



## CALIFORNIA TRANSPORTATION COMMISSION DUTY STATEMENT

<b>CLASSIFICATION TITLE</b> Senior Transportation Planner/SSMII	<b>DISTRICT/DIVISION/OFFICE</b> California Transportation Commission	
<b>WORKING TITLE</b> Assistant Deputy Director	<b>POSITION NUMBER</b>	<b>EFFECTIVE</b>

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 programming and allocating transportation funds used in the construction of highway, intercity passenger rail, active transportation, aeronautics, and transit improvements. The Senior Transportation Planner, under the direction of the Associate Deputy Director, assists the development, evaluation, administration, and monitoring of policies and procedures for the State's multi-modal transportation system and evaluates of current and pending issues for Commission action. The incumbent assists the development of program guidelines, policies and procedures; and the coordination of financial, legislative, and environmental matters of the Commission for the State's multi-modal transportation system projects. The Senior Transportation Planner serves as a member of the policy staff and provides direction on policy and planning decisions for the Commission.

### **GENERAL STATEMENT:**

Under the direction of the Associate Deputy Director, the incumbent assists in the development, evaluation, administration, and monitoring of policies and procedures for the State's multi-modal transportation system and evaluates of current and pending issues for Commission action. The incumbent assists in the development of program guidelines, policies and procedures; and the coordination of financial, legislative, and environmental matters of the Commission. The Senior Transportation Planner serves as a member of the policy staff and participates in high-level policy and planning decisions for the Commission.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40% E	<p><b>Program and Allocating Funding for the various transit programs</b></p> <ul style="list-style-type: none"><li>• Assist in developing policies on statewide programming guidelines and/or procedures for Commission administered funding programs.</li><li>• Review and summarize programming requests, addressing policy issues raised by each proposal, for presentation at public hearings.</li><li>• Monitors the review and preparation of recommendation on project readiness and project funding for capital projects consistent with statutory and program guidelines.</li><li>• Responds to requests from recipient agencies and interprets statutory requirements ensuring compliance with program guidelines and state and federal law.</li></ul>
20% E	<p><b>State Transportation Improvement Program (STIP)</b></p> <ul style="list-style-type: none"><li>• Review and analyze the Department of Transportation (Caltrans) STIP Fund Estimate.</li><li>• Receive, review, and compile proposals from regional agencies and Caltrans.</li><li>• Prepares summaries of programming requests, including the policy issues raised by each proposal, for presentation at public hearings, and responds to any issues raised by rail and transit providers, local and regional agencies, Caltrans, or other interested parties.</li><li>• Assists in the preparation of the STIP for adoption by the Commission.</li><li>• Tracks Commission actions per Section 188.11 of the Streets and Highways Code which requires that the Commission maintain a long-term balance of shares, shortfalls, and surpluses for the STIP.</li></ul>
20% E	<p><b>Finance &amp; Budget</b></p> <ul style="list-style-type: none"><li>• Assists in developing policy and methodology for financing transportation programs.</li><li>• Participates in the review and analysis of Caltrans budget and allocation capacity recommendations and other financial analyses.</li></ul>
10% E	<p><b>Reporting</b></p> <ul style="list-style-type: none"><li>• Report, both annually and on an ad hoc basis, on the status of programs tracked to interested parties including the legislature and the media.</li></ul>

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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

10% M

### **Legislation**

- Analyze bills which have an identifiable impact on State Transportation System, and in particular, those measures which influence transportation funding, the transportation funding programs, the Commission's allocation of funds, and other matters shaped by Commission policies and actions. Propose changes to address Commission concerns.

## **SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

Does not supervise staff but may act in a lead capacity

## **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; the Commission's budgeting process; the Commission's Affirmative Action Program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; a supervisor's role in safety, health, labor relations and the Commission's EEO Program and the processes available to meet these program objectives; knowledge of purpose, organization, and policies of Federal, State, regional, and local transportation agencies; program goals and objectives of the Commission.

**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 transportation planning and project programming and evaluation; analyze problems and develop appropriate solutions; recommend effective course of action; evaluate general programming proposals; work independently on complex planning projects; may organize and direct the work of staff engaged in a variety of programming activities; evaluate and monitor the work of consultants; communicate effectively with other agencies, the public, and the media; effectively contribute to the Commission's safety, health, labor relations, and EEO Program objectives; may provide direction of the analysis of transportation and environmental planning studies.

## 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.

## DESIRABLE QUALIFICATIONS

Awareness and sensitivity of social, economic, and environmental conditions which affect transportation planning and programming decisions; 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.

## 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*)

## **PUBLIC AND INTERNAL CONTACTS**

Travel to the Commission meetings is required. Occasional travel to other meetings and hearings may also be required. Must have effective communication with other staff members, Commission's Executive Director, and be responsive to information requests from Commission members and other stakeholders.

## **WORK ENVIRONMENT**

While at their base of operation, employee will work in a climate-controlled office under artificial lighting.

## **PHYSICAL REQUIREMENTS**

Employee may be required to sit for long periods using a keyboard and video display terminal to review and access information.

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Employee's Name

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Signature

Date

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

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Supervisor's Name

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Signature

Date