CA Transportation Commission

EMPLOYMENT OPPORTUNITY

RPA #	CTC 12 -01
ANALYST'S INITIALS	CLT
DATE	07/17/12

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.

CLASS TITLE	POSITION NUMBER	TENURE	TIME BASE	CBID
Associate Transportation Planner	696-004-4721-902	**PERMANENT**	**Full Time**	R01

OFFICE OF	LOCATION OF POSITION *(CITY or COUNTY)*	MONTHLY SALARY
California Transportation Commission	**Sacramento**	**$4,619.00 TO $5,616.00**

SEND APPLICATION TO:
CA Transportation Commission
1120 N Street, MS-52
Room 2221
Sacramento, CA
Attn: Rosemary Mejia

REPORTING LOCATION OF POSITION	
1120 N Street, Room 2221, Sacaramento	
SHIFT AND WORKING HOURS	
DAYS -	
WORKING DAYS, SCHEDULED DAYS OFF	
MONDAY through FRIDAY, DAYS OFF: SAT/SUN	
PUBLIC PHONE NUMBER	**PUBLIC PHONE NUMBER**
(916) 654-4245	**( ) -**
SUPERVISED BY AND CLASS TITLE	
Susan Bransen - Deputy Director	

POST & BID FILE BY:

FILE BY
Until Filled

SELECTION CRITERIA - -

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility from the employment list to DGS' employment list
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

DUTIES

Under the direction of the Deputy Director and Supervising Transportation Planner, the incumbent performs staff assignments related to regional and statewide transportation planning, legislation, performance measures, and environmental impacts of transportation projects.

ESSENTIAL FUNCTIONS

State Multi-Modal Transportation Issues & Plans

- Provide staff support for purposes of updating or developing guidelines for the preparation of regional transportation plans as authorized under Government Code Section 14522.
- Analyze and prepare evaluation of regional transportation plans, the California Transportation Plan, other related transportation plans as well as pending and recently enacted legislation related to transportation planning.
- Work collaboratively with transportation stakeholders and provide staff support in the initiation and development of state and federal legislation that seeks to secure financial stability for the State's transportation needs.

CALIFORNIA STATE GOVERNMENT • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.
DGS JOB HOTLINE PHONE (916) 322-5990 ♦ CALIFORNIA RELAY SERVICE FROM TDD PHONES 1-800-735-2929

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ESSENTIAL FUNCTIONS (continued)

California Environmental Quality Act

In order to advise the Commission on the environmental impacts of a project for purposes of commenting on draft environmental documents and for approving projects for future consideration of funding, at the direction of the Deputy Director and Supervising Transportation Planner, the incumbent uses his/her knowledge of transportation planning and programming to assist in:

- Reviewing routine Notice of Preparations and Draft Environmental Impact Reports to prepare suggested comments within the Commission's area of expertise or that are required to be carried out or approved by the Commission.
- Reviewing final environmental documents and preparing necessary documentation to bring the environmental document forward to the Commission for their consideration of the environmental impacts of a project which the Commission has programmed or a project which the Commission may be later asked to allocate funds.
- Preparing Notices of Determination for the Executive Director's signature upon approval by the Commission of the final environmental document for consideration of future funding.
- Tracking all actions the Commission has taken with respect to draft and final environmental documents.

Legislative Support

Under the direction of the Deputy Director and the Supervising Transportation Planner in charge of Legislation, and in order to provide and maintain the foundation for the Commission's Legislative program, the incumbent uses his/her knowledge of transportation planning and programming to assist in:

- Reviewing bills introduced in the Legislature to determine their impacts on the Commission and transportation, if any. Bills are chosen using the California legislative information website, the Federal legislative information website, and an on-line legislative tracking service.
- Analyzing those bills which have an identifiable impact on the State Transportation System, and in particular, those measures which influence transportation funding, the development of the STIP, the Commission's allocation of funds, and other matters shaped by Commission policies and actions.
- Analyzing selected legislation, determining bills' impact on transportation matters; compose and justify recommended Commission position. Analyses are performed using Commission and State guidelines, procedures, and formats. Analyses are submitted to the appropriate Deputy Director for review.
- Developing the monthly Legislative Status Report, using the Commission's on-line spreadsheet/database.

Performance Standards and Measurements

In order to advise the Commission on the implementation of performance measure policies and strategies and provide recommendations on the most effective use of transportation resources, at the direction of the Deputy Director and Supervising Transportation Planner, the incumbent uses his/her knowledge of transportation planning and programming to assist in:

- Developing and implementing the Commission's policies on statewide transportation system performance measures through a collaborative process with internal and external agencies. These measures will ensure shared accountability of the effectiveness of transportation system improvements and provide measurement data for effects of Commission funding on project delivery.
- Applying specifically developed performance measures against the individual plans developed internally and externally to assess whether the individual plans and goals developed for the Regional and Interregional agencies meet the criteria established to assure funding for identified projects and ultimate project delivery

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MARGINAL FUNCTIONS

- Conducts research in response to information requests from the Commission, Commission staff, and the Department of Transportation.
- Attends Commission meetings as directed by the Executive Director.

KNOWLEDGE AND ABILITIES

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

- Demonstrated ability to act independently.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Demonstrated ability to meet competing deadlines and changing priorities.
- Familiarity of personal computers, Microsoft Word, Excel, and Lotus Notes.
- 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.
- Conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Professional office environment, business dress, according to current policy.
- May require overtime on weekdays and/or weekends.
- Ability to handle stress and meeting deadlines; handle competing priorities.
- Ability to travel by land and air to various locations throughout the State
- Work in a team environment.
- Interact well with high level officials.
- Ability to travel by land and air to various locations throughout the State.