

**POSITION DUTY STATEMENT**

PM-0924 (REV 02/2021)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION 03/Planning & Local Asst./Office of Planning & Modal Prog	
WORKING TITLE District 3 Transit Coordinator	POSITION NUMBER 903-800-4724-xxx	EFFECTIVE DATE

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 the Supervising Transportation Planner for the Division of Planning, Local Assistance, and Sustainability, the incumbent serves as a Senior Transportation Planner Specialist as the District 3 Transit Coordinator. The incumbent works in a cooperative and integrated manner to coordinate with other Divisions, Caltrans functional areas, public agencies, and stakeholder groups toward the goal of planning and programming for optimal State Highway System management. The incumbent has primary responsibility for integrating sound operations and planning strategies into planning efforts within the District while also managing funding grants with partners. The incumbent ensures that work products are of high quality and delivered on schedule. The Senior Transportation Planner Specialist could also be called upon to administer and manage consultant contracts as necessary, including development and review scopes of work, budgets, and schedules. The incumbent will be the point person for all transit related tasks within the Division of Planning, Local Assistance, and Sustainability.

**CORE COMPETENCIES:**

As a Sr 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. ( Advance Equity and Livability in all Communities - Equity, 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 - Engagement)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Lead Climate Action - Equity)
- **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 Advance Equity and Livability in all Communities - Engagement, Equity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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25%	E	Serves as the District 3 Transit Coordinator which manages local, regional, State, and Federal competitive and formulaic funding for transit programs. Includes project initiation with internal and external partners on items such as executing Master Agreements/Amendments, Program Supplements/Amendments, and other CTC actions as necessary; project execution, invoicing, and reporting, some of which includes review and monitor sub-recipient compliance for all Federally funded transit grant projects as described in their executed Standard Agreements; and project monitoring that can range from on-site reviews to assisting with audits.
25%	E	Serves as the point person for transit activities within the division and district to inform internal and external partners on the latest transit activities and best practices; leads, guides, and assists in the development of planning and project related tasks such as Project Initiation Documents (PIDs), project reviews, planning level studies, and competitive grant applications; monitors performance measures set by the Caltrans; and represent the District and Caltrans at internal and external partner meetings.
25%	E	Conducts regular monitoring of transit operators within the District to ensure compliance with state and federal guidance. Site visits may be required. This includes triennial on-site monitoring for local agencies and providing reports on complete site visits, deficiencies, and corrective action plans with operators; and, collecting and compiling Disadvantage Business Enterprise (DBE) forms.
15%	E	Works with internal and external partners on District and statewide programs and efforts, some of which include the California Integrated Travel Project (Cal-ITP) and the General Transit Feed Specification (GTFS).
10%	M	Act as a backup to other senior specialists and specialty areas, some of which may include complete streets, climate change/sustainability, and corridor planning work.

<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**

None. However, the incumbent may act in a temporary capacity to supervise staffing in other offices in the absence of the Supervising Transportation Planner and may oversee the work of students/interns.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of: The Department's mission, organization, policies, and procedures; federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs. 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.

The incumbent must also have specific knowledge of the following:

- District's regional transportation planning responsibilities and authority
- System Planning
- Sustainability/Climate Change
- State and Federal transportation planning regulations
- Verbal, written, and listening communication skills
- Caltrans and District organizational structure
- Personnel management techniques and strategies
- Caltrans mission and applicable transportation planning policies
- Project management techniques
- Local land use planning
- Air quality planning issues and procedures

Ability to: Conduct studies related to transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals. Gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively, both orally and in writing; work effectively with others as an interdisciplinary team member; persuasively negotiate with various internal and external clients; establish and maintain effective and cooperative working relationships with those contacted during the course of the work.

The incumbent must be able to analyze the impacts of projects to the transportation system, with adequate consideration to a multitude of administrative, legal, political, and institutional factors. Awareness and sensitivity to social, economic, and environmental conditions, which affect transportation planning, the ability to inspire the confidence of others and the ability to

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further the recognition of the Department as a multimodal transportation organization is necessary.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is involved with large and sometimes controversial projects and participates in regional decisions with far reaching consequences to the transportation system. Errors could result in a loss of funding or large cost increases for the Department and its projects; diminished Department credibility with the public; local and regional transportation partners, the California Transportation Commission, the Legislature, federal agencies, and other organizations/interest groups with which the District interacts.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent has extensive contact with high-level staff of other public agencies (State, federal, cities, counties, RTPAs, MPOs, sales tax authorities, etc.), development representatives, public officials, Headquarters' staff, consultants, and other District staff functions. Functions as an expert to respond to requests or communication generated from the projects or plans.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must be able to develop and maintain cooperative working relationships, be tactful and treat others with respect. Behave in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service.

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### WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Travel for this position is required.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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