

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Planner	OFFICE/BRANCH/SECTION District 7/Planning/Local Assistance	
WORKING TITLE Transportation Planner	POSITION NUMBER 907-152-4768-XXX	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the direction of a Senior Transportation Engineer, the Transportation Planner (TP) is responsible for processing documents for SB1 funded rail related projects under the Trade Corridor Enhancement Program (TCEP) in the Ports of Long Beach and Los Angeles along with other state or federally funded Local Assistance projects in the two counties of Caltrans District 7 (Los Angeles and Ventura Counties). Local Assistance projects are prepared by local agencies and their consultants and involve state or federal funds administered to local agencies through Caltrans. Occasional travel may be required. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

CORE COMPETENCIES:

As a Transportation Planner, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety First, Strengthen Stewardship and Drive Efficiency - Integrity)
- **Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement, Innovation, Integrity)
- **Communication**: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Review and approve documents and Federal-aid programming documents including but not limited to transportation and transit related projects from local agencies, leading to a local agency construction contract under the Federal-aid or State Programs. Provide guidance to local agencies on the federal aid project procedures, ensuring successful completion of such projects. Process and approve progress and final invoices from local agencies in a timely manner and ensure they conform to State and Federal rules and regulations and all related agreements.

ADA Notice

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30%	E	Review and approve annual Disadvantaged Business Enterprise (DBE) submittals from local agencies regarding project based DBE percentages and Good Faith Efforts per Chapter 9 of the Local Assistance Procedures Manual. Review and approve local agency funding requests through State and Federal programs such as the Active Transportation Program (ATP), Highway Safety Improvement Program (HSIP) and SB1 Trade Corridor Enhancement Program (TCEP).
15%	E	Conduct final inspections and maintenance reviews of street and highway projects completed by local agencies with federal and state funds. Final inspections are for the purpose of determining if these projects were completed as programmed.
10%	E	Coordinate meetings among Federal Highway Administration and local agencies on federal funding compliance issues for federally funded transportation and transit related projects.
5%	M	Coordinate with appropriate District Branches and acquire project data to assist local agencies in conforming to federal and state requirements for development of local street and highway projects.

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

No direct supervision; however, incumbent closely advises/directs local agency staff in local assistance programs and procedures.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of federal environmental laws, regulations, policies and procedures; familiarity with the National Environmental Policy Act (NEPA), and state and federal Executive Orders and requirements for environmental documents and technical studies.

Knowledge of the Caltrans Local Assistance Manuals.

The ability to analyze complex project invoices, project programming documents and agency checklists for errors and omissions.

The ability to learn and use computer applications for effective database management, word processing, spreadsheets, e-mail and internet references access, and for processing funding application packages from local agencies.

The ability to communicate clearly and effectively, verbally on the telephone, in meetings and in writing with other Caltrans employees, local agencies, the Federal Highway Administration, engineering and environmental consultants, representatives of resource agencies and the public.

The ability to manage many projects and priorities simultaneously and effectively exercise indirect supervision of local agencies representatives.

The ability to travel to field sites.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in interpreting local assistance procedures, program deadlines and environmental regulations or inadequate communication with local agency staff, could cause project delays and jeopardize funding.

PUBLIC AND INTERNAL CONTACTS

The ability to communicate clearly and effectively, verbally on the telephone, in meetings and/or in writing with other Caltrans personnel, local agencies, the Federal Highway Administration, engineering and environmental consultants, representatives of resource agencies and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations. Required to sit for long periods of time using a keyboard and video display terminal. Required to physically operate a motorized vehicle and travel to field locations.

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WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning or with periodic energy saving power outage rotations, the building's temperature and lighting may fluctuate.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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