# Title: Planner

FLSA Status: Non-Exempt

## BRIEF DESCRIPTION:

The purpose of this position is to perform planning duties. This is accomplished by conducting routing studies, analyzing route structures, service levels, and potential deviations, writing findings, researching and preparing government documents, assessing the effect proposed changes will have as requested by the public and management, and responding to inquiries from the public. Other duties include preparing presentations, responding to ad-hoc requests, and attending meetings.

## ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary | (L) Light | (M) Medium | (H) Heavy | (V) Very Heavy |
|---|---|---|---|---|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions | % of Time |
|---|---|---|---|
| 1 | S | Prepares government reports by researching reporting requirements and adjusting data analysis accordingly, examining current route and service techniques, discussing findings with departments and determining the constraints of ongoing data collections and analysis, reviewing the results of research and fact finding as it pertains to the transit service, ensuring timely completion of the Short Range Transit Plan and the Fleet Management Plan, and complying with the appropriate formatting to meet federal and local reporting requirements. | 25 % |
| 2 | S | Reviews City and County development plans, providing RT comments on plans that are close to or influence RT bus and light rail services. Monitors SACOG, CalTrans and other Notices of Funding Availability for grants opportunities. Provides information to the Director of Planning and member of the CPC on funding opportunities. Facilitates special studies and planning activities, including public charrettes, Transit Master Plan implementation, Urban Land Institute and similar planning organization functions. Coordinates with planning officials in the Cities and the County of Sacramento, representing RT in special study, planning and related activities. | 25 % |
| 2 | S | Conducts routine studies by visiting and observing the affected areas in order to validate conclusions, collecting and analyzing data such as route connections, timing, etc., meeting with | 30 % |

| | | | |
|---|---|---|---|
| | | departments and jurisdictions to discuss study approaches and organizational variables, combining past practices with current technologies in order to develop beneficial solutions, summarizing the results of geographical and tabular data, producing reports. | |
| 3 | S | Responds to inquiries from the general public by conducting research and determining the appropriate analysis and writing, and archiving responses for route level history and records. | 20 % |

## JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- | |
|---|---|
| Formal Education | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Planning, Environmental Studies or a related field.<br><br>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education. |
| Experience | A minimum of one (1) year of experience in planning. |
| Supervision | Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work. |
| Human Collaboration Skills | Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. |
| Freedom to Act | The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically. |
| Technical Skills | Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. |
| Budget Responsibility | Position has no fiscal responsibility. |
| Reading | Advanced-Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Math | Intermediate-Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to |

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|---|---|
| | college. However, it may be obtained from experience and self-study. |
| Writing | Advanced-Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | |

| KNOWLEDGE |
|---|
| • Principles, practices, procedures, and information sources of transportation.<br>• Socioeconomic, land use and development, environmental impacts, demographic, and travel behavior concepts.<br>• Applicable local, State, and Federal laws and regulations governing transit.<br>• Methods used in developing and analyzing transit planning information.<br>• Project management techniques and methods.<br>• Business and management principles involved in leadership, team building, and organizational behavior.<br>• Principles, practices, and methods of productivity and supervision.<br>• Math concepts, including statistical analysis techniques.<br>• Economic and accounting principles and practices and reporting transportation/financial data.<br>• Public relations methods to effectively interact, engage, respond, and validate public concerns.<br>• Active listening techniques and methods to diffuse and deal with angry citizens.<br>• Public speaking and presentation techniques and methods.<br>• Resource constraints related to vehicle availability, staffing, operations, funding, and budget. |

| SKILLS |
|---|
| • Advanced word processing, spreadsheet, presentation and database software.<br>• Specialized software related to functional area. |

| ABILITIES |
|---|
| • Learn District's ridership data collection methods.<br>• Find applicable planning reference materials.<br>• Oversee staff assigned to project team, and manage and prioritize simultaneous multiple projects.<br>• Develop service plans.<br>• Adapt and modify information content to meet the diverse needs of various audiences.<br>• Ensure that the service information disseminated by Public Information and |

Customer Relations is accurate and clear.

- Deal with difficult people and situations.
- Learn District and departmental operating policies and procedures.
- Learn departmental systems and methods.
- Learn department-specific tasks and procedures.
- Organize information clearly and precisely, and effectively communicate messages to appropriate individuals.
- Learn District transit service, including current bus and light rail routes and system expansion plans.

## OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with "X"- | | | | |
|---|---|---|---|---|
| Sedentary **X** | Light | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

## PHYSICAL DEMANDS:

| C | F | O | R | N |
|---|---|---|---|---|
| Continuously | Frequently | Occasionally | Rarely | Never |
| 2/3 or more of the time. | From 1/3 to 2/3 of the time. | Up to 1/3 of the time. | Less than 1 hour per week. | Never occurs. |

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|---|---|---|
| Standing | F | Making presentations; communicating with co-workers; observing work site; observing work duties |
| Sitting | C | Desk work; meetings; driving |
| Walking | R | To other departments/offices/office equipment |
| Lifting | R | Files; supplies; equipment |
| Carrying | N | |
| Pushing/Pulling | F | File drawers; tables and chairs |
| Reaching | R | Files; supplies |
| Handling | R | Paperwork |
| Fine Dexterity | C | Computer keyboard; calculator; telephone pad; calibrating equipment |
| Kneeling | R | Filing in lower drawers; retrieving items from lower shelves/ground |
| Crouching | N | |
| Crawling | N | |
| Bending | R | Retrieving items from lower shelves/ground |
| Twisting | O | From computer to telephone |
| Climbing | R | Stairs; step stool |
| Balancing | N | |
| Vision | C | Driving; observing work site; reading; computer screen |
| Hearing | C | Communicating with co-workers and public and on telephone |
| Talking | C | Communicating with co-workers and public and on telephone |
| Foot Controls | R | Driving |
| Other (specified if applicable) | | |

## MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, scanner, copier, computer and associated hardware and software.

## ENVIRONMENTAL FACTORS:

| C<br>Continuously | F<br>Frequently | O<br>Occasionally | R<br>Rarely | N<br>Never |
|---|---|---|---|---|

| D<br>Daily | W<br>Several Times Per Week | M<br>Several Times Per Month | S<br>Seasonally | N<br>Never |
|---|---|---|---|---|

| -Health and Safety Factors- | |
|---|---|
| Mechanical Hazards | R |
| Chemical Hazards | N |
| Electrical Hazards | N |
| Fire Hazards | N |
| Explosives | N |
| Communicable Diseases | N |
| Physical Danger or Abuse | N |
| Other (see 1 below) | N |

(1) N/A

| -Environmental Factors- | |
|---|---|
| Respiratory Hazards | N |
| Extreme Temperatures | N |
| Noise and Vibration | N |
| Wetness/Humidity | N |
| Physical Hazards | N |

## PROTECTIVE EQUIPMENT REQUIRED:

None

## NON-PHYSICAL DEMANDS:

| F<br>Frequently<br>From 1/3 to 2/3 of the time | O<br>Occasionally<br>Up to 1/3 of the time | R<br>Rarely<br>Less than 1 hour per week | N<br>Never<br>Never occurs |
|---|---|---|---|

| -Description of Non-Physical Demands- | -Frequency- |
|---|---|
| Time Pressure | O |
| Emergency Situation | R |
| Frequent Change of Tasks | O |
| Irregular Work Schedule/Overtime | R |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | O |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | R |
| Other (see 2 below) | N |

(2) N/A

## PRIMARY WORK LOCATION:

| | | | |
|---|---|---|---|
| Office Environment | X | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | | Other (see 3 below) | |
| Recreation/Neighborhood Center | | | |

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.