

EXHIBIT A



CLASS SPECIFICATION

CLASS TITLE: SENIOR TRANSPORTATION PLANNER

DEFINITION:

To organize, plan, and perform complex professional-level work related to transportation planning, policy, and development review.

DISTINGUISHING CHARACTERISTICS:

The Senior Transportation Planner is an advanced journey-level position. The incumbent performs a variety of complex transportation planning work and is required to exercise initiative and independent judgment. Successful performance of assigned work requires the application of a broad base of professional education, technical training, and specialized knowledge of transportation planning to this position. This job class requires expert technical skills, as well as communications and organizational skill sets.

Positions at this level are distinguished from the Transportation Planner I/II by the level of responsibility assumed, complexity of duties assigned, and independence of action taken. The Senior Transportation Planner is expected to be the expert advisor to the department on all transportation and traffic planning within the organization.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the division manager or their designee.

May provide technical direction to professional and technical staff.

EXAMPLES OF DUTIES:

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

- Lead the development and revision updates of long- and short-range transportation planning documents including the Transportation Element of the General Plan, Countywide Plans, and others to ensure compliance with mandated requirements.
- Direct and manage consultant teams supporting City transportation projects, studies, and programs to achieve outcomes.
- Manage transportation grants, collaborating with grant partners, completing required documents and analysis as well as contract management, and progress and post-project reporting; develop funding strategies, draft scope of work, budgets, RFPs, and RFQs.
- Develop, research, and evaluate transportation systems, plans, projects, policies, and/or problems encompassing modes of transportation; make recommendations based on analysis of relevant data.
- Lead complex and sensitive transportation projects; plan, schedule, and prioritize assigned planning projects and activities; communicate project status and work cooperatively to schedule activities to achieve budget and timeline objectives.
- Develop long range traffic forecasts to support City decisions regarding transportation issues on local and regional land use and traffic/transportation policies.

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- Represent the City in various local and/or regional intergovernmental transportation planning activities including support to various commissions and City Council; serve as the City's internal and community expert.
- Review, analyze, and report on Federal, State and regional updates, proposed legislation, and regulations pertaining to transportation planning; review documents, studies, and internal/external projects to evaluate environmental and operational considerations and provide comments, response, and recommendations to ensure compliance.
- Reviews development proposals and plans for compliance with applicable regulations, policies, and standards.
- Prepares effective written reports and correspondence. Makes oral presentations to the public, government agencies and elected officials.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Complex principles, practices, procedures, and current trends of transportation planning.
- Complex principles of land use planning, civil and traffic engineering, economics, environmental conditions, and demographics as applied to transportation planning.
- Principals and practices used in negotiations and contract administration.
- Statistical and quantitative analysis methods and techniques for research and data analysis.
- Applicable Federal, State and local regulations.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.

Ability to:

- Plan, organize, coordinate, and evaluate assigned tasks.
- Analyze complex transportation and planning issues, projects, policies, and problems.
- Develop and evaluate alternative solutions and make expert recommendations.
- Work collaboratively with internal and external entities to achieve desired programmatic goals.
- Understand, interpret, and apply administrative policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Provide courteous and positive customer service.
- Coordinate with other City departments and outside professional consultants.
- Prepare clear and concise complex technical documents, presentations, and reports.
- Communicate clearly and concisely, both orally and in writing, comprehend and make inferences from materials.
- Prepare training programs and conduct classroom instruction for diverse groups.
- Effectively represent the City's interest at public meetings related to stormwater prevention programs.
- Exercise sound independent judgment within established guidelines.
- Operate and use modern office equipment and technology, including computers and related software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.

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- Contribute effectively to the accomplishments of City goals, objectives, and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Possession of a bachelor's degree from an accredited college or university with a major or major course work in transportation or urban planning, civil engineering, urban geography, environmental studies or a closely related field.

Three (3) years of progressively responsible professional work experience performing transportation planning activities.

Special Requirements:

Possession at time of hire and continued maintenance of a valid California Class C driver's license is required.

Incumbent(s) may be required to work scheduled and emergency overtime, and attend meetings, conferences, and seminars outside typical office hours. Employee may be required to work under adverse conditions such as in traffic, around heavy construction equipment, and in a variety of climatic conditions including exposure to hot and cold temperatures and possible exposure to physical and/or chemical hazards.

Employment Type: Full-Time Classified

Bargaining Unit: AMP

FLSA Status: Exempt

Established: TBD