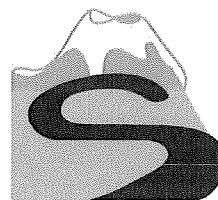


STAFF REPORT



Shasta Regional
Transportation
Agency

MEETING DATE:	5/22/12
SUBJECT:	Approve Job Specifications and Salary Resolution
AGENDA ITEM:	8
STAFF CONTACT:	Dan Little

SUMMARY:

The board-approved transition of the RTPA to an independent agency will require adoption of job classifications and a salary plan.

STAFF RECOMMENDATION:

It is recommended that the board:

1. Approve the attached job specifications, and salary plan pursuant to Resolution No. 12-07; and
2. Authorize hiring of the new senior accountant – confidential position at salary step F (\$5,194 monthly) commensurate with the candidates experience and professional certifications relative to the job classification.

DISCUSSION:

New job classifications and salary schedules are provided for board consideration. Proposed duties and responsibilities have been tailored to operational needs of an independent RTPA. There are seven full time RTPA positions and six job classifications. Three of these are in the “transportation planner” series where placement is variable based on qualifications and experience. Below is a description of each classification followed by a discussion of changes in responsibilities or salary range, if any:

1. **Executive Director:** The executive director under the independent agency will be responsible for oversight of all agency support functions previously provided by the county. This includes all aspects of personnel, fiscal controls, banking, accounting, insurance and benefits administration. Starting salary will be unchanged. The executive director will need to enter into an employment contract with the board.
2. **Senior Transportation Planner:** The RTPA currently has two senior planners. Duties in all of the transportation planner series will essentially remain unchanged with the move to an independent agency. Proposed salary ranges are unchanged.
3. **Associate Transportation Planner:** The RTPA currently has one associate planner. Proposed salary range is unchanged.
4. **Assistant Transportation Planner:** The current assistant planner will be resigning in June. The RTPA will recruit a new individual within the transportation planner series. Proposed salary range for the assistant transportation planner is unchanged.

5. **Senior Accountant – Confidential:** This classification was changed to a senior level position because there will no longer be county accounting support. The position is confidential because it will have access to confidential employee, labor, and benefit information. The salary range is proposed to be 5% higher, consistent and current county salary classifications applicable to confidential positions. Although this position will now essentially serve as the agencies chief financial officer, the salary will not be adjusted other than for the 5% for confidential designation.
6. **Executive Assistant – Confidential.** This position is now confidential because it will directly assist the executive director with confidential employee files, evaluations, labor issues and other items. The individual in this position would transfer to the RTPA at the same salary currently provided by the county; however, the salary range is proposed to be 5% higher due to the confidential classification consistent with the senior accountant – confidential position above. The individual could be granted this 5% increase next year subject to the evaluation process and satisfactory performance in this new capacity.

The RTPA's previous accountant-auditor III resigned in May. The agency conducted a recruitment under the "senior accountant – confidential" classification and salary with a disclaimer that this was pending board review and approval. The position has been tentatively offered to a well-qualified individual with a start date of July 1, 2012. To recruit and retain this individual, the executive director recommends that the board offer the position at the top step in the new approved salary range (step F). This results in a monthly salary of \$5,194 for this new classification, which is 5% higher than the salary of the previous accountant-auditor III.

The individual offered this position exceeds job qualifications and can provide high-level accounting functions beyond the stated duties in the proposed job classifications. He should be able to perform duties otherwise budgeted for on-call consulting services at \$25,000 annually. This consultant expense was noted to the board last January as part of the financial assessment to consider an independent RTPA. Before entering into an accountant consultant contract, the executive director intends to evaluate performance of the senior accountant – confidential position. If the agency can forgo hiring an accounting consultant at a \$25,000 budget savings, a proposal to reclassify this position consistent with these higher standards will be provided for board consideration in October.

ALTERNATIVES:

The board may modify the job classification roles and responsibilities; however, these are intended to accurately reflect the nature of each position regardless of compensation.

The board may elect to not increase the top salary range for the two confidential positions by 5%. This is not recommended as it would be inconsistent with current practice. In addition the individual offered the senior accountant – confidential position has qualifications that could allow a substantial agency savings in ongoing consulting expense.

The board could maintain all salary ranges at current levels pending a comprehensive salary classification plan for all positions.

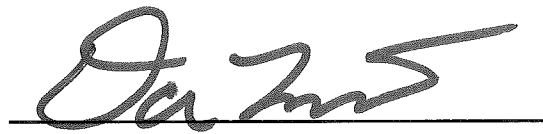
OTHER AGENCY INVOLVEMENT:

The independent RTPA board subcommittee, consisting of Chair Moty, Vice Chair Watkins, and past Chair Dickerson are scheduled to review this item May 21.

FINANCING:

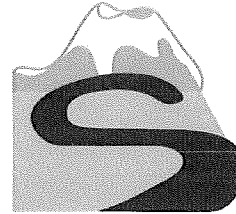
While the job classifications reflect increased responsibilities as an independent agency, the starting salaries will remain unchanged for all existing employees. Within a year, the executive assistant - confidential could receive a maximum 5% salary increase subject to satisfactory performance in this new role. The individual considering the vacant senior accountant - confidential position would receive a maximum 5% increase in pay over the prior accountant-auditor III's salary.

