

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Office of Transit Grants & Contracts	
WORKING TITLE Rural Transit HQ Liaison for FTA 5311	POSITION NUMBER 900-064-4721-055	REVISION DATE 03/25/2024

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 the Chief, Rural & Small Transit Operators Branch, in the Division of Local Assistance (DLA), the Associate Transportation Planner, works independently on the State's management of the Federal Transit Administration (FTA) Section 5311 and 5311(f) programs. These programs provide grants for public transit operators in rural and small urban areas as identified by the FTA. Principal duties include the review and evaluation of annual Section 5311 grant applications and ensure the timely processing of requests for reimbursements. Effective working relationship with Districts, public transit providers in the rural areas, and the Federal Transit Administration is critical.

CORE COMPETENCIES:

As an Associate 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.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Review and evaluate FTA Section 5311 applications for program conformity. Approve projects for inclusion in the statewide Section 5311 application. Approve expenditures and requests for reimbursements. Coordinate program activities with Districts, planning agencies, transit operators and federal agencies.
30% E	Accurately interpret federal and state guidelines to develop program policies, procedures, and documents. Provide guidance and technical support to Districts, planning agencies and transit operators regarding program requirements. Requires knowledge of local planning processes, project management techniques, and negotiating skill in working with stakeholders and meeting project schedules.
20% E	Evaluate and monitor program to ensure conformity with FTA requirements and coordination with local planning processes. Prepare reports and documents in response to audits and other program related reviews. The consequence of not meeting reporting requirements could potentially result in the loss of federal funds.
10% M	Responding to inquires from externals, the public, and the Director to ensure that we meet their needs in a timely fashion. Must be able to recognize issues that are politically sensitive and the potential ramifications on Caltrans, our stakeholders, and customers.

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

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have the ability to logically organize and present information, identify problems and formulate recommended actions.

This position requires knowledge of Federal and State laws related to transportation planning, programming, and funding of transit projects.

This position requires a knowledge of the transportation planning process, the ability to write effectively, to gather, compile, analyze and interpret data, to analyze problems accurately and recommend effective courses of action. The ability to develop

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formats to present and display data, to consult with other Caltrans divisions and outside agencies, to present ideas orally and to work effectively with other's as a team member is also required.

Familiarization with rail and bus project planning, programming and funding policies and procedures is highly desirable. The ability to perceive political and policy implications of actions that the Department is considering is desired. Knowledge of computer processing techniques and applications, research methods and techniques including conducting or participating in planning studies, contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues, and effective public participation techniques is also desired.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of error can be serious and far-reaching, affecting the Department but also regional transportation planning agencies, transit operators and transit service providers. The incumbent is frequently responsible for making recommendations on politically sensitive issues, on new administrative regulations and resolution of disputes brought about in the implementation of the program.

PUBLIC AND INTERNAL CONTACTS

Have a wide variety of regular contacts with persons outside the Division of Mass Transportation, by telephone, in writing, and in person. Frequent contact with district transit project coordinators, local transit operators, and other Departmental staff members regarding the planning, programming, funding, agreement execution, and monitoring of State-funded rail and transit projects, and related transit policy.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

To have the ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. This position requires occasional bending, stooping and kneeling. Employees may be required to move large or cumbersome reports from one location to another.

Mental Requirements:

Incumbent must be able grasp the essence of new information and master new technical and business knowledge. Must be able to organize and prioritize large volumes of varied documents. Has the ability for innovative solutions to situations to make organizational improvements. Creates and sustains an organizational culture which encourages team members to provide the quality of service essential to high performance.

Must be able to organize and prioritize a workload that is subject to frequent, substantial, and unexpected changes.

Emotional Requirements:

Must be able to develop and maintain cooperative working relationships. Ability to resolve emotionally charged issues reasonably and diplomatically. Considerate to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect

Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Must have the values a cultural diverse workforce.

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, the building temperature may fluctuate.

Most employees will work in workstations within shared cubicles. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m.

Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing.

Employees will be required to travel in state and occasional out-of-state travel may be required.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary

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residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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