



Assistant Transportation Planner - DRAFT

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution Number
355	Non-Exempt	EEO4 – Professionals	AFSCME	05	12/08/2021	21-042

DEFINITION: Under ~~direct supervision~~immediate supervision, provides assistance to Service Planning staff in the development and implementation of service changes by participating in planning efforts and coordinating bus stop adjustments with local jurisdictions and internal stakeholders. Typical activities include the identification of issues, collection, analysis, and reporting of data; the preparation and presentation of oral and written reports, and general responsibility for planning bus stop changes, including shepherding those changes through the approval and implementation process. Initially, under close supervision, incumbents receive training and learn policies and procedures, specific methods, and regulations relevant to transportation planning. This is the entry, learning level within the classification series. Incumbents in this classification learn the intricacies of transportation planning including applicable laws, rules, regulations. 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 provide administrative, coordinative support and assist the higher-level transportation planners. As experience is gained, assignments become more varied, complex, and review of the work become less frequent. This classification performs a significant portion of the work assigned to the Transportation Planner (experienced level), but without the level of independence or full responsibility expected of the higher-level classification.

Positions in the Transportation Planner series are flexibly staffed to meet the needs of the District. Positions at the experienced -level are normally filled by advancement from the entry-level and promotion is subject to the following: (i) management affirmation that the incumbent is performing the full range of duties assigned and (ii) after gaining requisite experience and demonstrating proficiency that meets the minimum qualifications of the next higher-level classification.

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

- Provides assistance as directed for the preparation of a variety of routine to complex transportation planning studies and written reports that may include documentation of service performance, service analyses, recommendations for service enhancements, and discussion of pertinent issues.
- Provides assistance as directed to the preparation of transportation and service delivery studies including route analysis, boarding, and alighting studies, and the capital planning process.
- Monitors current service levels; identifies potential areas for study, and may prepare cost analysis.
- Supports Service Planning aspects of bus stop program including identifying and vetting stop locations for route or service change proposals, shepherding stop and layover proposals through jurisdictional permitting processes, and working with internal stakeholders to translate stop/layover proposals into in-service reality.
- Analyzes technical, demographic, economic, and financial data used for assessing route and schedule changes, as well as related service enhancements; and provides expertise to planning staff in the development of recommendations for change.
- Collects data, develops and implements surveys, and may participate in or supervise field studies.
- Prepares statistical charts, maps, and other documents to accompany studies, reports, and presentations.
- Responds orally and in writing to requests from the public, staff, governmental agencies, advisory committees, and community groups, for information regarding existing services, suggested service adjustments, and long-range planning issues.
- Provides assistance as directed to the preparation of oral presentations on transportation and other service-related issues to the Board of Directors, staff, service users, governmental agencies, advisory committees, and community groups.



Alameda Contra Costa Transit District Classification Specification

Assistant Transportation Planner

- May meet with local authorities, consultants, and transit groups to exchange transit information, under supervision, and as part of a District planning team.
- May work on service delivery projects with consultants, and contractors.
- Attends and participates in a variety of professional meetings and regulatory training; stays abreast of new trends, innovations, laws, and regulations as they relate to the field of transportation planning.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Knowledge of: In a learning capacity requires basic knowledge of the following 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; 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.

Principles of transportation planning; principles and practices of data collection, analysis, and presentation; report writing; proficiency in English in a professional setting; principles of transportation demand management; locations and attractions that generate patronage; cost analysis and modeling; potential service enhancements; basic statistics; measures of transit effectiveness used to assess route performance; research methods and survey techniques, and the theory of economic forecasting; and current computer software programs for statistics, word processing, spreadsheets, and presentation.

Ability to: In a learning capacity must have the ability to analyze, interpret, summarize, and present technical information and data for immediate, short and long-range service enhancements in an effective manner, including socio-economic forecasts, travel demand forecasting, geographic information systems, demographic analyses; interpret, apply, explain, and ensure compliance with federal, state, and local laws, codes, and regulations, and District policies and procedures.; design and recommend service changes; perform field work related to bus stops, including measure distances, identify obstacles, and understand bus turning requirements; 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; exercise sensitivity to socioeconomic and cultural issues; work effectively and tactfully with people on sensitive problems involving divergent viewpoints; 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.



Alameda Contra Costa Transit District Classification Specification

Assistant Transportation Planner

Experience: Completion of an internship in transportation planning, or six (6) months experience in a transportation planning environment, or at least one (1) year of experience at a level equivalent to the District's classification of Senior Transit Scheduler.

License and Certification(s): None.

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting operating a computer, keyboard, and other peripheral equipment; safely drive a District automobile; and walk, stand, and climb short distances in construction settings in order to inspect the progress of assigned projects.

Special Environmental Conditions: None.

Special Requirements: Some positions within this classification may be grant-funded, and/or limited-term positions. Grant funded positions are subject to the availability of funds.

Ability to: Analyze transportation issues and make oral and written recommendations for immediate, short and long range service enhancements; design and recommend service changes; perform field work related to bus stops, including measure distances, identify obstacles, and understand bus turning requirements; 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 maintain effective working relationships with District staff, governmental officials, advisory committees, and community groups using principles of good customer service.

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

Experience: Completion of an internship in transportation planning, or six (6) months experience in a transportation planning environment is desirable.

Licens):

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: —07/21/2016 (Res. #16-2143)

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