



## CALIFORNIA TRANSPORTATION COMMISSION

### DUTY STATEMENT

<b>Classification Title:</b> Senior Transportation Planner		
<b>Working Title</b> Assistant Deputy Director	<b>Position Number</b> 696-004-4724-XXX	<b>Effective Date</b> February 2024

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 funds for the construction of highway, passenger rail, transit, and active transportation 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 Commission is also an active participant in the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs.

#### **GENERAL STATEMENT**

The Senior Transportation Planner, under the general direction of the Associate Deputy Director (Supervising Transportation Planner), independently works on the development, evaluation, administration, and monitoring of policies and procedures for the State's multi-modal transportation system and assists in the evaluation of current and pending issues for Commission action. The incumbent independently works on difficult and complex projects such as the development of program guidelines, policies and procedures; and assists in 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 policy and planning decisions for the Commission.

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

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## **TYPICAL DUTIES**

### **Percentage (Essential Functions (E) / Marginal (M)<sup>1</sup>) – Job Description**

#### **35% (E) – Programming**

- Conduct the more difficult and complex elements of planning and developing statewide guidelines for programming and administering new and/or existing programs. Includes development of Commission policies on statewide programming guidelines and/or procedures for Commission administered funding programs
- Review and summarize the more difficult and complex programming requests, addressing policy issues raised by each proposal, for presentation at public hearings
- Supervise subordinate staff as necessary, to support program deliverables and tasks
- Advise and coordinate with local and regional agencies and the Department of Transportation (Caltrans) in developing programming documents such as the Local Partnership Formulaic Program, and other programming documents as necessary
- Review and analyze proposals received from regional agencies and Caltrans for presentation to the Commission
- Respond to difficult and complex issues raised by regional agencies, Caltrans, or other interested parties
- Plan and conduct workshops with stakeholders to gather feedback on program guidelines, policies, and procedures
- Analyze and competitively score programming proposals from agencies, including formation and facilitation of multidisciplinary advisory groups
- Prepare the Local Partnership Formulaic Program, and/or other programs, as applicable, for adoption by the Commission
- Oversee the compilation, analysis, and display data related to program composition for distribution to stakeholders
- Make presentations that cover program specific content on an as needed basis
- Analyze amendment requests relative to Commission administered funding programs and recommend actions
- Oversee the tracking of Commission actions relative to Commission administered funding programs

#### **25% (E) – Allocating Funding**

- Monitor the review and preparation of recommendations on project readiness and project funding for capital and/or non-infrastructure projects, consistent with statutory and program guidelines
- Respond to requests from, and interprets program guidelines for, recipient agencies ensuring compliance with program guidelines and state and federal law
- Review and analyze allocation requests from regional agencies and Caltrans for presentation to the Commission
- Respond to difficult and complex issues raised by regional agencies, Caltrans, or other interested parties

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- Oversee the tracking of Commission actions relative to Commission administered funding programs
- Track, monitor, and evaluate performance measures relative to Commission administered funding programs
- Evaluate overall program performance including annual reporting to the Legislature
- Oversee subordinate staff work to support program deliverables and tasks

**20% (E) – Finance and Budget**

- Develop policy and methodology for financing transportation programs
- Participate in the methodology development for estimating revenues available in current and future years
- Participate in the review and analysis of Department of Transportation's Fund Estimates, budget, and allocation capacity recommendations, and other financial analyses

**10% (E) – Legislation and Coordination**

- Analyze bills which have an identifiable impact on the 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
- Work 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

**5% (E) – Statewide Multi-Modal Transportation Planning**

- Develop Commission policies on statewide guidelines and/or procedures for regional transportation plans
- Review and prepare comments for Commission consideration in response to regional transportation plans and state transportation plans such as California Transportation Plan, the Sustainable Freight Plan, the Interregional Transportation Strategic Plan, and the California Aviation System Plan
- Participate in planning workgroups and committees ensuring the policies and directions of the Commission are represented
- Participate in planning Commission sponsored events

**5% (M) – Additional Responsibilities**

- Perform other duties within the scope of the classification as assigned

<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.

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

The position will supervise staff at the Staff Services Analyst or Associate Government Program Analyst level. The incumbent may be required to supervise additional staff as needed.

### **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.

**Ability to:** Gather, compile, analyze, and interpret data; reason 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.

### **DESIRABLE QUALIFICATIONS**

Awareness and sensitivity to social, economic, and environmental conditions which effect the transportation field; 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.

### **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 local partner agencies and could result in the loss of allocated funds for State and local projects.

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## **PUBLIC AND INTERNAL CONTACTS**

The incumbent must have effective communication with other staff members, Commission's Executive Director, and be responsive to information requests from Commission members and other stakeholders. The incumbent will also communicate regularly with other state agencies, the general public, and outside vendors and contractors.

## **WORK ENVIRONMENT**

This position involves teleworking and reporting to the office as needed and/or required. The incumbent is required to comply with telework agreement policies and procedures.

Travel to the Commission meetings may be required. Occasional travel to other meetings and hearings may also be required.

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

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

## **PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

**Physical:** The incumbent may be required to sit for long periods of time using a keyboard and video display terminal to review and access information.

**Mental:** The incumbent must have the ability to multitask, adapt to changes in priority and focus for long periods of time. Must be able to organize and prioritize work assignments.

**Emotional:** The incumbent must have the ability to develop and maintain cooperative working relationships, respond appropriately to multiple workload requests and conflicting deadlines. The incumbent must have the ability to resolve emotionally charge issues reasonably and diplomatically.

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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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date