This action would result in an agency maximum cost of \$6,928.48 in FY 2012/13 and a maximum of approximately \$8,676.42 annually thereafter. This includes salaries, benefits and all other related costs. It is expected that there would also be an offsetting agency savings of approximately \$200 per hour in professional accounting consultant fees for support of RTPA operations. This is because the individual being offered the senior accountant – confidential position is qualified to perform these functions at a greatly reduced rate. A net budget savings is anticipated. Adequate funds are budgeted in the 2012/13 Overall Work Program to support this recommendation.


Daniel S. Little, AICP, Executive Director

Attachments: Resolution No. 12-07 with Salary Plan
Job Specifications

RESOLUTION



**Shasta Regional
Transportation
Agency**

RESOLUTION NUMBER:	12-07
SUBJECT:	Approve Job Specifications and Salary Resolution

WHEREAS, the Shasta Regional Transportation Agency (SRTA) is a legally separate public entity created by state and federal law since 1972; and

WHEREAS, SRTA activities are funded entirely with state and federal funds reserved exclusively for planning purposes; and

WHEREAS, the county has historically provided SRTA staff and support services to carry out SRTA roles and responsibilities under the direction of SRTA bylaws, the SRTA governing board and the SRTA executive director; and

WHEREAS, in August 2011, the county took action to dedicate SRTA staff full-time for exclusive work on SRTA activities; and

WHEREAS, on January 24, 2012, the SRTA board (board) took action, by unanimous vote, to establish an independently-staffed SRTA with SRTA support services provided by means other than through the county; and

WHEREAS, the board has directed staff to provide a “status quo” transition for existing employees with respect to classifications, salaries and benefits, to the extent possible, and to use the existing county personnel policies as a basis for the new agency policies; and

WHEREAS, the board and staff have committed to work quickly and definitively to set SRTA employee salaries and benefits in order to keep the transition plan moving forward without delay and achieve the July 1, 2012, target date.

WHEREAS, the board has separately approved job classifications specifying duties, responsibilities and required experience for each SRTA position.

NOW, THEREFORE, BE IT RESOLVED that the salaries for members of the staff of the SRTA for Fiscal Year 2012-2013 are hereby adopted, and are herein set forth.

1. An employee shall be compensated at a rate set between the minimum and maximum of the range specified in the attached for their respective position classification.
2. Each salary range has six steps, each step is 5% greater than the step immediately below.
3. Salaries and step increases are administered pursuant to the SRTA Human Resources Policies and Procedures.

4. The executive director may authorize a starting salary for a new hire up to Step C. Appointment at higher steps require board approval.
5. The duties and responsibilities of the position classifications shall be described by a classification specification approved by the executive director; and
6. The salary ranges for the employees shall not include a provision for any automatic or tenure-based increases; and
7. Starting salaries for existing SRTA staff that are transitioning to the new agency shall be unchanged.

NOW, THEREFORE, BE IT FURTHER RESOLVED that all provisions of this Resolution shall be effective and pertain to all employees of the Agency as of the date of hire of the employee, or July 1, 2012, whichever is later, unless otherwise provided.

PASSED AND ADOPTED this 22nd day of May, 2012, by the Shasta Regional Transportation Agency.

Leonard Moty, Chair
Shasta Regional Transportation Agency

SHASTA REGIONAL TRANSPORTATION AGENCY

Salary Plan

Fiscal Year 2012-2013

SHASTA REGIONAL TRANSPORTATION AGENCY SALARY SCHEDULE							
Job Title	Salary Range	Monthly A Hourly A	Monthly B Hourly B	Monthly C Hourly C	Monthly D Hourly D	Monthly E Hourly E	Monthly F Hourly F
SENIOR TRANSPORTATION PLANNER		\$ 5,168.00 \$ 29.81	\$ 5,426.00 \$ 31.31	\$ 5,697.00 \$ 32.87	\$ 5,983.00 \$ 34.52	\$ 6,282.00 \$ 36.24	\$ 6,596.00 \$ 38.05
ASSOCIATE TRANSPORTATION PLANNER		\$ 3,894.00 \$ 22.465	\$ 4,089.00 \$ 23.589	\$ 4,293.00 \$ 24.768	\$ 4,508.00 \$ 26.006	\$ 4,733.00 \$ 27.307	\$ 4,970.00 \$ 28.673
ASSISTANT TRANSPORTATION PLANNER		\$ 3,364.00 \$ 19.406	\$ 3,532.00 \$ 20.376	\$ 3,708.00 \$ 21.395	\$ 3,894.00 \$ 22.465	\$ 4,089.00 \$ 23.589	\$ 4,293.00 \$ 24.768
SENIOR ACCOUNTANT - CONFIDENTIAL		\$ 4,069.00 \$ 23.476	\$ 4,272.00 \$ 24.649	\$ 4,486.00 \$ 25.882	\$ 4,711.00 \$ 27.177	\$ 4,946.00 \$ 28.536	\$ 5,194.00 \$ 29.963
EXECUTIVE ASSISTANT - CONFIDENTIAL		\$ 2,597.00 \$ 14.985	\$ 2,727.00 \$ 15.734	\$ 2,864.00 \$ 16.521	\$ 3,007.00 \$ 17.347	\$ 3,157.00 \$ 18.215	\$ 3,315.00 \$ 19.125



