



Exhibit- C

Senior Transportation Planner - **DRAFT**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution Number
358	Exempt	EE04-Professionals	AFSCME	08	12/08/2021	21-042

DEFINITION: Under general ~~general~~ directions supervision, participates in a variety of projects, studies, and analyses in support of the District's transportation planning programs and activities. This is the advanced level within the Transportation Planner series. 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.

Positions at this level are responsible for performing transportation planning and research activities for highly complex planning projects. Incumbents at this level participate in and direct service evaluation policy development and implementation of service enhancements, and are expected to ~~projects by conducting transit planning and service delivery studies that include the identification of issues, collection, analysis, and reporting of data, and the preparation and presentation of oral and written~~ repoporate with a high degree of professional judgment and independence, providing technical and functional direction to professional, technical, and contract staff. ~~Under general supervision, conducts a variety of complex transit planning, service delivery, and capital planning studies and projects that include the identification of issues; collection and analysis of data; evaluations and recommendations for change; the preparation and presentation of oral and written reports; and participation in policy development and project implementation. Is responsible for a specific service type or area and recommending/implementing service changes for that area of responsibility.~~

This class is distinguished from the Principal Transportation Planner in that latter is assigned a greater preponderance of supervisory and/or complex transportation planning duties.

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

- Plans, organizes, and directs the daily functions, operations, and activities of transportation planning and programming staff responsible for a wide range of transportation plans, programs, projects, and studies. ~~Plans and conducts a variety of transit planning and technical studies covering a service area, service type, or for one or more complex projects, including documentation of service performance, service analysis, recommendations for service enhancements, and discussion of pertinent issues.~~
- ~~Independently manages or c~~Conducts complex transit and service delivery research and analysis, including long-range ~~studies~~, service restructuring, technical ~~studies~~, and major investment studies; including 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.-
- Analyzes technical, demographic, economic, and financial data used to assess route and schedule changes and related service enhancements; and develops recommendations for change.
- 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 makes recommendations to facilitate improvements.
- Participates in developing capital funding strategies and in soliciting funding from federal, state, and other governmental entities for assigned projects; coordinates and performs complex administrative work in completing funding/grants applications, including gathering data and assisting in writing project descriptions and developing project fund projections; submits applications and serves as the primary contact for questions; develops reports upon project close-outs.



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- ~~• Consults with staff in the Capital Funding and Grants unit of the Finance department to develop capital funding strategies, and projects for grant funding. May assist in monitoring the administration of grants and the expenditure of grant related funds.~~
- Collects and/or supervises the collection of data, develops and implements survey techniques and processes, and may supervise and participate in field studies.
- ~~• Monitors current service levels and identifies and studies any issues observed within their area of responsibility. Prepares complex statistical studies, reports, and presentations with accompanying charts, and/or maps to support District decision-making. Acts as a liaison for the District with a variety of private, public, and community organizations and regulatory agencies; Makes oral presentations on transit and service related issues to the Board of Directors, staff, service users, governmental agencies, advisory committees, and community groups. May provide work direction to Assistant Transportation Planners, planning interns, clerical staff and consultants on small contracts, and monitor consultant contracts.~~
- represents the Department/District at various forums and task-force meetings to explain and address transportation planning matters.
- ~~•~~
- Responds orally and in writing to requests from the public, staff, governmental agencies, advisory committees, and community groups, for information regarding existing services and funding, suggested service adjustments, long-range planning, and grants-related issues.
- Prepares staff reports, presentations, project information and status, and program financial information to various committees, community groups, and professional organizations about the District's transportation projects and programs.
- Participates in the consultant selection process, oversees contracts, negotiates scope of work, reviews and approves work products, ensures compliance with specifications and contract provisions, tracks project expenditures, reviews invoices for accuracy and consistency with contractual obligations; approves payments.
- Participates on a variety of committees and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations related to transportation planning.
- ~~• Makes oral presentations on transit and service related issues including grants, to the Board of Directors, staff, service users, governmental agencies, advisory committees, and community groups.~~
- ~~• officials, advisory committees, and community groups using principles of good customer service.~~
- Provides technical and functional work direction and training to subordinate lower level staff; and provides direction to consultants and monitors consultant contracts to ensure adherence to contract provisions. Manages day-to-day work of planning interns.
- 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; standard funding program data reporting requirements, cost analysis and modeling; basic principles of supervision and providing functional and technical direction and training to subordinate staff; 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; District socioeconomic and cultural demographics; methods and techniques of communicating with diverse populations; methods and techniques of assessing community needs in assigned



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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: Four (4) years of increasingly responsible experience in transportation planning or systems analysis or at least two (2) years that involved responsibilities at a level equivalent to the District's classification of 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.

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.

Knowledge of: Principles of transportation planning and capital funding; principles and practices of data collection, analysis, and presentation; report writing; business English usage; federal, state, and local transportation funding sources; principles of transportation demand management and standard funding program data reporting requirements, cost analysis and modeling; budgeting and statistics; measures of transit effectiveness used to assess route performance; applicable federal, state and local laws governing transit operations; research methods and survey techniques; and current computer software programs for statistics, word processing, spreadsheets, and presentation at an advanced level of proficiency.

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; and establish and maintain effective working relationships with District staff, governmental



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Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in City and Regional Planning, Urban Studies, Geography, Geographic Information Systems (GIS), Public Administration, Political Science, Business administration, Finance, Economics, or a closely related field.

Experience: Four (4) years of increasingly responsible experience in Transportation Planning or systems analysis. Some assignments in this classification may require a minimum of one (1) year in a professional capacity working with raw data files, GIS software, GIS based scheduling applications, Hastus and/or CAD/AVL.

License and Certification(s): None

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to conduct field studies.

Special Environmental Requirements: None.

Special Requirements: (1) Must be available on a 24 hour on-call basis in order to respond to serious accidents and incidents. (2) Must be able to conduct investigations in all weather conditions. (3) Must possess or obtain, and maintain a California Class C Driver License and meet the District's safe driving standards. Is the CDL a necessary requirement?

Established Date:

Revision Date: 10/06 (Res. #. N/A),

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