Skills Profile for Transportation Planner

Knowledge and Skills:
- Grammar and punctuation
- Writing skills
- Basic Word and spreadsheet skills
- Math skills
- General transportation concept/vocabulary
- Planning concepts/education exposure
- Public speaking/PowerPoint/presentations
- Knowledge of geography
- General knowledge of civics/California
- Reading/comprehending

Worker Behaviors:
- Can-do attitude
- Ability to prioritize
- Analytical skills
- Take and follow direction
- Friendly
- Honest
- Listening skills
- Common sense
- Office etiquette
- Professional
- Good judgment

Future Trends and Concerns:
- Mobility
- Planning under funded
- Micro-simulation
- Modeling
- Congestion relief
- Need for current data/data analysis
- Do more with less
- Higher expectations
- Succession planning
- Employee retention/salaries
- Pay parity
- Tort liability
- Smart growth
- Multimodal planning
- Backlog of maintenance
- Capacity constraints
- Cost increases

Tools, Equipment, Supplies & Materials
- Computers
- Laptop/computers
- Phones
- Microsoft Suite
- Overall work program guidelines
- General plan guidelines
- ESRI and capacity software

Panel of Experts
Jan Bulinski, Senior Transportation Planner, Caltrans
Michele Fell, Senior Transportation Planner, Caltrans
Rex Jackman, Senior Transportation Planner, Caltrans
Ed Phlipot, Senior Environmental Planner, Caltrans
Jerome Washington, Associate Environmental Planner, Caltrans
Scott White, Senior Transportation Planner, Caltrans

DACUM Facilitators
Phil Cypret
Peter Davis
David Esmaili

Produced for:
California Department of Transportation,
Division of Transportation Planning

Date: November 8, 2005
DACUM Chart for Senior Transportation Planner

**Duties**

A. **Resource Monitoring**
   - A-1 Obtain capital resources
   - A-2 Establish EA’s
   - A-3 Prepare tracking spreadsheets
   - A-4 Communicate with project managers
   - A-5 Monitor program work plan
   - A-6 Prepare monthly report
   - A-7 Prepare quarterly report
   - A-8 Prepare annual report
   - A-9 Close out EA’s

B. **Supervise Staff**
   - B-1 Prepare duty statement
   - B-2 Complete PARF’s
   - B-3 Recruit competent employees
   - B-4 Interview candidates
   - B-5 Conduct background check
   - B-6 Hire staff
   - B-7 Conduct new employee orientation
   - B-8 Complete new hire paperwork
   - B-9 Complete probation report
   - B-10 Complete IDP’s
   - B-11 Monitor leave balances
   - B-12 Process CAT leave
   - B-13 Process RA request
   - B-14 Prepare business process forms
   - B-15 Approve weekly time sheets
   - B-16 Approve employee training
   - B-17 Provide staff feedback
   - B-18 Monitor staff performance
   - B-19 Conduct staff meeting
   - B-20 Conduct progressive discipline process

C. **Follow Executive Direction**
   - C-1 Compose directors letters
   - C-2 Represent manager at internal meetings
   - C-3 Represent manager at external meetings
   - C-4 Prepare executive presentations
   - C-5 Prepare special reports
   - C-6 Prepare AAR’s
   - C-7 Prepare SIR’s
   - C-8 Negotiate with governmental partners

D. **Prepare Planning Documents**
   - D-1 Perform field visits
   - D-2 Prepare TCR’s
   - D-3 Prepare special studies
   - D-4 Prepare feasibility studies
   - D-5 Prepare PIF’s
   - D-6 Prepare PID’s
   - D-7 Prepare grant related documents
Duties

Staff Development

E – 1 Actively mentor staff
E – 2 Solicit staff feedback
E – 3 Prepare individual training plan
E – 4 Conduct employee training
E – 5 Provide structured training opportunities
E – 6 Conduct weekly staff meetings
E – 7 Conduct offsite meetings
E – 8 Reward staff performance

E – 9 Delegate appropriate work
E – 10 Promote deserving staff
E – 11 Succession plan

Acquire Mitigation for State Facilities

F – 1 Meet with lead agencies
F – 2 Attend predevelopment meetings
F – 3 Review general plans
F – 4 Review specific plans
F – 5 Review land use changes
F – 6 Negotiate with project proponents
F – 7 Review EIR’s
F – 8 Review traffic studies

F – 9 Perform operation analysis
F – 10 Coordinate with FHWA
F – 11 Confer with legal
F – 12 Coordinate with internal functional units
F – 13 Compose comment letters
F – 14 Edit comment letters
F – 15 Conduct fee studies

Advocate Long Term Needs

G – 1 Perform traffic forecasting
G – 2 Perform traffic modeling
G – 3 Complete TCR’s
G – 4 Advocate at local boards
G – 5 Work with PIO
G – 6 Participate in PDT’s
G – 7 Participate in TAC’s
G – 8 Participate in RTP preparation

Seek public participation

H – 1 Develop POP (PPP)
H – 2 Organize public meeting
H – 3 Conduct public workshops
H – 4 Convene focus groups
H – 5 Develop newsletters
H – 6 Form citizen advisory committee
H – 7 Update web pages
H – 8 Prepare media releases

H – 9 Ensure Title 6 compliance
H – 10 Document outreach effort
<table>
<thead>
<tr>
<th>Duties</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| Advocate Long Term Needs | I-1 Review and comment OWP  
I-2 Provide technical assistance  
I-3 Participate in external TAC’s  
I-4 Conduct outreach meetings  
I-5 Review and comment RTP’s  
I-6 Attend planning committee meeting  
I-7 Attend planning board meetings  
I-8 Attend pre-development meeting |
| STIP Management | J-1 Assist with RTP Development  
J-2 Prepare programming documents  
J-3 Prepare fact/funding sheets  
J-4 Review F/F sheet prepared by others  
J-5 Track project expenditures  
J-6 Process STIP amendments |