Shasta Regional
Transportation
Agency

JUNE 2012
FLSA: Exempt

EXECUTIVE DIRECTOR

(Under Contract)

DEFINITION

Under policy direction, plans, organizes, and provides administrative direction and oversight for all RTPA functions and activities; provides policy guidance and program evaluation to the board of directors and RTPA staff; oversees regional transportation plans, budgets, capital improvement programs, funding for public transit, various grant-funded projects, a regional transportation model, public involvement, and other projects; manages agency facilities, fixed assets, accounting, banking, and employee benefits and bargaining; authorizes fund transfers and payments; works on other regional issues as assigned by the board; fosters cooperative working relationships with federal, state and local intergovernmental and regulatory agencies, various public and private groups, media and legislative representatives; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and general policy direction from the board of directors. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Hires, directs and supervises all RTPA staff.

CLASS CHARACTERISTICS

The executive director serves as the chief executive officer of the RTPA, accountable to the board of directors and responsible for enforcement of all RTPA, local, state, and federal codes, ordinances, and regulations, the conduct of all financial activities, and the efficient and economical performance of the RTPA's operations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

The board of directors reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and administers programs, operations, and services of the RTPA, including administrative, planning, environmental, transportation, inspection, and congestion management; coordinates and evaluates the work of the RTPA in accordance with applicable laws, codes, and regulations and adopted policies and objectives of the board of directors.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the board of directors and the RTPA; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual budget for the RTPA; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the board of directors.

- Advises the board of directors on issues, programs, and financial status; prepares and recommends long- and short-term plans for RTPA service provision and funding; and directs the development of specific proposals for action regarding current and future RTPA needs.
- Represents the RTPA and the board of directors in meetings, corresponds and interacts with various local, state and federal organizations, councils and commissions, governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; implements public outreach/involvement programs pursuant to approved procedures.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the RTPA.
- Oversees the management of state and federal grant programs; provides for contract services and agreements; ensures proper performance of obligations to the RTPA; has responsibility for enforcement of all RTPA, local, state, and federal codes, ordinances, and regulations.
- Oversees the selection, training, professional development, and work evaluation of RTPA staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff; serves as the hearing officer for grievances and discipline hearings.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Ensures that the board of directors is kept informed of RTPA functions, activities, and financial status, and of legal, social, environmental, and economic issues affecting RTPA activities.
- Monitors changes in laws, regulations, and technology that may affect RTPA operations; implements policy and procedural changes as required.
- Responds to the most complex, difficult, and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Ensures extensive public, media and interagency involvement.
- Reviews, interprets, and comments on proposed legislation.
- Actively participates in professional RTPA associations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision, effective program and project management and strategic thinking and leading and motivating staff.
- Human resource management, public finance, performance management, and related public management fields.
- Principles, practices, and procedures of public administration, congestion management, transportation systems planning and improvements, environmental, energy conservation, transportation planning, housing and related disciplines.
- Functions, services, and funding sources of a public agency.
- Functions, authority, responsibilities, and limitations of a board of directors.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures.
- Principles and practices of governmental budget development, administration, and accountability.
- Current social, political, environmental, and economic trends affecting provision of RTPA services.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record-keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the RTPA in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RTPA staff.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the RTPA.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of, the board of directors.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Oversee all RTPA financial activities, including administering investments, the development and implementation of the budget, and the control of all expenditures and purchases.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Conduct effective negotiations and effectively represent the RTPA in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations, and the media.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use sound independent judgment within general legal, policy, and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major coursework in transportation, urban, or regional planning, transportation/traffic engineering, public or business administration, public policy, or a related field and five (5) of professional planning experience at the level of a senior planner at the RTPA. Five (5) years of management or administrative experience in a regional public agency setting is highly desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Certification from the American Institute of Certified Planners is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various RTPA and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



Shasta Regional
Transportation
Agency

JUNE 2012
FLSA: Non-Exempt

EXECUTIVE ASSISTANT - CONFIDENTIAL

SALARY RANGE

\$14.98 - \$19.13 Hourly
\$1,198.62 - \$1,530.00 Biweekly
\$2,597.00 - \$3,315.00 Monthly
\$31,164.00 - \$39,780.00 Annually

DEFINITION

Under general supervision, performs a variety of routine to complex office administrative, secretarial, and clerical duties in support of the executive director and related staff, including preparing agenda packets and handling sensitive and confidential legal and personnel material; composes and prepares correspondence using considerable judgment in content and style; performs skilled word processing, data entry, and typing; coordinates assigned programs, projects, and services with other RTPA functions and outside agencies; interacts frequently with the public and provides information or directs questions and requests to the appropriate staff; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the executive director. Exercises no supervision over staff.

