

EMPLOYMENT OPPORTUNITY

1. RPA # 05-001-CTC
ANALYST'S INITIALS
DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Transportation Planner, Ranges A-C	3. POSITION NUMBER 696-004-4768-XXX	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R01
7. OFFICE OF California Transportation Commission (CTC)	9. LOCATION (CITY or COUNTY) SACRAMENTO		13. MONTHLY SALARY \$2902 TO \$4363/ MO	
8. SEND APPLICATION TO: California Transportation Commission Attention: Tracy Fletcher-Bowman 1120 "N" Street, Rm. 2224 (MS-52) Sacramento, CA 95814	10. WORKING HOURS MON - FRI, DAYS -		14. FILE BY October 28, 2005	
	11. PUBLIC PHONE NUMBER (916) 653-2064			
	12. CALNET NUMBER			

The Transportation Planner, under the general supervision of the Sr. Transportation Planner/Administrative Officer, acts as the assistant to the Associate Transportation Planner (ATP) in performing activities in conjunction with Commission meeting preparation, conduct, and post-meeting requirements. The incumbent is responsible for telecommunications issues, and compliance with and responses to requests under the Public Records Act.

DUTIES

- Preparing preliminary and Final Agendas for Commission meetings and ensuring the Final Agenda is posted on the Commission website.
- Participating in Agenda Review meetings attended by executive and policy staff from the Commission and Caltrans.
- Assisting in the publication, compilation, and distribution of the Commission Meeting Book, including the Final and Cross Reference Agendas, as well as information and supporting documentation for agenda items which are carefully reviewed for consistency with the Agendas and requested information.
- During Commission meetings: monitoring the agenda; providing appropriate technical documents to the Commissioners; tracking Commission directives regarding STIP, SHOPP, Traffic Congestion Relief Program (TCRP), or Proposition 116 issues and allocations for inclusion in future agendas; and documenting Commission decisions for appropriate notice and action.
- Reviewing and analyzing records of Commission meetings to develop legally compliant public documents which include detail of testimony, deliberations, and related Commission action regarding funding allocations, property transfers, and transportation project authority and approval.
- Ensuring proper compliance by the Commission with the requirements of the California Public Records Act by developing detailed written responses to Public Records Requests.

DUTIES (continued)

- Maintaining a current, accurate, and efficient office telecommunications system, including up-to-date internal and external telephone and intercom listings and preparing Telecommunications Service Requests for the addition, change, or deletion of functions, numbers, sets, or lines.

DESIRABLE QUALIFICATIONS

- Awareness and sensitivity to social, economic, and environmental conditions which affect transportation planning; ability to inspire the confidence of others
- Demonstrated ability to communicate effectively, both orally and in writing.
- Demonstrated ability to effectively apply logic and creativity in decision making processes.
- Experience in and knowledge of effective project management techniques.
- Familiarity with personal computers, Microsoft Word, Excel and Lotus Notes.
- Knowledge of and experience in meeting the mandates of the Public Records Act.
- Knowledge of and experience with Commission meetings, typical agenda subject matter, preparation of complex, detailed legal agendas and post-meeting documentation.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Professional office environment.
- Appropriate attire for the office environment.
- May require occasional overtime on weekdays and/or weekends.
- Ability to work well under pressure; handle changing and competing priorities and deadlines.
- Work in a team environment.
- Interact well with high level officials.
- Ability to travel by land and air to various locations throughout the State.

HOW TO APPLY

Submit a State Application and resume to: Tracy Fletcher-Bowman, Administrative Officer; California Transportation Commission; 1120 N Street, MS-52; Sacramento, CA 95814.

FINAL FILING DATE

Applications from state employees who have list eligibility or are eligible for lateral transfer to the Transportation Planner classification will **be accepted until October 28, 2005 or until the position is filled.**