

EMPLOYMENT OPPORTUNITY

RPA #	CTC 11 -12
ANALYST'S INITIALS	CLT
DATE	6/22/12

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 Supervising Transportation Planner	POSITION NUMBER 696-004-4725-002	TENURE PERMANENT	TIME BASE Full Time	CBID M01
OFFICE OF California Transportation Commission	LOCATION OF POSITION (CITY or COUNTY) Sacramento		MONTHLY SALARY \$6,779.00 TO \$7,474.00	
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, Sacramento			
	SHIFT AND WORKING HOURS DAYS -			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 654-4245	PUBLIC PHONE NUMBER () -	POST & BID FILE BY:	
	SUPERVISED BY AND CLASS TITLE Susan Bransen - Deputy Director		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, the incumbent is responsible for assisting in the development and management of regional and statewide transportation planning guidance and policies; reviewing, analyzing and advising the Commission on state and federal legislation impacting transportation; and administering the Commission's communication responsibilities. Serves as a member of the Policy Staff and participates in high level policy and planning decisions for the Commission

ESSENTIAL FUNCTIONS

State Multi-Modal Transportation Issues & Plans

- Arrange, facilitate and attend meetings with Caltrans, other state agencies, metropolitan planning organizations, regional transportation planning agencies, advisory committees and other transportation stakeholders for purposes of updating or developing guidelines for the preparation of regional transportation plans.
- Review and prepare comments for Commission consideration in response to regional transportation plans, the California Transportation Plan, other related transportation plans.
- Develop policy solutions for Commission consideration by working with transportation stakeholders to address state and federal legislation that may impact transportation planning.

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Legislation & Coordination

- Evaluate, analyze, and monitor those bills which have an identifiable impact on the State transportation system, in particular, those which influence transportation funding, the development of the State Transportation Improvement Plan, the Commission's allocation of funds, transportation planning, and other matters shaped by Commission policies and actions.
- Review enacted legislation to determine Commission responsibilities under new or revised laws and coordinate the preparation of related implementation plans. Prepare summaries and recommendations on matters of legislation and legislative policy for Commission consideration.
- Provide assistance in responding to legislative inquiries. Plan and coordinate meetings with state and regional agencies and other transportation stakeholders regarding various legislative proposals, policies, and programs related to the Commission's mission.
- Facilitate legislative briefings with the chairs of the Senate and Assembly Transportation Committees, and other legislative members, to discuss Commission initiatives and programs.

Communication

- Prepare and coordinate speeches, talking points, press releases, information packets, publications, presentation materials, reports, and other information to further the Legislature's, the Administration's, the transportation stakeholder community's and the public's understanding of the Commission and its programs.
- Prepare issue memos for Commission policy; and follow-up on procedural memos to implement new policy decisions.
- Establish and maintain cooperative relationships with representatives of the transportation industry. Coordinate and organize meetings designed to increase communications with stakeholders relative to Commission initiatives and transportation policy.
- Act as a liaison in the facilitation of Rural Counties Task Force meetings and other events.

MARGINAL FUNCTIONS

Other Function

Perform other related duties as required.

SUPERVISION OVER OTHERS

There may be supervision as required.

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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; program management and evaluation; the Commission’s functional programs to enable the development of a transportation performance measurement system that links expectations to the Commission’s performance standards and measurements criteria established; 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 EEO 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 EEO Program and the processes available to meet these program objectives; purposes, organization, and policies of Federal, state, regional, and local transportation agencies; program goals and objectives of the California Transportation Commission.

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 course of action; resolve emotionally charged issues reasonably and diplomatically; accept new and innovative ideas; 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 EEO Program objectives; purposes, organization, and policies of Federal, State, regional, and local transportation agencies; program goal and objectives of the California Transportation Commission; use a computer.

DESIRABLE QUALIFICATIONS

Awareness and sensitivity to social, economic, and environmental conditions which effect 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; knowledge of the requirements of Proposition 1B and 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.

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 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.