CLASS CHARACTERISTICS

This is an experienced administrative office support classification. Incumbents perform a wide variety of specialized administrative support work for assigned staff. Responsibilities include performing specialized, confidential, and technical office support duties to ensure efficient service provision. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as knowledge of RTPA activities. The work requires the interpretation and application of policies, procedures, and regulations and involves frequent contact with the public, as well as, performing various research and budgetary support functions.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Relieves the executive director and other staff of a variety of administrative details by assisting with duties of a routine to complex, sensitive, and confidential nature; plans, organizes, and carries out administrative assignments and special projects; recommends organizational or procedural changes affecting support activities; recommends improvements in work flow, procedures, and use of equipment and forms.
- Serves as secretary to assigned committees or commissions; prepares, posts, and distributes agenda materials including agenda reports, resolutions, ordinances, and other packet materials; creates, updates, and maintains mailing lists databases; attends meetings and takes minutes; compiles and arranges materials for mailings.
- Performs skilled word processing and data entry using independent judgment and discretion in composing, formatting, and editing correspondence, presentations, and reports.

- Processes and reviews invoices and supporting documentation, including ensuring compliance with contracts and working with RTPA staff and contractors to resolve invoice related matters.
- Gathers, assembles, updates, and distributes a variety of RTPA-specific information, documents, forms, records, and data as requested; provides detailed review to ensure accuracy and completeness.
- Maintains and updates RTPA record systems and specialized databases.
- Develops, composes, types, edits, and proofreads a variety of complex documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence for the executive director and other RTPA staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
- Provides information to the public including contractors and vendors by phone or in person to ensure an understanding of RTPA policies and procedures; listens to questions and explains procedures according to existing guidelines; responds to citizen and staff inquiries and complaints; refers citizens to the appropriate RTPA source; coordinates or resolves problems of a moderate nature when appropriate.
- Organizes and maintains various administrative, reference, imaging, and follow-up files; purges files in accordance with the records retention policy.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies RTPA and program policies and procedures in determining completeness of applications, records, and files.
- Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, postage meters, facsimile machines, multi-line telephones, and transcription equipment; may operate other department-specific equipment.
- Assist the human resources function, including processing and maintaining employee files, personnel forms, performance evaluation forms, and leave forms; files pertinent documents, maintains files in a secure location, and provides information to management as requested.
- Maintains calendars and makes meeting arrangements; schedules meetings between RTPA staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Coordinates travel arrangements and accommodations for staff; prepares itineraries for attendance at meetings and conferences; submits all required paperwork.
- Maintains the RTPA's website.
- Monitors and orders office and other related supplies.
- Assists or administers assigned projects and/or programs as assigned; provides assistance to RTPA staff in various research projects.
- Organizes and carries out a wide variety of administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical or statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Evaluates the operations and activities of the office; recommends improvements and modifications; prepares various reports on operations and activities; considers resource availability; negotiates timelines as needed.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern executive administrative and secretarial practices and procedures, including the use of standard office equipment.
- Organization and function of public agencies, including the role of appointed boards, committees, and commissions.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and procedures of record keeping and reporting.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.

- Computer applications related to the work, including word processing, basic web design, database, and spreadsheet applications.
- Business arithmetic techniques.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and RTPA staff, in person and over the telephone.

Ability to:

- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and RTPA policies and procedures.
- Perform responsible executive administrative support work with accuracy, speed, and minimal supervision.
- Provide varied and responsible executive secretarial and office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of the RTPA and of outside agencies as necessary to assume assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic and financial computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Maintain and update specialized database and records systems.
- File materials alphabetically, chronologically, and numerically.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Operate modern office equipment, including computer equipment and word-processing, database, and spreadsheet application programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with staff, the RTPA board and others contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and three (3) years of increasingly responsible secretarial experience involving public contact. Relevant post high-school training or certificate is highly desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



Shasta Regional
Transportation
Agency

JUNE 2012
FLSA: Non-Exempt

SENIOR ACCOUNTANT – CONFIDENTIAL

SALARY RANGE

\$23.48 - \$29.97 Hourly
\$1,878.00 - \$2,397.23 Biweekly
\$4,069.00 - \$5,194.00 Monthly
\$48,828.00 - \$62,328.00 Annually

DEFINITION

Under general direction, performs complex and responsible professional accounting work, including auditing, analyzing, and verifying financial records, preparing financial and statistical reports, providing information to other RTPA staff regarding accounting practices and procedures, and reconciling general ledger accounts; processes reimbursement billings to all funding agencies; organizes and maintains the grants and accounting database systems; participates in the preparation of the RTPA's budgets; prepares year-end audit reports and schedules; performs day-to-day human resources administration and office management duties; assists with benefits administration; provides complex technical and responsible support to the executive director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the executive director. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to lower-level staff and may oversee consultants on a day-to-day or project basis.

