission.

Back-to-back rotations are prohibited under the Rotation Program. At the end of a rotation assignment, there must be a hiatus of at least twelve months before starting another rotation.

While employees are encouraged to pursue their career objectives and broaden their knowledge, skills and abilities accordingly, they may not pursue or activate a rotation without the explicit consent of their supervisor of permanent record. Severe consequences could result from an unauthorized rotation.

II.

INTERNAL ROTATIONS

(Within Caltrans)

The Employee

Locate an assignment.

- **Discuss your plans with your supervisor.** The annual *Individual Development Plan* (IDP) is an excellent forum for exploring your goals and aspirations and how best to achieve them.

Rotations are currently funded by the employee's own position, which means that the employee will have to bring her/his position with her/him. It also means that the duties left behind may be backfilled with an employee who rotates and does the same. The Rotation Coordinator-OPD will help in advertising the vacancy left by an employee on rotation.

- **Get on the list of employees** interested in rotating by sending an email to the Rotation Coordinator-OPD. The Rotation Coordinator will email you a brief questionnaire which captures the knowledge, skills and abilities you have, those you seek, and other pertinent information, such as geographical preferences. This information is keyed and entered into a database that the Coordinator uses to match with rotation opportunities.
- **Watch for announcements** and flyers advertising rotation opportunities.
- **Periodically talk with your district's Professional Development Liaison (PDL)**, who may also be your district's local Rotation Coordinator, to determine if she/he has received notification of opportunities.
- **Keep in touch** with the Rotation Coordinator by email or by phone.

A rotation is intended to be a non-threatening experience that enhances your knowledge, skills and abilities. In an effort to minimize competition among multiple applicants for any one internal advertised rotation opportunity, applicants are usually selected on the basis of their applications. Interviews are typically reserved for external rotations, and internal rotations involving uniquely complex considerations, such as political or organizational sensitivity.

In addition, you are held-harmless if you are unable to successfully complete the rotation for any reason, i.e., there are no record of adverse personnel actions, for example, if you are unable to complete

the rotation. (The obvious exception to the hold-harmless rule is a prosecutable or criminal activity).

Communicate with supervisors.

Close the communications loop. After applying for, and obtaining an assignment (there may or may not be an actual interview), maintain open communication with the sending (your unit) supervisor and the receiving supervisor under the rotation at all times.

Request a Rotation Agreement from the Rotation Coordinator-OPD by email (see sample “Rotation Agreement,” Appendix A). In some instances, the receiving supervisor or her/his administrative assistant will request the agreement.

Provide:

- Your classification;
- A statement that you have completed probation (a must for rotations);
- The physical mailing address and, if applicable, the Mail Station of the unit to which you are rotating;
- A contact phone number at that location;
- Your work EA while on rotation;
- Your travel/per diem EA while on rotation, unless provided by the Office of Professional Development;
- The names of the sending and receiving supervisor;
- What you expect to gain from the rotation, e.g., district or headquarters experience, regional planning, system planning, or advance planning experience, IGR/CEQA experience, etc.;

The Coordinator will use this information to complete and route the completed Rotation Agreement to you for your signature and the signatures of the sending and receiving supervisors.

Sign and return the Rotation Agreement to the Coordinator-OPD. Ensure that the sending and receiving supervisors sign and move the Rotation Agreement forward on its path to the Rotation Coordinator. Make sure you or they return the original and any attachments to the Rotation Coordinator. The Coordinator will send copies of the signed original Agreement and any attachments, e.g., duty statement, to each of the three signing parties.

Participate in and administer your rotation.

Process your timesheets as you would normally (electronically or paper based). You must provide the receiving supervisor with a

printed copy of the timesheet. If the office in which you are assigned is an “external” agency, not Caltrans, make sure you arrange with your permanent office of record to file paper timesheets, to use a nearby Caltrans terminal, or to file your timesheets in some other manner.

Your permanent source unit will remain the same throughout your entire rotation. Charge your time to the Charge District and Expense Authorization (EA) to which you are assigned.

Process your Travel Expense Claims (TECs) through the office to which you are rotating. If you are rotating to an external agency, mail your TEC to the individual who normally handles them in your permanent office of record.

Use the EA you would normally use to pay for travel/per diem, or the EA and Special Designator (“Special D”) for OPD if OPD is subsidizing your travel/per diem. The correct codes are shown on your Rotation Agreement.

Evaluate your rotation.

