

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION D80 - Financial Programming, OFPDM	
WORKING TITLE FTIP/FSTIP Coordinator	POSITION NUMBER 900-080-4724-xxx	REVISION DATE 11/18/2024

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 general direction of the Chief of the Office of Federal Programming and Data Management, a Supervising Transportation Engineer, the incumbent is responsible for: participating in the development of the Federal Statewide Transportation Improvement Program (FSTIP); reviewing and processing the Metropolitan Planning Organizations (MPOs) Federal Transportation Improvement Programs (FTIPs), and their amendments; managing the federal Congestion Mitigation and Air Quality (CMAQ) Program and Surface Transportation Block Grant Program (STBG); analyzing legislative proposals and proposed federal legislation related to transportation funding, and preparing other reports and analysis related to transportation programming and funding issues. The position requires the ability to work independently, meet short deadlines on a regular basis and to work effectively with all levels of staff in Caltrans' HQ and Districts, federal agencies, and MPOs.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence - Engagement, 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation, Integrity)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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45%	E	Develops, maintains and updates the FSTIP for the Director's submittal to the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). Reviews, based on financial and program requirements, and recommend the Director's approval of the FTIPs for incorporation into the FSTIP. Analyzes and reviews FTIP amendments including data provided by MPOs, to ensure fiscal constraint and federal programming requirements are met for the amendments to be approved by the Division Chief. Assures that sufficient data is provided to program projects in the FSTIP. Advises and consults with staff and officials at Caltrans' headquarter and districts, local agencies, MPOs, FHWA, FTA, and EPA on issues related to the FTIP, FSTIP and their amendments. Ensures compliance of FTIPs/ FSTIP and their amendments with the public participation plans, and that amendments status and approval documents are published on the Division's website. Participate in the development and updates of electronic data systems to be used for development and maintenance of the FTIPs and the FSTIP.
20%	E	Advises and consults with staff and officials at Caltrans, MPOs, local agencies, regional agencies, FHWA and California Air Resources Board (CARB), on issues related to CMAQ project eligibility, CMAQ project impacts, annual apportionments of CMAQ/STBG funds, and proposed changes in federal and state statutes related to programming and funding of transportation projects.
15%	E	Prepare annual apportionments of federal funds such as the Congestion Mitigation & Air Quality Improvement Program (CMAQ), and Surface Transportation Block Grant Program (STBG) funds for distribution to state's regional agencies. This includes conducting research on current statutes and regulations to be used in calculating apportionments. Collect data from various sources. Calculate appropriate deductions and adjustments to apportionments in accordance with federal regulations and state statutes, and collect population data from the Department of Finance, US Census and MPOs. Work with staff in Divisions of Local Assistance and Budgets, to agree on policy, procedures and figures; review and analysis of federal apportionment notices from FHWA, and preparing estimates of future years' apportionments. Collect financial information from all MPOs and develop a statewide financial plan for the FSTIP. Collect data from MPOs to be used in the development of the annual obligation of federal funds and performance measures reports. Researching for changes in new transportation acts and reviewing the FTIPs to ensure compliance of the FTIP/FSTIP with these changes. Coordinate the compliance effort with all stakeholders and develop new guidance and procedures as necessary for timely implementation by developing timelines and collecting progress information.
10%	E	Advises and consults with staff and officials at Caltrans, local agencies, regional agencies, FHWA and CARB, on issues related to CMAQ project eligibility, CMAQ project impacts, annual apportionments of CMAQ/RSTP funds, and proposed changes in federal and state statutes related to programming and funding of transportation projects. Act as technical expert in the Federal Transportation Management Program office for Air Quality programming issues. Stay current on Air Quality developments related to the FTIP/FSTP by monitoring and tracking new air quality legislation required by the Environmental Protection Agency (EPA), Air Resources Board (ARB), and the Federal Highway Administration (FHWA). Consult with the Air Quality Coordination Branch within the Office of Regional and Interagency Planning, Division of Transportation Planning, on issues related to air quality and conformity policy as needed. Participate in transportation systems planning and project development. Review, analyze and comment on environmental analysis of proposed projects. Discuss environmental impacts of transportation systems with management; review environmental documents of Local, State and Federal agencies; and prepare environmental analysis. Review and report on environmental documents mandated by Federal and State laws and regulations. Participate in the continuing programming of projects based on statewide, regional and local needs.
5%	E	Responsible for assuring the Transportation Control Measures (TCMs), and other air quality issues for projects designated in the FTIPs, and in the California Transportation Improvement Program System (CTIPS). Prepares or directs the preparation of charts, diagrams, maps, fact sheets, funding analysis, research and reports related to transportation programming and funding, as necessary and as directed.
5%	M	Participates in and conducts training related to federal programming. Create and maintain desk procedures manual.

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

The Senior Transportation Planner does not supervise but may act as lead worker for associate and assistant level staff in the Office.

ADA Notice

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- This position requires knowledge of federal and state statutes, regulations, guidelines and policies related to federal and state funding of transportation projects. A general knowledge of federal and state statutes, regulations, guidelines and policies related to transportation programming. An understanding of the relationship of the federal transportation programming process to the state's transportation programming process.
 - Ability to research, gather, compile, analyze, interpret and display in understandable formats, complex transportation funding data for use by Caltrans' management, regional agency staff and federal officials.
 - Ability to communicate effectively both orally and in writing. The ability to develop and maintain effective working relationships and work cooperatively with others.
 - Ability to respond to inquiries from Caltrans' management and internal and external customers in a timely and effective manner.
 - Knowledge of and ability to use personal computer equipped with e-mail, word processing, spreadsheet, and database software including Microsoft Word, Microsoft Excel, Filemaker Pro, Visual Fox Pro, and other internet applications is required.
 - Ability to work with minimum direction and supervision, to initiate action independently, to handle multiple assignments simultaneously, to learn new tasks quickly with little or no formal training, and to be responsive to customers and management policy.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Planner is responsible for working with others and making recommendations on the appropriation of approximately one-half billion dollars per year, of federal CMAQ and STBG funds; eligibility of projects for federal funding and proposed changes to federal/state statutes related to transportation funding. The actions and recommendations will impact all transportation projects in California, which receive federal and state funding. The consequences of not meeting responsibilities or making poor decisions and recommendations could jeopardize the availability of federal and state funds for state, regional and local projects.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely have contact with various Caltrans' Headquarters and District staff, representatives of FHWA, FTA, EPA, CARB and various regional agencies when managing CMAQ and STBG. In addition, the Senior Transportation Planner will have routine contact with Caltrans' Legislative Affairs when reviewing legislation and when developing the Caltrans' Statutes Book. These contacts will be verbal or written as needed to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also, on occasion, be required to travel to various parts of the state to meet with regional agencies.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are required to report to the office a minimum of two days a week.

Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The employee will be required to commute to the headquartered location as needed to meet operational needs. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions.

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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.)

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

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