



## **JOB ANNOUNCEMENT**

### **TWO TEMPORARY - FULL-TIME – ONE YEAR TERM TRANSPORTATION PLANNER I, II, III OR IV**

**FINAL FILING DEADLINE: By 3:00 p.m. Friday October 20, 2023(Priority  
Screening)**

#### **Positions Open Until Filled Supplemental Application Required**

Excellent opportunity for planners to work with a great team of transportation professionals on a variety of transportation planning projects for Santa Cruz County. We are looking to fill two temporary positions within the Transportation Planner series (Transportation Planner I – IV) and create a list of applicants for future openings. While the recruitment is for temporary positions, due to a staffing assessment currently underway, there is a possibility that at least one of the positions may become permanent.

The Santa Cruz County Regional Transportation Commission (RTC) is a regional agency created by the State of California to carry out transportation responsibilities that cross city and county boundaries. The RTC is committed to delivering a full range of safe, convenient, reliable and efficient transportation choices for the community. The members of the RTC represent the County Board of Supervisors, the City Councils, and the Santa Cruz Metropolitan Transit District. Along with volunteer committee members and Commission staff, the RTC works in cooperation and consultation with other public agencies; business, environmental, neighborhood and advocacy groups; and members of the public to:

- Prepare long range transportation plans for the Santa Cruz County region and transportation improvement plans for specific areas and corridors,
- Obtain, program and distribute funding including local voter-approved Measure D funds and various state and federal funds,
- Implement a variety of projects including highway, transit, bicycle, pedestrian and specialized transportation projects,
- Provide transportation services including assistance to stranded motorists, carpool and vanpool matching and other transportation demand management services.

**Transportation Planner I** is the entry level professional classification that assists other staff in implementing transportation programs and projects. Duties and Responsibilities for Planner I include:

- Assist Senior Transportation Planners and other staff in the implementation of programs, projects and contracts of the Regional Transportation Commission.
- With direction run and maintain on-going programs
- May serve as staff to committee(s)
- Prepare and distribute committee meeting materials
- Facilitate and coordinate with staff to gather data that will be used to prepare reports/plans that are presented to the board
- Work with consultants and contractors
- Perform routine transportation planning and office duties
- Conduct research and analysis
- Prepare maps, graphics and reports
- Facilitate public meetings for a variety of different projects
- Assist in the production and distribution of marketing and informational materials and displays
- Attend and provide information on RTC programs at informational fairs
- Professionally receive public input and inquiries, and channel them appropriately to ensure an agency response
- Prepare and conducts transportation surveys
- Update, maintain and analyze GIS information and create maps and other documents
- Assist in the production and submittal of grant applications
- Perform transportation fieldwork
- Serve as the lead for logistical set-up for meetings and workshops
- Perform other RTC program duties as needed
- Assist in the Preparation of written reports for committee and RTC meetings

**Transportation Planner II** is the journey level classification that assists Senior Transportation Planners and other staff to complete transportation planning projects and other projects. Additional duties and responsibilities for Transportation Planner II include:

- Perform various RTC project functions, including setting milestones and project delivery deadlines; evaluating progress of ongoing programs/projects; completing analysis and research; and organizing and conducting outreach.
- Coordinate with Regional, State and Federal agencies, citizen advisory committees, County departments, and elected officials.
- Prepare and monitor grant applications and contracts
- Interpret and integrate transportation policy in the review of proposed development projects and environmental impact reports

- Make presentations to community groups and the Regional Transportation Commission
- Prepare work plans for consultant selection
- Prepare and implement project work plans and timelines
- Apply computer-assisted analytical techniques to evaluate and/or forecast planning to assist in formulating transportation planning programs
- Run, maintain and update the Santa Cruz County travel demand model (SCCModel) including updating the highway and transit network and the land use database and running the model to evaluate transportation and land use policies
- Support estimation, calibration and validation of the SCCModel
- Participate in regional modeling efforts to ensure consistency between the SCCModel and the Association of Monterey Bay Area Governments travel demand model
- Perform related travel demand modeling
- Develop, maintain and update GIS databases and maps

**Transportation Planner III** is an advanced level in the transportation planning series that provides recommendations to RTC senior transportation planners and engineers to help inform decisions on RTC transportation projects, including evaluating transportation program impacts and monitoring effectiveness. Additional duties and responsibilities for Transportation Planner III include:

- Develop transportation planning studies which involve feasibility assessments, developing scope of works and schedules, identifying stakeholders, and obtaining and overseeing funding
- Research, compile and analyze transportation data and policy
- Prepare reports and presentations to communicate information about transportation planning studies
- Develop, review, administer, and oversee contracts between private consultants, outside agencies and the RTC.
- Manage contracts including invoice compliance
- Prepare grant applications to support transportation implementation and project delivery efforts.
- Review partner agency transportation planning initiatives and prepare RTC comments and letters
- Solicit broad input on transportation planning efforts from policy makers, the public and other stakeholders.
- Provide oversight and work direction to project teams, which may include lower-level RTC planners as well as consultant staff.

