



CALIFORNIA TRANSPORTATION COMMISSION

DUTY STATEMENT

CLASSIFICATION TITLE Supervising Transportation Planner	DISTRICT/DIVISION/OFFICE Transportation Planning Office	
WORKING TITLE Associate Deputy Director	POSITION NUMBER 696-004-4725-XXX	EFFECTIVE DATE 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 the CEA serving as the Deputy Director of Transportation Planning, the Supervising Transportation Planner leads development of the Vehicle Weight Safety Study required by Assembly Bill 251 (Ward, 2023), which requires the Commission to convene a task force to study the relationship between vehicle weight and injuries to vulnerable road users, such as pedestrians and cyclists; degradation to roads; and to study the costs and benefits of imposing a passenger vehicle weight fee to include consideration of vehicle weight. Pursuant to Government Code Section 14527.3, the incumbent organizes and operates the Task Force and manages contracted research efforts to inform the report which is due to the legislature January 1, 2026. The incumbent leads inter and intra-agency coordination as well engagement of numerous external stakeholders to complete the report pursuant to statutory requirements. The incumbent also reviews, analyzes, provides timely updates, and advises the Commission on assessment findings and resulting policy recommendations, as well as participates in other high-level policy, planning, and funding work streams and decisions for the Commission. The Supervising Transportation Planner serves as a member of the policy staff and provides direction on other policy and planning decisions for the Commission.

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

TYPICAL DUTIES:

Percentage (Essential Functions (E) / Marginal (M)¹) – Job Description

40% (E) – Vehicle Weight Fee Study Report Development

- Analyze the relationship between passenger vehicle weight and vulnerable road user injuries and fatalities; the relationship between passenger vehicle weight and degradation of road infrastructure; how a passenger vehicle weight fee may change driver behavior; and how revenues generated by the imposition of a passenger vehicle weight fee could be directed to enhance road infrastructure.
- Oversee consultant services to study the statutorily required topics and produce an academic report. Lead regular check-ins with the academic research team. Review and comment on draft academic report products. Ensure the research effort meets statutory requirements and Commission staff direction as outlined in the scope of work. Manage the project schedule to ensure deliverables are timely and meet expectations regarding scope and quality of work. Review and approve invoices for payment.
- Synthesize information and findings from the academic report and work with the Task Force as well as other multi-disciplinary inter and intra-agency teams to develop the Vehicle Weight Safety Study report and policy recommendations.
- Present draft and final versions of the Vehicle Weight Safety Study report to stakeholders at public workshops, to the Interagency Equity Advisory Committee, to the Commission at regular Commission business meetings, and oversee transmittal of the final report to the legislature.
- Develop content for the Commission's Annual Report to the Legislature pertaining to the findings and any legislative recommendations resulting from the Vehicle Weight Safety Study Report.
- Oversee the external-facing website for this effort, ensuring accurate information and timely updates are provided.
- Represent the Commission in workgroups as well as other standing meetings and committees pertaining to transportation issues, ensuring the policies and directions of the Commission on this topic are represented.

35% (E) – Task Force Development and Operations

- Develop a Task Force consisting of state agencies, including the Office of Traffic Safety and the Department of Motor Vehicles, local transportation agencies, safety advocates, and representatives from the automobile industry. Secure Commission approval of Task Force membership.
- Develop a Task Force charter and operating procedures to govern operations and set expectations.
- Develop a meeting schedule, agendas, and meeting materials for Task Force Meetings. Prepare PowerPoint presentations and issue memorandums as needed to guide discussion and development of the academic report and the Vehicle Weight Safety Study Report, including the development of consensus-based Task Force Policy Recommendations.
- Ensure Task Force operations follow all applicable policies and requirements regarding accessibility and open meeting laws.
- Present and/or coordinate academic research team presentations and other relevant updates to the Task Force regarding information and findings associated with the academic report and the Vehicle Weight Safety Study.

10% (E) – Transportation Research Coordination

- Support the development of Commission priorities that can be shared for consideration in various research funding opportunities.
- Review and prepare informal comments for transportation research proposals as well as serve in a formal advisory role for various research efforts that address policy issues within the purview of the Commission.
- Coordinate with state agencies, regional and local agencies, as well as other relevant stakeholders on current and future transportation research needs.

5% (E) – Legislative Analysis

- Analyze and advise management on the impacts of bills pertaining to the State Transportation System, and in particular, those measures which influence multimodal transportation system user safety, multimodal transportation funding, the transportation funding programs administered by the Commission, and other matters shaped by Commission policies and actions.

5% (E) – Assist on the Evaluation of Commission Funding Programs

- Assist Commission staff on the review and evaluation of various transportation funding programs under the Commission's purview.

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5% (M) – Perform other duties within the scope of the classification as assigned.

¹Essential 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; however, the incumbent may act in a lead capacity.

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; 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 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 Commission's Affirmative Action 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 Commission.

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; 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 Commission's safety, health, labor relations, and Affirmative Action Program objectives; provide direction of the analysis of transportation and environmental planning studies.

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DESIRABLE QUALIFICATIONS

- Awareness and sensitivity of social, economic, and environmental conditions which affect 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

Desirable candidates will have knowledge of multimodal transportation planning, transportation financing, organization and policies of state transportation agencies, and regional and local transportation planning organizations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to use sound judgment in the execution of the 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 general public, and outside vendors and contractors.

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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, and 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.

Supervising Transportation Planner
August 2024

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

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