



## **ASSOCIATE TRANSPORTATION PLANNER**

**Departmental Open, Non-Promotional**

**Exam Code: 7TR53**

**Department: Caltrans**

**Bulletin Release Date: July 20, 2017**

**Cut-off Date: Continuous**

**Salary: \$5,273.00 to \$6,605.00**

### **INTRODUCTION**

Caltrans is pleased to announce the posting of the **Associate Transportation Planner** examination. Employment from this examination may be offered in all Districts and Sacramento County.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Caltrans is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### **DRUG FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### **WHO SHOULD APPLY?**

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. Candidates that are unsuccessful in the exam must wait six (6) months from the testing date before reapplying to take the exam.

## FILING INSTRUCTIONS

Candidates are required to submit a **Standard State Application (STD.678)**, and a completed **Training and Experience Evaluation**.

Mailed, hand delivered, faxed or e-mailed applications will **NOT** be accepted for this examination. Applications must be uploaded through survey monkey prior to being able to complete the examination. Applications uploaded after the final monthly submission date will be held for the next administration of the examination.

**\*Candidates are responsible for obtaining proof of submission of their application to Examination Services (proof of exam submission can be found at the end of the online examination).**

## POSITION STATEMENT

The Transportation Planner is an interdisciplinary team member or manager who develops and analyzes policy and data to prepare, administer, and monitor transportation plans, programs, and projects.

Transportation Planners plan, develop, administer, evaluate, and monitor transportation plans, programs, and projects; prepare system plans of transportation facilities and services including highways, aviation, public transportation, and nonmotorized facilities; perform transportation studies for the development of transportation systems of all modes; participate in policy development and implementation; analyze proposed policies from other government agencies; develop and analyze legislation related to transportation; propose, perform, and evaluate transportation planning research; monitor and certify the regional transportation planning process for conformance with State and Federal requirements; provide Transportation Planning expertise to Federal, State, regional, local agencies, and transit operators to carry out the transportation planning process; develop, administer, and monitor consultant contracts and grant programs; promote and support alternative modes of transportation including public transportation and ridesharing; perform program management function of the State Transportation Improvement Program; participate as a departmental representative on transportation planning issues at inter-or intradepartmental meetings and public or private meetings and hearings; and do other related work.

This is the full journey person level. Under direction, incumbents independently work on difficult and complex transportation planning projects. They may serve in a lead capacity performing such work.

## ELIGIBLE LIST INFORMATION

An Open, Non-promotional statewide eligible list will be established for Caltrans in all Districts and Sacramento County. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applications will be reviewed to ensure minimum qualifications are met. All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your upload of the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

**NOTE:** Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://calhr.ca.gov/state-hr-professionals/pages/4768.aspx>

## MINIMUM QUALIFICATIONS

### Either I

One year of experience in the California state service performing transportation planning duties in a class comparable in level of responsibility to Transportation Planner, Range C.

### Or II

Experience: Three years of experience in either one or a combination of the following areas. (At least one year must have been comparable to work performed by a Transportation Planner, Range C, in the California state service.)

1. Federal, State, regional, or local transportation planning activities. **Or**
2. Transit planning, transportation studies, transportation system planning studies, or legislative transportation studies.

(A Doctorate Degree in Transportation Planning may be substituted for the required experience; a Master's Degree in Transportation Planning may be substituted for two years of the general experience; a master's degree in a general planning curriculum or a closely related field as identified above may be substituted for one year of the general experience.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

## EXAMINATION INFORMATION

This examination will consist of a **Training & Experience Evaluation** weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

[Click here](#) to access the **Training and Experience Evaluation**.

Applications and examinations will be accepted on a continuous basis and will be processed monthly. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant.

## KNOWLEDGE AND ABILITIES

### Knowledge of:

1. The planning process and general practices of transportation planning
2. Research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues
3. Effective public participation techniques
4. The Department's mission, organization, policies, and procedures
5. Federal and State laws and regulations
6. Concepts and terminology relating to transportation planning
7. Social, economic, and environmental conditions which affect transportation planning

### Ability to:

1. Gather, compile, analyze, and interpret data
2. Reason basically and creatively
3. Develop formats to present and display data

4. Use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems
5. Develop and evaluate alternatives
6. Present ideas effectively orally and in writing
7. Work effectively with others as an interdisciplinary team member
8. Establish and maintain effective and cooperative working relationships with those contacted during the course of the work
9. Conduct studies related to State transportation planning
10. Analyze problems and develop appropriate solutions
11. Recommend effective courses of action
12. Evaluate general planning proposals
13. Be sensitive to social, economic, and environmental conditions which affect transportation planning
14. Inspire the confidence of others
15. Further the recognition of the Department as a multimodal transportation organization

### **ADDITIONAL DESIRABLE QUALIFICATIONS**

Awareness and sensitivity to social, economic, and environmental conditions which affect transportation planning; ability to delegate responsibility to others; ability to inspire the confidence of others; ability to further the recognition of the Department as a multimodal transportation organization.

### **VETERANS' PREFERENCE**

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

### **CAREER CREDITS**

Career Credits will be added to the final score of this examination.

### **CONTACT INFORMATION**

For more information regarding this exam, please contact the exam analyst at (916) 227-7791.

### **GENERAL INFORMATION**

**For an examination without a written feature**, it is the candidate's responsibility to contact **the testing department** three weeks after the cut-off date if he/she has not received his/her notice.

**Applications are available** at <https://jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, and local offices of the Employment Development Department.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Caltrans** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference:** Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were

dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>, CalHR, and the Department of Veterans Affairs.

**Career Credits:** In Open, Non-promotional examinations, Career Credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

**TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*