Complete and return the Evaluation Form to the Rotation Coordinator at the end of your assignment. The evaluation is formatted for email transmission. The Coordinator will send the blank questionnaire to you by email about 1 month before the end of your rotation. If you don’t receive the form within two weeks before the end of your rotation, email the Rotation Coordinator-OPD and request it.

The Supervisor

Locate and select an employee.

Request an announcement and flyer to advertise the rotation assignment, or to backfill behind an employee who has entered into a rotation. If you have not already done so, email the duty statement, classification, and duration of the assignment to the Rotation Coordinator-OPD.

The Rotation Coordinator-OPD will develop the announcement and flyer for posting in key locations throughout Planning statewide. They

are attached to and transmitted by email to the Deputy District Directors for Planning, the Divisions Chiefs for Planning-HQ, and OPD’s Professional Development Liaisons (PDLs) for posting in appropriate areas in each office, e.g, coffee rooms, bulletin boards, etc. (See Appendix for a sample email, announcement and flyer transmittal).

Select the rotatee from among those who respond to outreach activities.

You are not required to conduct formal interviews. While a rotation assignment may, in fact, provide a unit with an additional resource, the emphasis is on enhancing the skills, knowledge and abilities of the workforce, which ultimately benefits Transportation Planning, the department, its partners, and its customers.

Communicate with the employee and her/his supervisor.

Communication between the sending and the receiving supervisor at the beginning of an assignment is critical to the success of the rotation. You may even discuss the IDP in the context of how your assignment will further the employee's career objectives.

Your objective is to impart additional knowledge, skills or abilities (KSA's) that the employee may not have otherwise obtained. Communicate with the employee periodically to make certain that she/he is getting the KSA's she/he expected to acquire at the beginning of the rotation.

Participate in the employee's development.

The sending and the receiving supervisors should periodically talk with the employee to determine if she/he is getting the experience she/he expected to obtain from the rotation assignment. If not, consider ways to refine the assignment to meet the needs of the employee.

Terminate the rotation.

Terminate the rotation by allowing it to run its term; or ending it early through discussion and agreement with the other supervisor and the employee. Rotations and rotation agreements are cancelable at any time by any of the parties to the rotation, the employee or supervisors. Email the Rotation Coordinator-OPD with the ending date of the rotation as soon as that informat

III. EXTERNAL ROTATIONS

(Between Caltrans
and other agencies)

EXTERNAL ROTATIONS

An external rotation under the Transportation Planning Rotation Program is the temporary assignment of an employee from or to an agency other than Caltrans. Like internal rotations, there is no single rotation model. Unlike internal rotations, external assignments are guided by statute, Government Code Section 19050.8 et seq., and Section 427, Title 2, California Code of Regulations, and require a prescribed *Interjurisdictional Exchange Agreement* between Caltrans and the selected agency.

The typical timeframe for creating and finalizing the *Interjurisdictional Exchange Agreement* is 60 days (see timeline, Appendix D). The first step in this process is for any of the three parties to the agreement to send the following information to the Rotation Coordinator-OPD:

- Employee's name
- Employee's classification;
- A statement that the employee has completed probation in her/his current classification and graduated from the Transportation Planning Academy;
- The physical mailing address and, if applicable, the Mail Station of the unit to which the employee is rotating;
- A contact phone number at that location;
- The travel/per diem EA for use while on rotation, unless provided by the Office of Professional Development;
- The names, addresses, and phone numbers of the sending and receiving supervisors;
- A statement as to what the employee expects to gain from the rotation, e.g., district or headquarters experience, regional planning, system planning, or advance planning experience, IGR/CEQA experience, etc.
- A duty statement describing the duties to be performed at the "receiving" agency.

The Coordinator will use this information to prepare and forward the Contract Request Form (ADM0360) to the Procurement and Contracts unit.

**IV.
FREQUENTLY
ASKED
QUESTIONS**

Frequently Asked Questions

- **When a person accepts a rotation, which program pays for their salary? The unit they go to or the unit they come from?**

Rotations are currently funded by the employee's own position, which means that the employee will have to bring her/his position with her/him. It also means that the duties left behind may be backfilled with an employee who rotates and does the same. The Rotation Coordinator-OPD will help in advertising the vacancy left by an employee on rotation.

- **Which unit is responsible for travel/per diem?**

The travel/per diem EA is negotiable. OPD may have leeway in funding travel/per diem when neither the sending nor receiving unit is resourced to do so. Contact the Rotation Coordinator for the current status.

