



CALIFORNIA TRANSPORTATION COMMISSION DUTY STATEMENT

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

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 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 Deputy Director, directs 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 directs 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 provides direction on policy and planning decisions for the Commission.

Specific duties and activities include, but are not necessarily limited to:

TYPICAL DUTIES:

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

- 50% E **Programming and Allocating Funding**
- Directs the planning and development of statewide guidelines for programming and administering the Local Transportation Infrastructure Climate Adaptation Program.

¹ 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

- Develops policies on statewide programming guidelines and/or procedures for Commission administered funding programs.
- Review and summarize programming requests, addressing policy issues raised by each proposal, for presentation at public hearings.
- Monitors the review and preparation of recommendation on project readiness and project funding for capital projects consistent with statutory and program guidelines.
- Responds to requests from recipient agencies and interprets program guidelines ensuring compliance with program guidelines and state and federal law.
- Directs the review and analysis of proposals received from local and regional agencies and Caltrans for presentation to the Commission.
- Responds to more difficult and complex issues raised by local and regional agencies, Caltrans, or other interested parties.
- Oversee the planning and conducting of workshops with stakeholders to gather feedback on program guidelines, policies, and procedures.
- Directs the analysis and the competitive scoring process of programming proposals from agencies, including formation and facilitating an advisory group.
- Manage the preparation of the Local Transportation Infrastructure Climate Adaptation Program and/or other programs, as applicable for adoption by the Commission.
- Make presentations that cover general Commission functions and/or program specific content on an as needed basis.
- Oversee the tracking, monitoring and evaluation of performance measures relative to the Commission administered funding programs.
- Evaluates overall program performance including annual reporting to the Legislature.

15% E **Reporting**

- Report, both annually and on an ad hoc basis, on the status of programs to interested parties including the legislature and the media.
- Identify and recommend actions and measures to improve Commission public accountability, efficiency, and transparency. Evaluate effectiveness of recommended actions and facilitate the periodic reporting of performance.

15% E **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.

- Works collaboratively with transportation stakeholders and provides technical support in the initiation and development of state and federal legislation that seeks to secure financial stability for the State's transportation needs.

15% E

Finance & Budget

- Reviews and prepares comments for Commission consideration in response to regional transportation plans and state transportation plans such as Climate Adaptation Plans and other documents related to climate adaptation.
- Coordinate and collaborates with other state agencies on their efforts on climate adaptation and resiliency programs.
- Participate in planning workgroups and committees ensuring the policies and directions of the Commission are represented.

5% M

Planning and Coordination with other State Agencies

- Assists in developing policy and methodology for financing transportation programs.
- Participates in the review and analysis of Caltrans budget and allocation capacity recommendations and other financial analyses.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

While this position currently does not supervise staff directly, the position will act in a lead capacity and as the needs of the Commission change, the position may be required to supervise 1-5 direct reports

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: The planning process and general practices of environmental and 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 Affirmative Action Program and the processes available to meet these program objectives; and purpose, organization, the policies of Federal, State, regional, and local transportation agencies program goals and objectives of the California Department of Transportation.

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; work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning 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 Affirmative Action Program objectives; provide direction of the analysis of transportation and environmental planning studies.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to use sound judgment in the execution of duties of this position could result in damage to the credibility of the Commission, limiting the effectiveness of the Commission's relationship with state and local partner agencies and could result in the loss of allocated funds for State and local projects.

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.

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.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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's Name

Signature

Date

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

Supervisor's Name

Signature

Date