



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
January 14, 2021
(only change if revisions are made)

**Service Type
of this position is:**
(Check one box only)

Agency: Dept of Transportation

Division: Operations

Classified (C):
 Represented (fill in 1.j below)
 Unrepresented

This position description is for:
 A new position that is being established
 An existing position that is being revised
 No change – Annual review

SECTION 1. POSITION INFORMATION

a. Classification Title:	<u>Planner 4</u>	b. Classification No:	<u>C1099</u>
c. Effective (Est.) Date:	<u>July 1, 2019</u>	d. Position No:	<u>1921089</u>
e. Working Title:	<u>UMO NEPA Principal Planner</u>	f. Agency No:	<u>73000</u>
g. Section Title:	<u>Urban Mobility Office</u>	h. Budget Auth No:	<u>001361800</u>
i. Employee Name:	<u>VACANT</u>	j. Union Repr Code:	<input type="checkbox"/> SEIU(OA)
k. Work Location (City – County):	<u>Portland/Multnomah</u>		<input checked="" type="checkbox"/> AEE (E)
l. Supervisor Name:	<u>Lucinda L. Broussard</u>		

m. Position: check the one/s that apply	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Double Fill
n. Position: check only the one that applies	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share
	<input type="checkbox"/> Academic Year			
o. FLSA:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	If Exempt:	<input type="checkbox"/> Executive
				<input type="checkbox"/> Professional
				<input checked="" type="checkbox"/> Administrative
			p. Eligible for Overtime:	<input checked="" type="checkbox"/> Yes
				<input type="checkbox"/> No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Transportation exercises leadership and vision in promoting, developing and managing a statewide network of transportation systems and facilities. These systems and facilities provide access to Oregon for the State’s citizens and visitors, provides efficient movement of commerce, goods and services, ensures the safety of transportation systems users, and enhances Oregon’s competitive position in national and international markets. ODOT is a geographically-spread organization of approximately 4500 FTE with a \$3.8 billion biennial budget.

b. Describe the primary purpose of this position, and how it functions within this program.

Complete this statement. The primary purpose of this position is to:

This position serves as the lead ODOT planner for Mega Projects and Toll Program in the Urban Mobility Office, which includes advancing value pricing projects for further study on both I-5 and I-205 to effectively manage north-south travel through the Portland metro area. The position provides policy and project management guidance in advancing the Toll Program based on the work conducted under the Value Pricing Feasibility Analysis (2018) and subsequent direction and approvals from the Oregon Transportation Commission (OTC) and the Federal Highway Administration (FHWA). This requires resolution of significant policy and regulatory issues that have far-reaching effects on development of the Portland metropolitan region and the livability and economic well-being of the state.

This position will lead the Urban Mobility Office’s Mega Projects and Toll Programs planning and environmental review phases, as required by the National Environmental Policy Act (NEPA). In this role, the position works with local governments, a multitude of ODOT disciplines at various Regions and Headquarters, and state resource agencies. The position also will coordinate project-related government affairs, including briefings for elected officials and interagency leadership.

This position is a member of the Urban Mobility Office Team and provides planning guidance to region and agency management, on policy and project matters.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function – for ADA purposes.

The following are general requirements for performance of the duties listed below: maintains regular and punctual attendance; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships with all contacts.

Be a respectful member of a team, which includes communicating and working effectively and appropriately with a variety of individuals or groups with diverse cultural beliefs, values and behaviors.

