

DEPARTMENT: County Counsel/Psnl & Adm. By: Jeffrey G. Green and Janet Hogan  
PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ( ) No(X))

Adopt this resolution approving:

1. New class specification for the position of Transportation Planner at Salary Range 198. This new classification will be assigned to the Mariposa County General Employees' Association (SEIU).
2. Appoint David T. Walker to the new position of Transportation Planner effective June 1, 1999.
3. Amend the Employee Allocation Schedule to eliminate one Planner II position from the Planning & Building Department and add one Transportation Planner to Public Works.

Subsequent to the resignation of the Planning and Building Department Director effective March 31, 1999, and per Minute Order adopted March 9, 1999, the Board directed a subcommittee comprised of Supervisors Balmain and Parker and staff to look into reorganization of the department. After comprehensive review with Planning staff and the Public Works Director, it has been determined that the transportation planning function dovetails with the goals and objectives of the Public Works Department, and transfer of those functions from Planning to Public Works is recommended. This new class specification provides for implementation of this recommendation. Subsequent to his appointment on June 1, 1997 as a Planner II, Mr. Walker's primary focus has been with transportation issues; the appointment of Mr. Walker to this new position would enable the County to staff the new position with a planner who is both qualified and experienced with the specific transportation issues facing the County.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:** Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

1. Do not approve this class specification and recommended salary, and direct the subcommittee and staff to continue its review to bring back additional recommendations for consideration by the Board.
2. Make any changes to this class specification and salary as deemed necessary by the Board.
3. Do not effect the appointment of the incumbent Planner II and direct Personnel staff to recruit in order to fill the vacant position, if it is approved by the Board.

**COSTS:** ( ) Not Applicable  
 A. Budgeted current FY \$ \_\_\_\_\_  
 B. Total anticipated costs \$ \_\_\_\_\_  
 C. Required additional funding \$ \_\_\_\_\_  
 D. Internal transfers \$ \_\_\_\_\_

**SOURCE:** ( ) 4/5ths Vote Required  
 A. Unanticipated revenues \$ \_\_\_\_\_  
 B. Reserve for contingencies \$ \_\_\_\_\_  
 C. Source description: \_\_\_\_\_  
 Balance in Reserve for Contingencies,  
 if approved: \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
 List the attachments and number  
 the pages consecutively:

1. Class Specification.
2. CAO memo dated 5/19/99.

**CLERK'S USE ONLY:**  
 Res. No.: 99-181 Ord. No. \_\_\_\_\_  
 Vote - Ayes: 5 Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
 Approved \_\_\_\_\_ ( ) Denied \_\_\_\_\_  
 Minute Order Attached ( ) No Action Necessary

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
 This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

The foregoing instrument is a correct copy of  
 the original on file in this office.

Date: \_\_\_\_\_  
 ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
 By: \_\_\_\_\_  
 Deputy

Comment: \_\_\_\_\_  
 \_\_\_\_\_  
 A.O. Initials: J

MARIPOSA COUNTY

**JOB TITLE:**           **Transportation Planner**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

To perform work as delineated in the annual Mariposa County Transportation Planning Work Program including production of the Regional Transportation Plan through research, financial analysis, and other appropriate methods; to develop and generate the Overall Transportation Planning Work Program; to coordinate plans and programs with neighboring counties, CalTrans, the California Transportation Commission (CTC) and other agencies; to serve as the Executive Secretary to the Local Transportation Commission; to prepare and/or update the Regional Transportation Improvement Program and the County Bicycle and Trails plan; and to coordinate with Public Works Department staff on other transportation-related projects and programs. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class functions at a journey level and performs duties that require exercising a significant amount of independent judgment.

**SUPERVISOR:**       Director of Public Works or Assistant Director of Public Works, as assigned

**TYPICAL DUTIES:**

- Designs, researches, conducts financial analysis of, writes, inputs data, and distributes the Regional Transportation Plan
  
- Works with a variety of agencies to develop and review the Regional Transportation Plan; writes the initial study and takes the plan through the environmental and public review processes
  
- Consults with the Technical Advisory Committee as to work to be completed and budgeted for and develops the annual Mariposa County Overall Transportation Planning Work Program
  
- Applies for grant funding by preparing and submitting applications to CalTrans, the CTC and other funding agencies

MARIPOSA: Transportation Planner

**TYPICAL DUTIES (Cont'd):**

- On behalf of the Public Works Director, performs the duties of Executive Secretary of the Local Transportation Commission by preparing agenda items, processing correspondence and carrying out related administrative functions
- Coordinates transportation planning matters with neighboring counties, CalTrans, Yosemite National Park, and Joint Powers or other agencies
- Works with affected County departments to develop the annual requested budget for distribution of local transportation funds
- Coordinates with the Planning Department to research, write, and process amendments to the County Road Circulation Policy
- Prepares the Regional Transportation Improvement Plan, amendments to the plan, and funding allocation requests
- Inputs data and updates the County traffic model as necessary
- Attends and provides information at official County committee and community sponsored meetings such as the Mariposa Town Transportation Committee, the Planning Commission and the Don Pedro Trails Committee
- Monitors work program accomplishments and produces monthly status reports
- Monitors progress of planning, design and construction of state highway projects carried out by CalTrans within Mariposa County
- Monitors performance of transit service providers within the County
- Researches, collects data, and prepares reports, grant applications and back-up information for audits

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**TYPICAL DUTIES (Cont'd):**

- Reviews traffic volume data, prepares tabular and graphic representations of results, and analyzes data to identify needed circulation improvements
- Performs other related duties similar in scope and function as required

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- laws and regulations affecting planning and implementing transportation projects and programs
- the California Environmental Quality Act (CEQA) and practices of environmental review
- principles, practices, methods and terminology related to transportation and land use planning
- data collection and analysis techniques
- methods, practices, and requirements of statistical analysis
- current trends in federal, state and local transportation planning

**Ability to:**

- collect, record and analyze technical data quickly and accurately
- operate a personal computer and software to carry out required duties
- understand and execute oral and written instructions
- communicate effectively in oral and written forms

MARIPOSA: Transportation Planner

Ability to (Cont'd):

- make public presentations before community groups, boards, and commissions
- establish and maintain positive work relationships with those contacted in the performance of required duties

MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university with course work in transportation planning, land use planning, geography, architecture, landscape architecture, economics, environmental studies, or closely related courses and two years of experience in transportation planning, land use planning, or a closely related field.

A Masters degree in transportation planning, land use planning, or geography may be substituted for one year of the required work experience.