CLASS CHARACTERISTICS

This is an advanced journey-level professional accounting classification. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex accounting, financial record-keeping, payroll, and day-to-day human resources and benefits administration, and risk management functions. Successful performance of the work requires extensive knowledge of governmental accounting practices and procedures, fund accounting, fiscal management, and general office management.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- In collaboration with external vendors, plans, manages, and participates in the operations and activities of the RTPA's accounting programs and functions, including accounts payable and receivable, audits, budgeting, financial analysis, cash management, and payroll.
- Provides complex professional and technical assistance in the administration and implementation of the RTPA's financial, revenue, budget, auditing, and accounting programs, including financial report development, budget monitoring, forecasting, financial analysis, reimbursement billings, and grants accounting.

- Analyzes and reconciles expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Coordinates monthly and year-end general ledger closing; prepares journal entries with proper documentation; posts and balances general ledger accounts; ensures compliance and accuracy in accordance with generally accepted accounting procedures and principles.
- Coordinates and administers a wide variety of financial and accounting programs, including accounts receivable, accounts payable, reimbursement billings, investments, fixed assets, and payroll.
- Prepares monthly sales tax allocations and reconciles general ledger expenditures to ensure amounts are properly distributed.
- Participates in the compilation and preparation of annual budgets, including assisting other staff with budget preparation, providing revenue and expense projections, monitoring expenditures, and preparing and updating cash flow and projections.
- Participates in the preparation of audit schedules and reports for external auditors and provides assistance during the annual auditing process.
- Processes and reconciles revenues, expenditures, and technical transactions in compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances.
- Researches and analyzes financial data and develops a wide variety of financial reports and statements.
- Organizes and maintains the grants and accounting system databases; develops and produces customized reports; ensures and verifies accuracy of information.
- Reviews and processes grants invoices; monitors compliance with contracts and budgets; reconciles data from the grant database to the general ledger.
- Coordinates, prepares, processes, and maintains payroll; receives, reviews, verifies, and processes time recording documents; prepares and reviews quarterly and annual tax reports and returns; ensures compliance with applicable federal, state, and local laws, rules, and regulations.
- Prepares comprehensive financial and accounting activity studies, statistics, statements, and reports, including cash flows, historical summaries, charts, graphs, and various memos and letters.
- Receives, reviews, and processes various reports and records including payment authorizations and bank statements, checks, and receipts.
- Researches and analyzes technical transactions to resolve questions and validate data; ensures fiscal accountability and fund integrity for transactions and supporting documentation.
- Assists with benefits administration, including maintaining flexible benefits accounts, processing enrollment and termination, and reviewing invoices and allocating benefits costs to appropriate accounts; prepares and reports pension and deferred compensation to providers.
- Performs a variety of human resources administration activities related to recruitment, new employee orientation, and salary administration; coordinates classification and compensation administration.
- Performs risk management duties in matters relating to worker's compensation, liability, and property damage claims; ensures that safety issues and concerns of employees and the public are addressed.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of regional government; provides professional and technical guidance and training to other staff in accounting processes and procedures.
- Maintains a variety of working and official personnel files; ensures the confidentiality of such files.
- Uses a variety of standard office equipment, including a computer, in the performance of the work.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting and finance.
- Assists the executive director with special projects as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financial analysis, including program budgeting and auditing, payroll processing, grants accounting, and the application to public agency operations.

- General principles and practices of data processing and its applicability to accounting and public agency operations.
- Payroll record-keeping, processing, and reporting and payment requirements of various state and federal agencies and benefit providers.
- Basic principles and procedures of human resources and benefits administration and risk management.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the RTPA in contacts with governmental agencies, various business, professional, educational, and regulatory organizations, and with vendors and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RTPA staff.

Ability to:

- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll and employee personnel and benefits records.
- Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll and employee benefits issues.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree with major coursework in accounting, finance, business or public administration, or a closely related field and five (5) years of responsible professional public accounting and office management experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



Shasta Regional
Transportation
Agency

JUNE 2012
FLSA: Non-Exempt

SENIOR TRANSPORTATION PLANNER

SALARY RANGE

\$29.82 - \$38.05 Hourly
\$2,385.23 - \$3,044.31 Biweekly
\$5,168.00 - \$6,596.00 Monthly
\$62,016.00 - \$79,152.00 Annually

DEFINITION

Under general direction, plans, organizes, and participates in the most complex and difficult work of professional transportation planners related to the development of transportation plans, studies, projects, and programs for the RTPA and its member agencies; plans, develops, implements, and manages complex planning projects; directs the work of a major planning program; develops and completes technical assessments, written project analyses, and performs highly complex technical writing and organization assignments, including presentations to the RTPA board, committees, and outside parties; provides professional advice and assistance to the public on transportation planning projects, studies, and programs; completes applications for grants; provides highly complex professional assistance to the executive director and the public in areas of expertise; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the executive director. May exercise technical and functional direction over and provide training to lower-level staff on a project or day-to-day basis.

