



THE CITY OF LOS ANGELES CIVIL SERVICE COMMISSION

CLASS SPECIFICATION CHIEF TRANSPORTATION PLANNER, 9200

10/10/2024

Summary of Duties: Performs challenging and responsible professional transportation planning work; directs the activities of a major bureau of the department; and does related work. Plans, directs, and reviews the work of a group of professional personnel performing advanced transportation planning activities, data collection and analysis, project planning and engagement, project development coordination, transit planning, transit funding, transit operations, transportation policy, grant writing and administration, and related work.

Class Characteristics: A Chief Transportation Planner holds great responsibility for administration and solution of complex and comprehensive transportation planning and transit programs; directs, plans, lays out, coordinates, and reviews the activities of a major bureau; reports to and assists an Assistant General Manager in the development of departmental policies and procedures; develops policies and procedures for the bureau under their supervision; oversees a team that delivers various phases of project development including concept design, alternatives analysis, stakeholder engagement, contracting, funding, etc.; represents the City at conferences and meetings with other jurisdictions and organizations concerned with the development, implementation, and administration of key City transportation initiatives, plans and programs, including the Mobility Element of the City's General Plan.

A Chief Transportation Planner receives assignments in terms of general objectives, is subject to executive review and evaluation; and is evaluated on the basis of results obtained.

Example of Duties: The duties of a Chief Transportation Planner include but are not limited to the following:

- Plans, directs, reviews, and coordinates the work of professional, technical, and clerical employees in a major bureau;
- Oversees and manages staff including establishing of work plans and priorities, carrying out performance evaluations, and providing overall guidance and support;
- Directs the planning, engagement, preparation, evaluation, and funding applications of projects and programs that advance the Mobility Element of the City's General Plan, City transportation initiatives, and ordinances or specific plans that inform the future growth, development, and infrastructure needs of the City;

- Leads a team that delivers: data compilation and analysis, stakeholder engagement, identification and analysis of project alternatives, and development of long, intermediate, and short-range transportation plans;
- Prepares or reviews City Council reports for executive approval;
- Assists in coordinating departmental infrastructure programs and activities with other City departments and governmental agencies;
- Develops and administers policies, standards, and procedures for a major bureau in the Department of Transportation, and presents or directs the presentation of policies, plans, projects, or programs at public meetings;
- Prepares or directs the preparation of work programs, budget estimates, budget proposals, and cost control procedures;
- Confers with other bureau heads, City departments, consulting engineers, private citizens, civil organizations and other governmental agencies on planning, funding, policy alignment, and procedural transportation planning matters;
- Prepares recommendations and monitors contracts, agreements, ordinances and legislative proposals;
- Represents the Department on transportation policy matters before City Council and various committees and agencies;
- Directs planning and concept design work required for the implementation of a plan, project, or program;
- Directs, reviews, and coordinates the work related to holding public hearings and workshops;
- Reviews reports and recommendations of direct reports and other subordinates and presents them to department executives, the appropriate commission or governing body;
- Reviews existing City transportation policies and recommends revisions, if necessary, to reflect current City transportation goals and objectives;
- Oversees complex and sensitive transportation infrastructure planning projects, engagement efforts, funding opportunities, research and analysis;
- Monitors and ensures compliance with local, state and federal laws;
- Oversees specialized transportation planning functions such as new development review, transportation project or program infrastructure; provides overall management of bureau-related transportation planning issues;
- Advises the Assistant General Manager or General Manager on transportation planning-related matters;
- Evaluates, updates, maintains, and utilizes the development and application of land use and transportation forecast models, big data platforms, and sketch planning tools;
- Directs the systems analysis, data collection and analysis, and the use of large data sets or big data (socioeconomic, travel behavior, safety, equity) to inform capital investment decisions;
- Directs research and analysis necessary for comprehensive transportation planning on such subjects as transportation demand, equity, sustainability, and socioeconomic needs, utilizing the latest datasets and economic and social research techniques;
- Leads training for bureau and department staff on topics such as policy alignment, big data tools, modeling tools, and compliance with legal and voter-approved mandates;
- Prepares the General Manager or Assistant General Manager for press requests, panels, conferences, workshops, and legal briefings; and
- Acts for the Assistant General Manager or General Manager during their absence as assigned, and may occasionally be assigned to other duties.

Requirements:

Two years of full-time paid professional experience in a position at the level of a Supervising Transportation Planner II, which provides experience in supervising technical and non-technical personnel engaged in transportation planning activities.

Appointment to this position is subject to a one-year probationary period as provided by Section 1011 of the Los Angeles City Charter.

License: A valid California driver's license is required.

Physical Requirements:

- Ability to perform average lifting of less than 5 pounds and occasionally over 15 pounds;
- Have good speaking and hearing ability, and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case-by-case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.