**Transportation Planner IV** is the senior level classification in the transportation planning series that provides recommendations to RTC and to the public to help inform decisions on transportation projects, including whether to seek funding from

state or federal sources or from local sources. This classification also fulfills California Transportation Commission requirements in developing long-range transportation plans for the County. This position performs lead duties and provides work direction to less senior members of the planning staff. This classification is the most advance level in the transportation planning series and operates with the highest level of independence and autonomy. Additional duties and responsibilities for Transportation Planner IV include:

- Manage complex planning studies, including managing a project team of consultants and RTC staff and overseeing preparation of reports by consultants and staff
- Prepare final grant applications for planning studies and capital projects
- Prepare and update relevant pages of the RTC's budget and work program and prepare reports to state agencies.
- Provide oral and written reports to the RTC advisory committees on programs and funding issues, providing technical information, data and recommendations, and seeking input and approval at key milestones of project development.
- Oversee consultant selection and contract management efforts including requests for proposals, detailed scopes of work, evaluation of proposals, contract budgets, invoice review, and review of consultant work.
- Provide information to the public about transportation planning studies and seek input on complex issues using multiple formats, including websites, surveys, email communication, and social media.
- Plan and implement public meetings and special events, prepare news releases and text for websites, prepare displays and handouts for public meetings, facilitate group discussions, make presentations at public meetings and workshops, and respond to questions from members of the public.
- Represent the RTC and serve as liaison to state, regional, and local agencies, state and federal legislators, and inter-agency task forces and committees, sharing information and developing mechanisms for project implementation. This occasionally includes testifying at state meetings.
- Assist in writing, editing, presenting, and administering RTC policies, procedures, and guidelines, including program goals, rules and regulations, claim forms, and invoices from other agencies.
- Monitor and analyze state and federal legislation for impact on transportation programs, activities and funds.
- Monitor the work of Environmental Health Services related to hazardous waste issues of the rail corridor.

## **KNOWLEDGE AND ABILITIES**

- Principles, practices and trends of transportation planning, policy, capital projects and/or land use

- Public policy development and implementation and public agency governance
- Transportation funding, policies, rules and requirements and means of applying for grants from local, federal, and state agencies
- Running, maintaining and updating travel demand models with a 4-step TransCAD platform
- Office practices and procedures, including business phone etiquette, preparation of business correspondence, reports and filing
- Frameworks for bringing together technical and policy information to support informed decision making
- Project management, including budget development, management of consultants, assigning project tasks to lower-level planners and overseeing their work
- Effective team leadership techniques
- Principles and practices of public administration; basic principles of science and engineering and land use planning
- Transport of hazardous waste in the environment, and risk assessment and remediation practices of same
- Business English, spelling, grammar and punctuation
- GIS software including ArcGIS
- Sources of transportation data and data analysis techniques
- Mathematical calculations
- Input and data access on a computer
- Spreadsheets, graphs, charts and reports
- Communicate professionally and respectfully
- Research, analyze, recommend, develop, apply and monitor transportation system performance measures
- Effective record keeping and filing
- Effective time and work management and organization techniques
- For some positions, perform fieldwork with some lifting, and the ability to use common tools
- Some knowledge of Legislative process
- Grant writing experience
- Understand and apply basic principles of media communications and advertising

## **TRAINING AND EXPERIENCE**

Any combination of training and experience which would provide the required knowledge and abilities listed above is qualifying. A typical way to obtain the knowledge and abilities would be as follows:

### **Transportation Planner I**

Possession of a Bachelor's Degree from an accredited college or university with a major in planning, urban studies, public administration, geography, environmental studies, marketing, transportation engineering or a closely related field or; two years of experience in a public or private land use or transportation agency/firm,

other public agency, or as staff or a public official, plus completion of 12 semester units of college coursework in planning, urban studies, public administration, geography, environmental studies, marketing, transportation engineering or a closely related field, or; One year of professional experience in public administration, marketing, grants administration, legislative analysis, budget analysis or a closely related field or; One year of professional planning or resource planning experience.