CLASS CHARACTERISTICS

This class is the advanced journey-level class in the professional transportation planner series with responsibilities spanning the full spectrum of routine to highly complex transportation planning responsibilities. Responsibilities include managing transportation planning studies, land use and transportation programs, congestion management programs, as well as, overseeing consultant and local jurisdictional relationships. Successful performance of the work requires a broad professional transportation planning background and skill in coordinating assigned work with that of other agencies. This class is distinguished from the associate transportation planner in that it is the highest-level class in the professional planning series with project and/or day-to-day supervisory responsibility over other professional planning staff, in addition to handling the most complex and sensitive planning projects.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and participates in a wide range of routine to highly complex transportation plans, programs, projects, and studies.
- Serves as project manager on transportation planning and development projects, which includes overseeing 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.

- Manages, reviews, and presents complex transportation planning studies; conducts site and policy background research to obtain information for the preparation of staff reports, correspondence, memoranda, policy and procedure documents, and presentations to management or governing bodies; reads, interprets, analyzes, and explains a wide variety of technical documents, studies, and practices, and performs highly complex technical writing and organization assignments.
- Conducts the research and analysis necessary to prepare technical reports, administer programs, and manage funds and resources for a variety of RTPA projects and programs.
- Prepares comprehensive environmental impact analysis and related studies on construction projects and programs undertaken by the RTPA.
- Prepares grant applications for funds available under various state and federal programs.
- Reviews, analyzes, prepares comments on, and implements various rules, regulations, legislation relating to transportation and environmental impact matters.
- Participates in the development of policy recommendations, implementing actions and financial estimates; coordinates the budgetary oversight of transportation funding requirements to local jurisdictions and Caltrans.
- Ensures compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) and related environmental mandates.
- Has regular interaction with the RTPA board, officials from the California Transportation Commission (CTC), local, state and federal agencies.
- Implements public outreach/involvement programs pursuant to RTPA procedures and environmental mandates.
- Prepares and provides presentations to the RTPA board of directors, partner agencies, private organizations and the public.
- Oversees the development of consultant requests for proposals and qualifications for professional services; evaluates proposals and recommends project award; develops and reviews contract terms and amendments; ensures contractor compliance with RTPA standards and specifications and time and budget estimates; reviews and updates deliverables; analyzes and resolves complex problems that may arise.
- Tracks project expenditures, reviews invoices for accuracy and consistency with contractual obligations, recommends appropriate dispersals of allocated funds.
- Coordinates and facilitates meetings with task forces, working groups, and representatives of other agencies in order to discuss items of common interest, develop project study reports, and clarify project specifications, financial details, and project schedules.
- Performs funding/grant development and administration, including conducting grant research, writing proposals, and programming and administering awarded grant funds.
- Manages relationships between member agencies and state and federal officials to effectively carry out the implementation and management of transportation plans, programs, and projects; ensures that procedures and information are delivered to the applicants as well as to state and federal regulators in a timely fashion.
- Conducts environmental reviews of projects; evaluates impacts to transportation infrastructure and develops mitigations of those impacts.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets transportation, social, economic, population, and land use data and trends; develops and implements recommendations; prepares written reports on various transportation planning matters; develops, implements, and administers major portions of the countywide transportation plan.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database.
- Prepares staff reports, presentations, project information and status, and program financial information to various committees, community groups, and professional organizations about the RTPA's transportation projects and programs.
- 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.

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced principles, practices, and funding sources for transportation and land use planning programs, studies, and projects.
- Principles and practices of program and project management.
- Basic principles of employee supervision, work assignment, direction, and training.
- Advanced principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Theories and methods related to transportation planning, travel forecasting and capacity, environmental issues, and implementation strategies.
- Principles, practices, and techniques of complex technical writing and organization assignments and the development of presentations.
- Grant application, preparation and administration.
- Contract management practices in a public agency setting.
- Operational characteristics, services, and activities of a comprehensive transportation planning program.
- Recent developments, current literature, and sources of information related to transportation planning and environmental review.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Statistical research methods as applied to the collection and tabulation of data affecting public planning and methods of graphic illustration and presentation.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the RTPA in contacts with governmental agencies, various business, professional, educational, and regulatory organizations, and with contractors and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RTPA staff.

Ability to:

- Administer complex, technical, and sensitive transportation planning and related programs in an independent and cooperative manner.
- Identify and respond to issues and concerns of the public, board, and other commissions and regulatory agencies.
- Prepare complex plans, proposals, grant applications, and environmental review documents for planning projects.
- Direct and oversee the work of less experienced planning personnel.
- Prepare and present major planning studies utilizing various sources of information.
- Perform highly complex technical writing and organization assignments and develop presentations.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Research, analyze, interpret, summarize, and present technical information and data in an effective manner.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs, such as transportation and air quality modeling, spreadsheets, graphics, desktop publishing, project management, presentations, obtaining current legislative and agency information via the Internet, database development and maintenance.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in transportation, urban, or regional planning, transportation/traffic engineering, or a closely related field and five (5) years of progressively responsible experience in transportation and/or transit planning or professional experience in planning, zoning and related activities, or two (2) years of experience equivalent to an associate transportation planner. Experience with complex technical writing and organization assignments and the development of presentations is required.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Certification from the American Institute of Certified Planners within two (2) years of hire date.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various RTPA and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



