

DEPARTMENT: Personnel By: Jeffrey G. Green PHONE: 209/966-3222

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

Authorize an increase in the salary range for Transportation Planner from Range 204 (\$2,610-\$3,172) to Range 216 (\$2,770-\$3,367). With the resignation of David Walker, it was necessary to open a recruitment for this position, which produced only two applicants, neither of whom were qualified. Increasing the salary range to Range 216 should attract a larger, qualified pool of applicants who will have the education (requires a 4-year degree) and experience required of the position. Increasing the salary range to 216 will align the position between the Planner III (Range 204) and Planner IV (Range 227) positions.

A copy of the Transportation Planner job description is attached.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On June 1, 1999, the Board approved the new classification of Transportation Planner and appointed David T. Walker to the new position.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Revise the salary range as the Board desires and adopt this action.
- Approve this action as proposed.

**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:  
Transportation Planner Job Description.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CLERK'S USE ONLY:**  
Res. No.: 08-100 Ord. No. \_\_\_\_\_  
Vote - Ayes: 4 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
Approved: \_\_\_\_\_ ( ) Denied \_\_\_\_\_  
( ) Minute Order Attached ( ) No Action Necessary

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

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:  
 Recommended  
 Not Recommended  
 For Policy Determination  
 Submitted with Comment  
 Returned for Further Action  
Comment: \_\_\_\_\_  
A.O. Initials: \_\_\_\_\_

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

**MARIPOSA: Transportation Planner****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.