

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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| CLASSIFICATION TITLE Transportation Planner | OFFICE/BRANCH/SECTION Office of Transit Planning | |
| WORKING TITLE Transit Program Coordinator | POSITION NUMBER 900-064-4768-919 | REVISION DATE 09/20/2024 |

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 supervision of the Branch Chief, Transit Programs Oversight Branch, a Senior Transportation Planner, the Transportation Planner will function as a Transit Programs Coordinator. Assist with analyzing, developing, administering, and monitoring State policy for the Transportation Development Act (TDA). Tasks include; developing a framework to make transportation information available to Caltrans staff and outside organizations; and preparing reports addressing specific transportation concerns/issues. Responsible for work associated with the Transit & Intercity Rail Capital Program (TIRCP). The incumbent assist in ensuring program activities are integrated into planning programs and documents, programming and project development. The incumbent works in a cooperative, integrated and on-going manner with internal and external stakeholders; and assists in identifying and developing policy opportunities to maintain high visibility and credibility for Transit Planning efforts.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement)
- **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, Advance Equity and Livability in all Communities - Engagement)
- **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. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement)
- **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. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement)
- **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. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement)
- **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. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement)

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TYPICAL DUTIES:

| Percentage | | Job Description |
|---|---|---|
| Essential (E)/Marginal (M) ¹ | | |
| 30% | E | Under supervision, coordinates program activities to align with planning programs and documents, programming and project development. Facilitate engagement and feedback from partners, stakeholders, and the public, with a focus on including voices from disadvantaged communities. Work with Caltrans Headquarters Planning Offices, Divisions, Districts, the California State Transportation Agency, California Transportation Commission, and other key stakeholders to promote transit strategies; strategies may be funded through the Solutions for Congested Corridors Program (SCCP), State Transportation Improvement Program (STIP), and the State Highway operations and Protection Plan (SHOPP) and other funding programs. |
| 30% | E | Working collaboratively, serve as a technical resource to internal and external partners on TDA and related transit issues, including; assisting in providing guidance and interpretation of bills, statutes, research, reports, correspondence, audit procedures, and presentation material. Monitoring any necessary statutory changes to reflect passage of recent legislation. Reviewing Unmet Transit Needs documentation and Fiscal and Performance Audits. |
| 20% | E | Under supervision, oversee TIRCP pre-award activities at least every two years. This includes but is not limited to assisting in the development of program guidelines, preparation and facilitation of program workshops, development of Call for Projects and facilitation of program awards. Assisting in the preparation of key policy initiatives, procedures, tools, analyses, and training to provide direction for the TIRCP. |
| 10% | M | Assist in the development of proposals, white papers, and studies in-house to advance all program areas in the office which includes developing research proposals and coordinating various research processes to identify best practices and research efforts appropriate to programs within this Office. |
| 10% | M | Participate in interagency working groups. Identify and actively communicate, and maintain positive working relationships with stakeholders to support Department and program goals, objectives, and outcomes. Perform other duties within the scope of the classification as assigned. |

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 incumbent does not supervise staff but must be able to develop cooperative and professional working relationships with peers and management.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of federal, state, and departmental policies, programs, practices, laws, and issues related to transportation planning, transit planning, active transportation, complete streets, bicycle/pedestrian facilities, equity, sustainability, emerging modes, vehicle miles traveled, land use planning and related practices including transit oriented development, livable communities, housing, and public participation are required. Ability to work cooperatively, to initiate effective partnerships with federal, state, and local agencies, district and headquarters programs, transit advocates, bicycle and pedestrian advocates, and planning and engineering professionals. Ability to analyze and interpret data relative to program; apply analytical techniques to resolve transportation problems; communicate effectively; and work independently or as an interdisciplinary team member. Ability to oversee policies, plans, and programs with awareness and sensitivity to social, political, economic, and environmental issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by their supervisor or designated lead person. Work must be completed independently with specific recommendations. Errors in guidance, implementation, coordination, and carrying out state and federal law, regulations, and policies could have negative impacts on Caltrans ability to provide transformative, sustainable, multi-modal options to the traveling public. Errors also result in Caltrans loss of credibility with partners, advocates, and the public.

PUBLIC AND INTERNAL CONTACTS

The incumbent participates in various meetings dealing with federal, State, regional and local agencies, transit operators, universities, community-based organizations and the public concerning the scope and content of assigned tasks. The incumbent initiates and maintains internal contact with various functional District staff, Traffic Operations, Maintenance, etc., as well as Headquarters functional and program areas. The incumbent is expected to maintain a continual dialogue with Department staff and local agency staff, as appropriate.

ADA Notice

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may need to sit for long periods of time using a keyboard and video display monitor; think critically and analyze a range of issues; balance many ongoing assignments and re-prioritize work quickly to respond to more urgent assignments as needed; foster a diverse, creative, and innovative work environment; and develop and maintain cooperative working relationships.

WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

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 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