### **Transportation Planner II**

Transportation Planner I requirements plus: One year of transportation planning experience or possession of a Master's Degree from an accredited college or university with a major in planning, transportation, engineering or a closely related field that included an internship in a public planning agency; or two years of professional planning or resource planning experience; or two years of professional public administration, marketing, grants administrations, legislative analysis, budget analysis, transportation financing or a closely related field which included one year of involvement in congestion management, long range transportation planning, transportation funding or programming or planning for a specific transportation mode.

### **Transportation Planner III**

Transportation Planner I and II requirements plus: Two years of journey level transportation planning experience; or, One year of journey level transportation planning experience and possession of a Master's Degree from an accredited college or university with a major in planning, transportation, engineering or a closely related field that included an internship in a public planning agency; or Two years of professional of project leadership, professional experience in: principles, practices and trends of transportation planning, grants administrations, legislative analysis, transportation budget preparation principles and practices, congestion management, long range transportation planning, transportation funding or programming.

### **Transportation Planner IV**

Transportation Planner I-III requirements plus: At least two years of advanced journey level transportation planning experience which has included management of a project team and administration of transportation grants and contracts.

## **SPECIAL REQUIREMENTS**

A valid California Class C Driver's License is required for this position or must be able to provide suitable transportation approved by the Executive Director. Be able to lift up to 50 lbs.

## **WORK ENVIRONMENT**

The position requires work at a computer/video display terminal and desk for extended periods of time. May require travel to various locations. May require work in evenings and weekends. The RTC is currently offering a hybrid work mode but must be willing to work a schedule with significant time in the office. Flexible work schedules are subject to change.

## **SALARY:**

**Transportation Planer I:** \$6,735-\$8,524 per month

**Transportation Planner II:** \$7,413-\$9,379 per month

**Transportation Planner III:** \$8,314-\$10,521 per month

**Transportation Planner IV:** \$9,569.87-\$12,220 per month

## **We also offer an attractive employee benefits package that includes:**

- CalPERS health benefits 90-95% paid by RTC
- Dental 100% paid by RTC
- Vision employee covered by RTC
- Option for 457 Plan
- Generous PTO
- 12.5 Paid Holidays
- Floating Holiday
- Employee Commute Benefit

## **SUPPLEMENTAL APPLICATION**

The supplemental questions are specifically for this recruitment. Applications received without the required supplemental information will not be included in the selection process. Please respond to the following questions and limit your response to one single-spaced, typewritten page.

1. List any related course work you have completed in planning, urban studies, environmental planning, engineering, architecture, design, marketing, computer science, finance or other fields related to transportation planning. Be sure to include the course title, name of school, and any applicable degree. (Copies of transcripts are acceptable)
2. Describe your experience providing information to the public and responding to inquiries from members of the public.

3. Describe a project you completed which demonstrates your ability to conduct research, write reports and interpret information in relation to transportation, land use, environmental planning, resource planning, engineering, finance or marketing.
4. Provide a writing sample that demonstrates ability to effectively communicate information in a well written manner.

Additional questions for Transportation Planner II and III applicants

5. Describe your experience making oral presentation to a board, a committee, agency representative or community group.
6. Describe your experience managing grants or projects involving multiple funding sources
7. Describe your experience with community outreach
8. Describe your transportation demand modeling experience

Additional questions for Transportation Planner III and IV applicants

9. Describe your experience leading a work or project team include number of team members and their responsibilities, the project or work product, the result of the group's work and any challenges overcome.
10. Describe your experience preparing and/or coordinating the preparation of grant funding applications.

**APPLICATION PROCEDURES**

A completed job application, supplemental application, cover letter and resume must be email to the Human Resources Office **BY 3:00 P.M. ON FRIDAY OCTOBER 20, 2023 FOR PRIORITY SCREENING. THESE POSITIONS ARE OPENED UNTIL FILLED.** Email all materials to [yparra@sccrtc.org](mailto:yparra@sccrtc.org). Application submissions received after the application screening date will be reviewed at the discretion of the Human Resource Office. Materials submitted become the property of RTC and will not be returned.

For assistance or if you require an accommodation, please call **(831) 460-3200**. RTC Office hours are 8:00 a.m. - 5:00 p.m., Monday - Friday. The RTC will not fax application materials.