MARCH 2019
FLSA: NON-EXEMPT
Bargaining Unit: PL
JCN: 4114

TRANSPORTATION PLANNER

DEFINITION

Under direction, performs a variety of professional traffic engineering and transportation planning work; provides project coordination, direction, and review for other staff; works closely with the traffic staff and/or others to formulate, organize, and implement various traffic engineering and transportation planning related functions; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises technical and functional lead direction over subordinate professional and other staff, and provides training as assigned.

CLASS CHARACTERISTICS

This is a fully qualified journey-level classification responsible for the development of assigned transportation planning programs and projects. Incumbents work under direction performing the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Associate Planner in that the latter is assigned to the Department of Transportation with a primary focus on traffic and transportation planning.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Performs all technical aspects of travel demand modeling, performing operation analysis studies and providing support for traffic engineering, and transportation planning studies at the regional, system, corridor, and project levels.
- Forecasts the effects of road improvements, land use changes, policy changes, and/or public transport schemes.
- Collects, tabulates, and analyzes traffic information; implements standards, methods, techniques, analysis, recommendations, and solutions for complex traffic operational issues and problems.
- Assists in the preparation of transportation planning studies and documents, staff reports, presentations, and other documents and reports; researches, collects, analyzes and presents planning data; collects complex data for special reports and projects; prepares maps and other graphic tools for presentation and inclusion in reports.
- Implements transportation planning documents, land use planning documents, general plans, specific plans, and environmental documents.
- Reviews development projects, including proposed subdivisions, building plans, and re-zoning requests, and associated technical analyses (e.g., traffic studies); recommends conditions related to impact upon traffic conditions.
- Participates in and coordinates transportation and related planning studies; assists in the development of both short- and long-range transportation plans.
- Analyzes information related to transportation, such as land use policies, environmental impact of projects, or long-range planning needs.
- Analyzes transportation related consequences of federal and state legislative proposals.

- Analyzes, evaluates, and documents transportation project needs and costs.
- Conducts field observations regarding traffic related requests, complaints, and concerns.
- Provides technical and professional assistance to staff and others; reviews plans, specifications, contract documents and other reports, analyses, and documents to ensure compliance with applicable codes, laws, policies, procedures, and guidelines for assigned engineering activities.
- Represents the County in a variety of meetings with property owners, engineers, contractors, developers, attorneys, the public, and others.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of developing, implementing, and maintaining transportation plans, programs, projects, and associated funding requests and grant applications.
- Principles and practices of land development and transportation planning functions and practices.
- Mathematical and computer simulation models.
- Statistical analysis and mathematical concepts related to the planning process.
- Applicable federal, state, and local laws, codes, rules, regulations, and codes, regulations, standards, and safety practices.
- Principles and practices of project management and evaluation.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of transportation planning.
- Geographic Information Systems (GIS) technology.
- Basic budgetary principles and practices.
- Planning terminology and technical report writing requirements related to planning.
- Researching and reporting methods, techniques, and procedures.
- Occupational hazards and standard safety practices.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Apply traffic engineering and transportation planning principles and techniques to the solution of highly technical complex problems.
- Collect, interpret, and analyze field and office planning data accurately.
- Perform technical planning operations and studies.
- Prepare clear, concise, and accurate reports, records, and correspondence.
- Analyze complex technical data and reports, evaluate alternative solutions, and recommend or adopt effective courses of action.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Perform mathematical and planning computations with precision.
- Conduct routine research projects, evaluate alternatives, and make sound recommendations.

- Coordinate assigned activities with other County departments and agencies as required.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education & Experience Requirements:
Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in traffic engineering, transportation planning, civil engineering, urban or regional planning, or a closely related field;

AND

Two (2) years of professional experience in traffic engineering, transportation planning, civil engineering, urban or regional planning, or a closely related field.

Desirable work experience includes exposure to field work, traffic operations analysis (e.g., Highway Capacity Software, Synchro, CUBE, and GIS).

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a certification as an American Institute of Certified Planner (AICP) or Engineer in Training (EIT) is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect development sites, including traversing uneven terrain, climbing stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification with frequent field work such as inspecting development sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to attend meetings outside of normal working hours.