



# CALIFORNIA TRANSPORTATION COMMISSION

## DUTY STATEMENT

<b>Classification Title:</b> Senior Transportation Planner		
<b>Working Title</b> Assistant Deputy Director	<b>Position Number</b> 696-004-4724-012	<b>Effective Date</b> August 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**

Under the general direction of a Supervising Transportation Planner in Transportation Planning, the Senior Transportation Planner supports and directs the development, evaluation, administration, and monitoring of policies and procedures for planning and funding the state's multimodal transportation system. The incumbent supports and directs the development of short, mid, and long-term transportation infrastructure needs assessments; policies and procedures, as well as policy development, associated with statewide road usage charging; and the coordination of related planning, programming, and legislative matters of the Commission.

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

### **TYPICAL DUTIES**

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

##### **40% (E) – State and Local Transportation Needs Assessment Development**

- Support the project manager and serve as an alternate project manager in leading internal and external efforts for transportation infrastructure needs assessments consistent with the requirements of Senate Bill 1121 (Gonzalez, 2022), which codified preparation of the needs assessments pursuant to Government Code Section 14518.
- Develop and analyze revenue forecasts for federal, state, regional, and local transportation funding including revenue streams for capital, operations, and maintenance of the multimodal transportation system.
- Analyze capital, operations, and maintenance needs including projected costs for the necessary 10-year future growth of the state and local multimodal transportation system, including costs to address climate change impacts and provide system resiliency.
- Calculate projected revenues versus projected needs and identify any funding shortfalls including details on the funding streams and affected transportation infrastructures.
- Support and oversee consultant services and multi-disciplinary inter and intra-agency teams and efforts related to the data collection, analysis, and reporting requirements associated with the State and Local Transportation Needs Assessment.
- Develop, document, and oversee the implementation of and procedures associated with Statewide Needs Assessments.
- Present on the draft and final versions of the State and Local Transportation Needs Assessment as needed to the Commission, stakeholders, partner agencies and legislative staff, and assist with transmittal to the legislature.
- Support updates every 5 years as required by law.

##### **40% (E) – Road Usage Charge Technical Advisory Committee and Pilot Program Implementation**

- Support the project manager and serve as an alternate project manager as needed for internal and external efforts for road usage charge policy development, pilot program implementation, and staffing the Road Charge Technical Advisory Committee pursuant to the requirements of SB 339 (Wiener, 2021).

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- Operate the Commission's Road Charge Technical Advisory Committee, including the development of meeting materials and policy recommendations, as well as overall administration, communication, and meeting coordination.
- Oversee the implementation of procedures associated with the Road Charge Technical Advisory Committee for areas such as meeting materials development, committee and stakeholder communication, interagency coordination, travel, and compensation.
- Develop, document, and support implementation of policies and make recommendations to the legislature for the development of sustainable long-term transportation funding.
- Research, gather, tabulate, analyze, and compile data from state and federal sources to prepare charts, tables, special reports, executive level presentations, correspondence, briefing documents, and spreadsheets requested by management in support of Commission programs.

**10% (E)** – State and Regional Multimodal Transportation Issues

- Support the development of Commission policies on statewide guidelines and/or procedures for Regional Transportation Plans, the California Transportation Plan, and Comprehensive Multimodal Corridor Plans.
- Review and prepare comments for Commission consideration in response to regional transportation plans, the California Transportation Plan, the State Rail Plan, the State Freight Plan, Interregional Transportation Strategic Plan, and other related transportation plans.

**5% (M)** – Assist Commission staff on the review and evaluation of various transportation funding programs under the Commission's purview.

**5% (M)** – Perform administrative duties, provide back-up for other team staff, and 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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position does not supervise staff but may act in a lead capacity.

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## **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; demonstrated understanding of and experience with effective and meaningful public participation techniques; the Department'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 Department's budgeting process; the Department'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 Department's Affirmative Action Program and the processes available to meet these program objectives.

**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; analyze problems and develop appropriate solutions; recommend effective courses 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 Department's safety, health, labor relations, and Affirmative Action Program objectives.

## **DESIRABLE QUALIFICATIONS**

Awareness of, and sensitivity to, 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.

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### **RESPONSIBILITY FOR DECISIONS AND CONSEQUENCE 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.

### **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 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.

While at their base of operations, the incumbent will work in a climate-controlled office setting of mixed hard-walled and modular furniture design. The primary workspace is of modular design under artificial light, containing computer and telecommunications equipment. Due to periodic problems with the heating and air-conditioning, the building temperature may fluctuate.

Travel: Occasional travel to meetings and hearings may be required.

### **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 and respond appropriately to multiple workload requests and conflicting deadlines. The incumbent must have the ability to resolve emotionally charged 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.

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Employee's Name

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Employee's Signature

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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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Supervisor's Signature

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Date

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