Shasta Regional
Transportation
Agency

JUNE 2012
FLSA: Non-exempt

ASSOCIATE TRANSPORTATION PLANNER

SALARY RANGE

\$22.47 - \$28.67 Hourly
\$1,797.23 - \$2,293.85 Biweekly
\$3,894.00 - \$4,970.00 Monthly
\$46,728.00 - \$59,640.00 Annually

DEFINITION

Under general supervision, plans, organizes, and participates in routine to difficult work of professional transportation planners related to the development of transportation plans, studies, projects, and programs for the RTPA and its member agencies; plans, develops, implements, and manages planning projects; develops and completes technical assessments, written project analyses, and performs complex technical writing and organization assignments, including presentations to management and the RTPA board; provides professional advice and assistance to the public on transportation planning projects, studies, and programs; completes applications for grants; provides complex professional assistance to the executive director and the public in areas of expertise; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the executive director. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the journey-level class in the professional transportation planning series. Incumbents are expected to perform the full range of professional and technical planning work in transportation and environmental planning activities, in addition to providing project management and administration. Positions at this level are distinguished from the assistant-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the senior transportation planner in that the latter is the advanced journey-level class in the series and is responsible for organizing and reviewing the work of other professional, technical, and/or contract staff and for training other staff, in addition to performing the more complex planning and project management activities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and participates in a variety of routine to complex transportation plans, programs, projects, and studies.
- Serves as project manager on transportation planning and development projects, which includes performing 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 participating in project implementation in conformance with approved plans, grant/loan requirements, conditions, and mitigation measures.

- Develops and presents complex transportation planning studies; conducts site and policy background research to obtain information for the preparation of staff reports, correspondence, memoranda, policy and procedure documents, and presentations to management or governing bodies; reads, interprets, analyzes, and explains a wide variety of technical documents, studies, and practices, and performs routine to complex technical writing and organization assignments.
- Conducts the research and analysis necessary to prepare technical reports, administer programs, and manage funds and resources for a variety of RTPA projects and programs.
- Prepares environmental impact analysis and related studies on construction projects and programs undertaken by the RTPA.
- Prepares grant applications for funds available under various state and federal programs.
- Reviews, analyzes, prepares comments on, and implements various rules, regulations, legislation relating to transportation and environmental impact matters.
- Participates in the development of policy recommendations, implementing actions and financial estimates.
- Ensures compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) and related environmental mandates.
- Has occasional interaction with the RTPA board, officials from the California Transportation Commission (CTC), local, state and federal agencies.
- Implements public outreach/involvement programs pursuant to RTPA procedures and environmental mandates.
- May prepare and provide presentations to the RTPA board of directors, partner agencies, private organizations and the public.
- Participates in the development of consultant requests for proposals and qualifications for professional services; assists in the evaluation of proposals; develops and reviews contract terms and amendments; ensures contractor compliance with RTPA standards and specifications and time and budget estimates; reviews and updates deliverables; analyzes and resolves problems that may arise.
- Tracks project expenditures, reviews invoices for accuracy and consistency with contractual obligations, recommends appropriate dispersals of allocated funds.
- Coordinates and facilitates meetings with task forces, working groups, and representatives of other agencies in order to discuss items of common interest, develop project study reports, and clarify project specifications, financial details, and project schedules.
- Performs funding/grant development and administration, including conducting grant research, writing proposals, and administering awarded grant funds.
- Facilitates relationships between member agencies and state and federal officials to effectively carry out the implementation and management of transportation plans, programs, and projects; ensures that procedures and information are delivered to the applicants as well as to state and federal regulators in a timely fashion.
- Conducts environmental reviews of projects; evaluates impacts to transportation infrastructure and develops mitigations of those impacts.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets transportation, social, economic, population, and land use data and trends; develops and implements recommendations; prepares written reports on various transportation planning matters; develops, implements, and administers portions of the countywide transportation plan.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database.
- Prepares staff reports, presentations, project information and status, and project financial information to various committees, community groups, and professional organizations about the RTPA's transportation projects and programs.
- 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.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and funding sources for transportation planning and congestion management programs and projects.
- Principles and practices of program and project management.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Transportation planning principles, concepts, standards, and practices.
- Statistical research methods as applied to the collection and tabulation of data affecting public planning.
- Principles, practices, and techniques of technical writing and organization assignments and the development of presentations.
- Grant application preparation and grant administration.
- Purposes, policies, procedures and regulations of city councils, county board of supervisors, and a Regional Transportation Planning Agency or Metropolitan Planning Organization boards.
- Methods of graphic illustration and presentation.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, such as the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).
- Recent and on-going developments, legislation, current literature, and sources of information related to the operations of the RTPA.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Technical report writing, English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the RTPA in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RTPA staff.