- **Will OPD advocate the rotation of an employee when the sending supervisor refuses to allow the employee to rotate?**

No. The employee is responsible for communicating her/his desire to rotate to the supervisor. This communication is best accomplished during the annual review (IDP), but must be done prior to accepting a rotation assignment.

- **Can an employee accept a rotation assignment before completing probation.**

No. The employee must be off probation before entering a rotation assignment.

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V.

APPENDIX

Department of Transportation
 Division of Transportation Planning
Transportation Planning Rotation Agreement

OBJECTIVE	ROTATEE'S GOAL	ROTATEE'S ASSIGNMENT			
	To gain experience in _____	(See attached duty statement)			
TERMS	It is agreed that _____ a(n) _____ Classification				
	will rotate from _____ to _____ District/Division/Program				
	from _____ to _____ Month / Day / Year				
	TIMEKEEPING: Your permanent source unit will remain the same throughout your entire rotation. Charge your time to the Charge District and EA to which you are assigned.				
	Rotation Home Base: 1127 O Street, No change in personal position assignment.				
	<u> </u>	<u>OPD</u>	<u>Receiving Unit</u>	<u>Loaning Unit</u>	<u>Does Not Apply</u>
1.	Provide travel/per diem EA _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>In addition to travel and per diem expenses incurred during the normal activities of this rotation assignment, pay expenses under Long Term Assignment guidelines of the department's Travel Guide* as follows:</i>				
2.	Pay travel expense at beginning and end of rotation assignment only (includes air, rail, bus and private car)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Pay travel expense during rotation assignment (bus, private car, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Assume travel expenses home on all weekends during temporary reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Pay travel expenses home every other weekend during rotation assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*See the department's Travel Guide or call Accounts Payable at 916 227 9092 for clarification.				
SIGNATURES	ROTATION COORDINATOR	RECEIVING UNIT	LOANING UNIT		
	Mike Gordon, Ofc. of Prof. Dev . Div. of Transp. Planning	_____	_____		
	<small>Coordinator's Name (Print or Type)</small>	<small>Supervisor's Name (Print or Type)</small>	<small>Supervisor's Name (Print or Type)</small>		
	_____ <small>Coordinator's Signature</small>	_____ <small>Supervisor's Signature</small>	_____ <small>Supervisor's Signature</small>		
	_____ <small>Date</small>	_____ <small>Date</small>	_____ <small>Date</small>		
This agreement is cancelable by the employee or participating supervisors. A copy will be kept in the employee's personnel file.					
EMPLOYEE			DATE:		
_____ <small>Signature</small>			_____		

[ROTATION AGREEMENT BACK]

Roles and Responsibilities

CHIEF, DIVISION OF TRANSPORTATION PLANNING – Responsible for implementing the Rotation Program, and for informing the Planning and Local Assistance Network (PLAN) of the numbers and locations of rotations in progress. PLAN consists of the Deputy Director for Planning-HQ and Local Assistance-HQ, the Deputy District Directors for Planning, and the modal Division Chiefs in headquarters.

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APPENDIX B

[SAMPLE EMPLOYEE EVALUATION EMAIL]

TO: PARTICIPANTS IN THE TP ROTATION PROGRAM WHOSE ASSIGNMENTS HAVE ENDED OR WILL SOON END

FM: MIKE GORDON, ROTATION COORDINATOR

Please take a few minutes to complete and return the evaluation form (below) to me. The format allows us to quantify your responses and make a better program.

FAQ -- "How do I enter data on your form and return it to you?"

- Click on **Actions>Edit Document** at the top of this email.
- Enter your responses.
- Enter my Lotus Notes address (Mike Gordon) in the **To:** box above.
- Make sure the subject line says **TP ROTATION EVAL**.
- Click on **Send** or **Send and File**.

Thanks for your help, and Best Wishes...



Sample

OPD will use a new web-based electronic survey format. The content will remain as shown here.

Mike Gordon, Transp. Planning Rotation Coordinator
Division of Transportation Planning MS-32
Office of Professional Development
1120 N Street/P.O. Box 942874
Sacramento, CA 95814/94274-0001
(916) 653-3529/Calnet 453-3529
Fax: (916) 653-2653/Calnet 453-2653

**DIVISION OF TRANSPORTATION PLANNING
TRANSPORTATION PLANNING ROTATION PROGRAM**

EMPLOYEE EVALUATION

Name _____
First M.I. Last

Classification _____

Term _____
From (mo/dy/yr) To (mo/dy/yr)

APPENDIX B (Cont'd.)

Please score each of the following areas from **0 – 5**, with 5 being the most applicable or favorable response.

