



Exhibit- A

**Principal Transportation Planner - DRAFT**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution Number
TBD	Exempt	EEO4	Unrepresented	10	12/08/2021	21-042

**DEFINITION:** Under general direction, plans, organizes, oversees, coordinates, long- and short-term project planning, programming and compliance, analysis, and related areas; coordinates assigned activities with other District departments and outside agencies; provides highly complex staff assistance to District staff. There are four (4) levels within the Transportation Planner series, which are distinguished from one another by the technical complexity of the assigned duties and the level of discretion and independent judgment exercised.

This is a dual career path classification that may act in a supervisory or individual contributor capacity. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This class is distinguished from the assigned manager in that the latter is assigned a greater preponderance of budgetary and administrative accountabilities.

**REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:**

- May plan, supervise, and oversee the daily functions, operations, and activities of transportation planning and programming staff responsible for a wide range of complex transportation plans, programs, projects, and studies.
- May supervise and participate in the development and implementation of goals, objectives, policies, and priorities for assigned function; recommend within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of planning services, projects, and activities; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to District staff.
- Participates in the development and administration of and oversees the assigned budgets including the annual work unit budget and/or project budgets.
- May participate in selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline procedures.
- Acts as project manager on transportation planning and development projects, including overseeing application and plan review, coordination with project applicants and agencies, background research, environmental review, preparation of public notices and staff reports, scheduling meetings and hearings, and monitoring project implementation to verify conformance with approved plans, grant/loan requirements, conditions, and mitigation measures.
- Leads, reviews, and presents complex transportation planning studies; conducts site and policy background research to obtain information for the preparation of staff reports, correspondence, memoranda, policy and procedure documents, and presentations to management or governing bodies; reads, interprets, analyzes, and explains a wide variety of technical documents, studies, and practices.
- Supervises the development of or personally develops consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; develops and reviews contract terms and amendments; ensures contractor compliance with Commission standards and specifications and time and budget estimates; reviews and updates deliverables; analyzes and resolves complex problems that may arise.
- Tracks project expenditures, reviews invoices for accuracy and consistency with contractual obligations, recommends appropriate dispersals of allocated funds.
- Coordinates and facilitates meetings with task forces, working groups, and representatives of other agencies in order to discuss items of common interest, develop project study reports, and clarify project specifications, financial details, and project schedules.
- Manages relationships between member agencies and state and federal officials to effectively carry out the implementation and management of transportation plans, programs, and projects; ensures that procedures and information are delivered to the applicants as well as to the State and Federal regulators in a timely fashion.
- Conducts environmental reviews of all projects; evaluates impacts to transportation infrastructure and develops mitigations of those impacts.



## Principal Transportation Planner

- Compiles information for a variety of studies and reports; researches, analyzes, and interprets transportation, social, economic, population, and land use data and trends; develops and implements recommendations; prepares written reports on various transportation planning matters; develops, implements, and administers major portions of the Countywide Transportation Plan.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database.
- Provides highly complex staff assistance to the District staff; develops and reviews staff reports related to planning activities and services; presents information to the Board of Directors and various councils, commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities. Attends and participates on a variety of committees, professional groups, and task forces; stays abreast of new trends and innovations related to transportation planning.
- Performs related duties as required.

**Knowledge of:** Advanced knowledge of transportation planning principles, concepts, standards, practices, and methodologies; principles and practices of data collection, analysis, and oral and written presentation methods; principles and practices of program and project management, including developing scopes of work, budgets and timelines; principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations; proficiency in English usage, grammar, spelling, vocabulary, and punctuation; federal, state, and local transportation funding sources; principles of transportation demand management; attractions and locations that generate patronage; cost analysis and modeling; potential service enhancements; measures of transit effectiveness for assessment and optimization of route performance; applicable federal, state and local laws governing transit operations; principles and practices of research methods and survey techniques; current software for word processing, spreadsheets, and presentation at the intermediate level of proficiency; techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations; principles of supervision, motivation, team building, training, and conflict resolution; District socioeconomic and cultural demographics; methods and techniques of communicating with diverse populations; methods and techniques of assessing community needs in assigned program area; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.

**Ability to:** Analyze transportation, budget, and funding issues and make oral and written recommendations for immediate, short, and long-range service enhancements and capital requirements; analyze complex technical data and reports, evaluate alternative solutions, and recommend or adopt effective courses of action; design and implement service changes; conduct cost/benefit, impact and other related technical analyses; meet deadlines; prepare written technical reports and performance documentation materials; communicate in a clear, concise, persuasive, and tactful manner to a wide variety of audiences both orally and in writing; effectively participate in a variety of outreach activities; effectively advocate and promote the use of public transit; keep abreast of current trends in the field; plan, organize, and coordinate the work of staff; provide staff leadership and work direction; train staff in work procedures; exercise sensitivity to socioeconomic and cultural issues; work effectively and tactfully with people on sensitive problems involving divergent viewpoints; establish and maintain effective working relationships with District staff, governmental officials, advisory committees, and community groups using principles of excellent customer service.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in mathematics, statistics, computer applications, geography, transportation, urban planning, business, public administration, or a closely related field.

**Experience:** Six (6) years of increasingly responsible experience in transportation planning or systems analysis or at least four (4) years that involved responsibilities at a level equivalent to the District's classification of Senior Transportation Planner. Additional education, such as a graduate degree in one of the above disciplines from an accredited college or university, may be substituted for experience on a year-for-year basis.

**License and Certification(s):** None.



## Alameda Contra Costa Transit District Classification Specification

### Principal Transportation Planner

**Physical Requirements:** (1) Must maintain the physical ability necessary to perform tasks in an office setting, operating computers, keyboards, and other peripheral equipment. Must maintain the physical mobility necessary to transport oneself to various locations around the District.

**Special Requirements:** Must be willing to: (1) work outside regular business hours as required and (2) travel between the various District divisions.

Established Date: 12/08/2021 Res. # 21-042

Revision Date: Res. #