



## CALIFORNIA TRANSPORTATION COMMISSION DUTY STATEMENT

<b>CLASSIFICATION TITLE</b> Associate Transportation Planner	<b>DISTRICT/DIVISION/OFFICE</b> California Transportation Commission	
<b>WORKING TITLE</b> Program Analyst	<b>POSITION NUMBER</b> 696-004-4721-XXX	<b>EFFECTIVE</b> October 1, 2020

### **GENERAL STATEMENT:**

The California Transportation Commission (Commission) is an independent public agency dedicated to ensuring a safe, financially sustainable, world-class multimodal transportation system that reduces congestion, improves the environment, and facilitates economic development through the efficient movement of people and goods. The Commission is responsible for the programming and allocating of funds for the construction of highway, passenger rail and transit improvements throughout California. The Commission, also advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs.

The Associate Transportation Planner, under the direction of the Associate Deputy Director or the Assistant Deputy Director, will support the development of policies in the areas of multimodal transportation planning, environmental sustainability, interagency coordination, and equity. The incumbent will perform a variety of analytical assignments and is expected to work independently on the development, evaluation, and monitoring of policies and procedures for the State's multi-modal transportation system. The incumbent also assists in the evaluation of current and pending issues for Commission action. The incumbent also contributes to the development of planning and program guidelines, policies and procedures; and facilitates interagency coordination. The incumbent is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks. All duties are to be performed in accordance with Commission policies.

**TYPICAL DUTIES:**

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

- 50% E        **Assists with Development of Policies Related to Transportation Equity and Public Engagement**
- Conducts research and advises senior policy staff on the development of policies related to climate change, transportation equity, sustainability, and environmental justice issues.
  - Collaborates with state, regional, and local transportation agencies as well as advocacy stakeholders.
  - Supports the Commission’s Equity Advisory Roundtable and the Community Listening Sessions conducted by state transportation agencies.
  - Develops public engagement materials.
- 20% E        **Assists with Statewide Multi-Modal Transportation Planning**
- Assists with analyzing Commission policies on statewide guidelines and/or procedures for regional transportation plans
  - Assists with reviewing and preparing comments for Commission consideration in response to regional transportation plans and state transportation plans such as the California Transportation Plan, the Sustainable Freight Plan, and the Interregional Transportation Strategic Plan
  - Participates in planning workgroups and committees that ensure the policies and directions of the Commission are represented
- 15% E        **State Agency Coordination**
- Conducts outreach with other state agencies on transportation issues of interest to the Commission.
  - Attends meetings with other state agencies where key transportation related issues which may affect the Commission’s primary mission will be discussed.
  - Supports the development of Joint CARB/CTC/HCD meetings.
- 5% E        **Assists on the Evaluation of Commission Funding Programs**
- Assists Commission staff on the review and evaluation of various transportation funding programs under the Commission’s purview.

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<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

### ***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

**Knowledge of:** 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 Commission's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs; and purpose, organization, the policies of Federal, State, regional, and local transportation agencies.

**Ability to:** Gather, compile, analyze, and interpret data; reason logically, basically, and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work; conduct studies related to state environmental and transportation planning; analyze problems and develop appropriate solutions; recommend effective course of action; evaluate general planning proposals; communicate effectively with other agencies, the public, and the media.

### ***RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR***

Recommendations by the incumbent will inform Commission actions and policies, and Commission recommendations to the Legislature and the Administration. The consequences of not meeting responsibilities or making poor decisions and recommendations could be the result in the inability to complete statutorily requirements, loss of credibility with the Legislature, the Administration, and transportation stakeholders.

### ***CORE COMPETENCIES***

**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. (*Accountability*)

**Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others at the Commission informed as appropriate. (*Transparency*)

**Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (*Innovation*)

**Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (*Integrity*)

**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. (*Integrity*)

**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. (*Accountability*)

**Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (*Accountability*)

**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 to achieve consistent results. (*Integrity*)

## **DESIRABLE QUALIFICATIONS**

Awareness and sensitivity of social, economic, and environmental conditions which effect environmental and transportation planning; ability to delegate responsibility to others; ability to inspire the confidence of others; knowledge of Federal and State regulations that apply to and impact the work of the Commission and the Commission's mission, goals, programs, and policies; experience that demonstrates project management skills; demonstrated ability to participate in public forums; represent the Commission in complex transportation matters and serve in a consulting and coordinating capacity with other transportation professionals and organizations; demonstrated ability to develop and implement organizational improvements or innovations; demonstrated ability to effectively apply logic and creativity in decision-making processes; ability to successfully apply motivational and negotiating skills; excellent oral and written communication skills.