Procedures

1. Your level of difficulty in finding a rotation opportunity. _____ [5=no difficulty...]
2. Your level of difficulty in completing the paperwork. _____ [5=no difficulty...]
3. If you qualified for special travel/per diem arrangements (e.g., housing), was your reimbursement timely? _____ [N/A if not applicable]
4. If you qualified for special travel/per diem arrangements, how helpful was Accounts Payable? _____ [N/A if not applicable]

Assignment

5. Were the goals and objectives of your assignment clear? _____
6. Did you achieve your stated goal? _____
7. Did you achieve what you expected to achieve? _____
8. Did you perform the duties established at the onset of the assignment, e.g., as agreed? _____

Supervision

9. Was the receiving supervisor supportive? _____
10. Was the sending supervisor supportive? _____
11. If this was a new area, did you receive adequate background and training? _____
12. Was your work reviewed sufficiently to receive corrective feedback? _____

OPD will use a new web-based electronic survey format. The content will remain as shown here.

Development

13. Did you learn a new skill, knowledge or ability? _____
14. Were there problems? _____
15. If there was a problem, was it made clear to you? _____
16. Overall, was your rotation a worthwhile experience? _____

APPENDIX B (End)

17. Place an "x" next to the area(s) in the chart below in which you acquired or grew your knowledge/skills/abilities from this assignment. If you mark more than one area, **highlight** the one area you consider to be your *primary* area of focus

K/S/A Gained	<i>enter "x"</i>	K/S/A Gained	<i>enter "x"</i>	K/S/A Gained
1. Administrative		12. GIS		23. Non-Motorized Tr.
2. Advance Planning		13. Goods Movement		24. Partner Agency
3. Aeronautics		14. Headquarters exp.		25. Programming
4. Air Quality		15. Grants Admin.		26. Rail
5. Budget		16. IGR/CEQA		27. Regional Planning
6. Community Planning		17. ITMS		28. State Planning
7. CTIS		18. Local Assistance		29. System Planning
8. District		19. Management		30. Transp. Planning
9. Economics		20. Mass Transp.		31. Supervision
10. Engineering		21. Modeling/Forecast.		32. Data Integration
11. Environmental		22. New Tech./ITS		33. Legislative Analysis

Sample

OPD will use a new web-based electronic survey format. The content will remain as shown here.

Transportation Planning Rotation Opportunity

Associate Transportation Planner (DOTP, Native American Liaison Branch)

Under the direction of the Branch Chief, Native American Liaison Branch (NALB), the incumbent provides expertise to federally recognized tribal governments and groups, and advocates the improvement of government-to-government relations on matters pertaining to transportation planning.

Acquire valuable experience in:

Issue Analysis--Analyze issues to provide expert guidance and direction to RTPAs, MPOs and District staff responsible for administering Caltrans' policies and meeting established goals of the Native American Advisory Committee;

Legislative Analysis--Analyze federal and state legislation to identify and determine its impact on internal and external customers and stakeholders;

Contract Management--Successfully implement Native American Branch contracts as prescribed by the Division of Procurement and Contracts and the Division of Accounting

Tact and Diplomacy--Work proactively but cooperatively with external agencies, tribal governments, districts and other units within the Department.

Please send your application to the California Department of Transportation, Division of Transportation Planning, MS-32, Office of Professional Development, P.O. Box 942874, Sacramento, CA, 94274-0001, attention: Mike Gordon. Digital copies (email) are acceptable.

Inquiries about the process or the duty statement may be directed to me via Lotus Notes, email, or telephone. Questions about the assignment may be directed to Cynthia Gomez at (916) 654-2389 or Carolyn Yee at (916) 654-2719.



"Thank you for your business..."

Michael D. Gordon
Division of Transportation Planning, MS-32
Office of Professional Development
1120 N Street/P.O. Box 942874
Sacramento, CA 95814/94274-0001
(916) 653-3529/Calnet 453-3529 Phone
(916) 653-2653/Calnet 453-2653 Fax
mike_gordon@dot.ca.gov

Mike
Gordon/HQ/Caltrans/
CAGov
04/21/2008 09:19 AM

To PLANNING DEPUTIES/DIV CHIEFS, OPD TRAINING
COORDINATORS
cc Chris Hatfield/HQ/Caltrans/CAGov@DOT, DOTP, Erik
Alm/D04/Caltrans/CAGov@DOT
bcc
Subject TRANSPORTATION PLANNING ROTATION
OPPORTUNITY - DISTRICT 4



Transportation Planning Rotation Opportunity

Associate Transportation Planner/Transportation Planner (District 4--Est. Six Months)

Perform journey-level (or entry-level) activities related to the development of Corridor System Management Plans (CSMPs) in District 4, various System Planning tasks, and interagency coordination. This rotation is self-funding, i.e., the employee's own position will fund the assignment.

