

February 2024

PLANNING & DEVELOPMENT – TRANSPORTATION PLANNER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under general supervision, the Transportation Planner position carries out ferry planning activities, manages environmental studies, regulatory permitting requirements and environmental compliance programs and coordinates with partner agency professional staff and consultants.

The Transportation Planner position should have knowledge of relevant environmental laws, regulations, and guidelines in order to achieve project compliance. The position helps to manage planning and operational studies, environmental analysis and supports permitting and regulatory review activities.

DISTINGUISHED CHARACTERISTICS

This is the first supervisory level involving responsibility for a major functional area. Substantial judgment and initiative are essential for resolving problems and making recommendations with regard to various projects.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Analyzes and makes recommendations using advanced transportation planning and statistical methods, modeling, and budgeting and financial analyses.
- Manages and coordinates environmental planning, research and analysis of proposed WETA projects, including the planning, design, and construction phases of capital projects, maintenance and operation of facilities, and issuance of permits.
- Organizes, prepares, and processes environmental documents, monitoring and reporting plans, technical reports and responses for transportation projects and plans.
- Prepares necessary applications and acquires permits from regulatory government agencies in compliance with environmental regulations.
- Communicates with cities, other local/regional agencies, and community groups regarding transportation issues.
- Assists in the development of capital programs and grant applications for transportation funds.
- Prepares public presentations, planning reports and technical memoranda.
- Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Concepts, principles, techniques and legal aspects of transportation planning;
- Research and statistical methods.
- Budgeting and financial analysis concepts and practices;
- Community interrelationships;
- Project management methods and techniques;
- Transportation funding sources and processes.
- CEQA and NEPA and their implementation;
- Computer software programs, including Microsoft Office, transportation modeling, database management, and GIS.
- Basic methods of environmental assessment and mitigation.

Ability to:

- Analyze issues and numerical measures associated with transportation planning projects, including estimates derived from computer models, engineering estimates of costs and benefits, and public input.
- Perform analysis and make recommendations based on findings in studies, field observation, and public contacts.
- Assist in estimating and administering budgets for studies and in managing planning projects.
- Write letters, memorandums, board memorandums, planning and technical reports.
- Perform quantitative analysis using raw data through standard spreadsheet or database management software.
- Establish and maintain effective relations with those contacted in the course of work.

Minimum Qualifications:

Education:

Development of the required knowledge, skills and abilities is typically obtained through a combination of training and experience equivalent to a four year college degree in transportation planning, urban planning, or related field and three years of planning experience from an accredited college or university.

Experience

Two years of increasingly responsible planning experience.

(NOTE: A Master's degree in transportation or urban planning or related discipline may be substituted for one year of the required experience.)

License(s) and Certificate(s):

Possession of a valid current California driver's license and a safe driving record is required. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting or standing for long period of time; occasional climbing, crawling, bending, stooping, or squatting. (2) Lifting/Pushing/Pulling: Frequently up to 10 pounds; occasionally up

to 50 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work;

occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise. May be required to wear protective clothing, safety glasses, safety shoes, and hardhat.

| Classification | Adopted | Revised | Retitled | FLSA Designation |
|------------------------|---------|---------|----------|------------------|
| Transportation Planner | | | | Exempt |

APPROVED: _____
Executive Director

Date: _____