Ability to:

- Collect, analyze, interpret, and apply data to various transportation planning projects and present technical information and data in an effective manner.
- Prepare and present planning research studies.
- Perform complex technical writing and organization assignments and develop presentations.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, codes, and regulations and RTPA policies and procedures.
- Understand the organization and operation of the RTPA and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective reports, correspondence, and other written material.
- Effectively represent the RTPA in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Make accurate arithmetic, financial, and statistical computations.
- Maintain accurate logs, records, and written records of work performed.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in transportation, urban, or regional planning, transportation/traffic engineering, or a closely related field and two (2) years of professional transportation planning experience at the level of an assistant transportation planner.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.
- Certification from the American Institute of Certified Planners within four (4) years of hire date.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



Shasta Regional
Transportation
Agency

JUNE 2012
FLSA: Non-Exempt

ASSISTANT TRANSPORTATION PLANNER

SALARY RANGE

\$19.41 - \$24.77 Hourly
\$1,552.62 - \$1,981.38 Biweekly
\$3,364.00 - \$4,293.00 Monthly
\$40,368.00 - \$51,516.00 Annually

DEFINITION

Under direct supervision, assists in managing, implementing, and monitoring transportation planning projects and programs; participates in routine work of professional transportation planners related to the development of transportation plans, studies, projects, and programs for the RTPA and its member agencies; assists in developing and completing technical assessments, written project analyses, and performs technical writing and organization assignments, including presentations to management; provides assistance to the public on transportation planning projects; assists in completing applications for grants; provides assistance to other professional planning staff and the public in areas of expertise; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the executive director; receives technical and functional direction and training from a senior planner. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the entry-level class in the professional transportation planning series. Initially under close supervision, incumbents with technical, paraprofessional, or basic professional transportation planning experience perform basic professional and technical transportation planning work. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the associate level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This class is typically entered into through experience at a technical or paraprofessional level that has increased in complexity and through additional function-specific professional education or training.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in basic to routine to complex transportation plans, programs, projects, and studies.
- Assists project managers on transportation planning and development of projects, which includes learning to perform application and plan review, conduct background research, schedule meetings,

- and participate in project implementation in conformance with approved plans, grant/loan requirements, conditions, and mitigation measures.
- Assists in developing and presenting basic transportation planning studies; learns to conduct site and policy background research to obtain information for the preparation of staff reports, correspondence, memoranda, policy and procedure documents, and presentations to management; reads, interprets, analyzes, and explains a variety of technical documents, studies, and practices, and performs routine technical writing and organization assignments.
 - Assists in conducting the research and analysis necessary to prepare technical reports, administer programs, and manage funds and resources for basic RTPA projects and programs.
 - Assists in preparing grant applications for funds available under various state and federal programs.
 - Learns and implements various rules, regulations, legislation relating to transportation and environmental impact matters.
 - Ensures compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) and related environmental mandates.
 - Supports other professional planning staff in the interaction with the RTPA board, officials from the California Transportation Commission (CTC), local, state and federal agencies.
 - Assists in implementing public outreach/involvement programs pursuant to RTPA procedures and environmental mandates.
 - Prepares and provides presentations to management.
 - Assists in the development of consultant requests for proposals and qualifications for professional services; assists in the evaluation of proposals; monitors contractor compliance with RTPA standards and specifications and time and budget estimates; assists in reviewing and updating deliverables; analyzes problems that may arise and brings to the attention of more experienced planning staff.
 - Learns to track project expenditures and review invoices for accuracy and consistency with contractual obligations.
 - Participates in meetings with task forces, working groups, and representatives of other agencies.
 - Compiles information for a variety of studies and reports; researches, analyzes, and interprets transportation, social, economic, population, and trends; prepares written reports on basic transportation planning matters; assists in developing, implementing, and administering portions of the countywide transportation plan.
 - Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a database.
 - Prepares basic staff reports, presentations, and project information for other professional planning staff in support of information provided to various committees, community groups, and professional organizations about the RTPA's transportation projects and programs.
 - 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.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and funding sources for transportation planning and congestion management programs and projects.
- Basic principles and practices of program and project management.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Basic transportation planning principles, concepts, standards, and practices.
- Basic principles, practices, and techniques of technical writing and organization assignments and the development of presentations.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, such as the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).

- Recent and on-going developments, legislation, current literature, and sources of information related to the operations of the RTPA.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Technical report writing, English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the RTPA in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RTPA staff.

Ability to:

- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Perform technical writing and organization assignments and develop presentations.
- Interpret, apply, explain, and ensure compliance with federal, state, and local laws, codes, and regulations and RTPA policies and procedures.
- Understand the organization and operation of the RTPA and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective reports, correspondence, and other written material.
- Make effective presentations to the public and local agencies.
- Effectively represent the RTPA in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Make accurate arithmetic, financial, and statistical computations.
- Maintain accurate logs, records, and written records of work performed.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in transportation, urban, or regional planning, transportation/traffic engineering, or a closely related field. No experience is required; one (1) year of technical or paraprofessional experience in an appropriate field related to area of assignment is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and

pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.