Gain valuable experience in:

Corridor Planning - prepare documentation and coordinate studies that provide guidance in establishing the improvements needed to meet future transportation demand on the State Highway System;

Local Agency Representation - represent the Department on Technical Advisory Committees and in other forums related to local agency Transportation Planning efforts; and

General Transportation Planning and System Analysis - enhance your speaking, writing and analytical abilities "where the rubber meets the road."

The assignment can be tailored to the incumbent's area of greatest need or interest. Either a full-time or part-time rotation assignment would be considered. Please forward applications by May 9 to California Department of Transportation, Division of Transportation Planning, MS-32, Office of Professional Development, P.O. Box 942874, Sacramento, CA, 94274-0001, Attention: Mike Gordon. Digital copies (email) are acceptable.

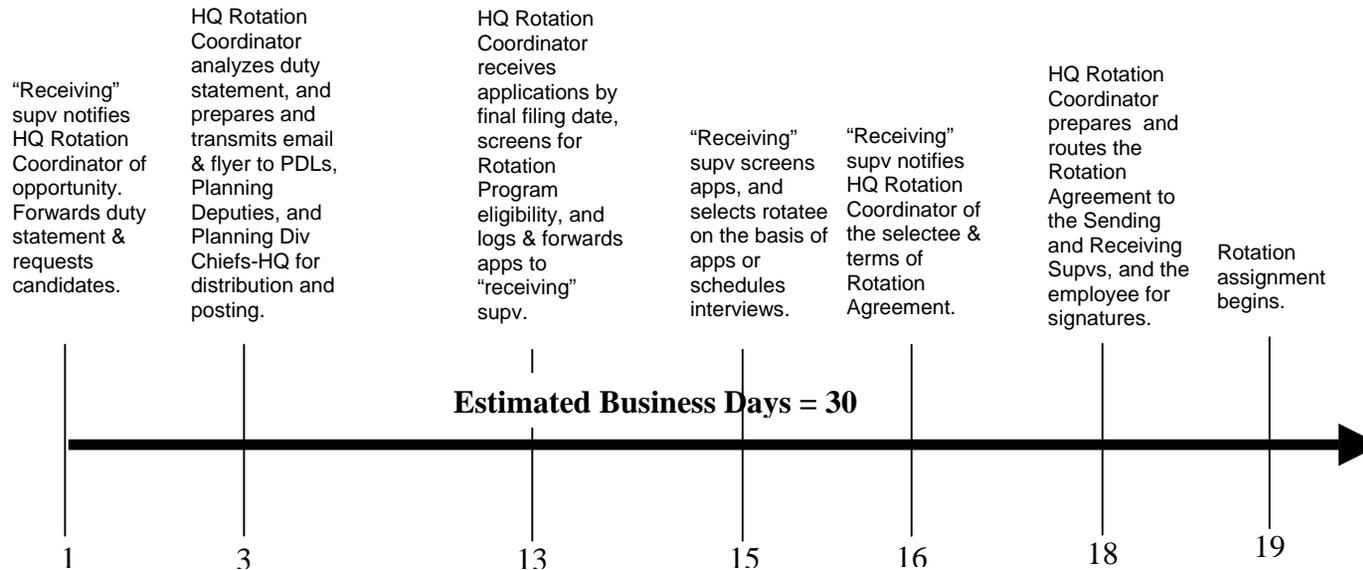
Please post this email in appropriate locations in your District or Division. Inquiries about the process or copies of the duty statement may be directed to Mike Gordon via Lotus Notes, email, or telephone. Questions about the assignment may be directed to Erik Alm at (510) 286-6053.

"Thank you for your business..."

Michael D. Gordon
Division of Transportation Planning, MS-32

DIVISION OF TRANSPORTATION PLANNING
Office of Professional Development

TYPICAL INTERNAL ROTATION STARTUP
----- TIMELINE -----



Assumptions:

- Applicants would have advised their sending supervisors of their interest in the rotation assignment before applying for a rotation assignment.
- The need for the knowledge, skills and abilities offered in the rotation assignment are reflected in the applicants' IDPs and training plans of the applicants.

***Add 30 days for external rotations—
for processing the *Interjurisdictional Exchange Agreement*.**