% of Time	N/R/NC	E/NE	DUTIES
50%	R	E	<p>Planning Consultation and Policy Development:</p> <ul style="list-style-type: none"> • Provide lead planning oversight of activities necessary to ensure Mega Projects and Toll Program is moved through the Project Development process, including required planning, environmental review (NEPA), and regulatory processes. • Consider the implications of agency objectives, legal requirements, program needs, and stakeholder interests while maintaining awareness that proposed answers may establish precedent with considerable future impact. • Work with Federal, State, regional, and local governments in Region 1 to further define and develop Mega Projects and Toll Program. This will include working within the framework of the National Environmental Policy Act (NEPA) as well as state, regional and local plans, including the Metro 2040 land use concept and the Regional Transportation Plan (RTP), and state Transportation Planning Rule. • Responsible for the work scopes and budgets for

			<p>planning studies, reconnaissance studies, environmental review documents [e.g., Environmental Assessments (EA) and Environmental Impact Statements (EIS)]. These efforts are often high visibility and require interaction/policy discussions with the public and senior and executive staff from other federal, state and local agencies and the Oregon Transportation Commission.</p> <ul style="list-style-type: none"> • Lead multi-disciplinary (consultant and ODOT in-house) project teams. Identifies project disciplines needed to accomplish project objectives. Determines whether those resources are available in-Agency (budget/ availability of staff), or whether private sector consultants will be required. • Responsible for preparing and managing an Agency Coordination Plan in coordination with FHWA, and as required by NEPA • Determine policy, plans and strategies on issues of statewide significance and integrate policy and plans with other agency planning efforts. • Draft proposals for approval by commissions, regulatory boards and legislative committees. • Review and comment on draft plans and respond to questions from agency planning staff from other jurisdictions, other state and federal agencies.
25%	R	E	<p>Public Involvement and Agency Representation:</p> <ul style="list-style-type: none"> • Lead, design and manage local government and stakeholder involvement in agency planning efforts. • Responsible for interagency coordination, including building consensus and managing necessary approvals to move the Comprehensive Congestion Management & Mobility Plan and Oregon Toll System through the Project Development process. • Cultivate relationships with ODOT's stakeholders including cities, counties, federal and state agencies as well non-profits. • Contact appropriate people in various internal units, State resource and permitting agencies, other public jurisdictions, private businesses and organizations, special interest groups, local communities and the general public; seeks cooperation and coordinates needed meetings or hearings to gather input and meet procedural requirements • Advise Oregon Transportation Commission and Director of ODOT, Urban Mobility Office Manager, and Region 1 Manager of situations and recommended actions. Develops talking points for presentations. • Establish good, ongoing relationships with local staff to ensure ODOT is aware of local issues and upcoming local planning initiatives and to foster a capacity to work collaboratively on locally generated projects. Collaborate with local jurisdiction staff on planning projects to ensure ODOT interests are adequately addressed. Advise local government on state policy requirements and technical requirements related to tolling and pricing. • Identify scope and implications of an assigned project, relevant regional requirements and plans, and possible

			<p>impacts on ODOT and coordinate issues among entities within ODOT and other units of government.</p> <ul style="list-style-type: none"> • Identify issues requiring ODOT technical review, such as traffic analysis, and, in consultation with ODOT management, involve technical staff at appropriate points in the planning process to ensure that analysis and recommendations are acceptable to ODOT. • Represent ODOT in public involvement events that are part of the planning process, providing information regarding ODOT facilities, projects, plans, policies, standards, etc. • Respond to outside requests for information or comments from ODOT regarding the implications of new or ongoing initiatives, plans, programs or projects on land use and transportation systems. • Collaborate with appropriate ODOT staff to ensure consistency with ODOT's standards • Liaison to other ODOT mega project leads, including coordination with the I-205 OR213 to Stafford Road Improvements Project, I-5 Rose Quarter Improvement Project and I-5 Interstate Bridge Replacement Project • Represent agency and support Toll Program's Engagement lead on project advisory/steering committees, comprised of local/regional staff, stakeholders, and citizens and sometimes with the media. Lead those committees in developing purpose and need statements, goals and objectives, policy direction and proposed actions. Present recommendations for projects to build consensus for adoption and possible implementation. Advise local governments on state policy requirements.
10%	N/C	E	<p>Project Management Support:</p> <ul style="list-style-type: none"> • Act as assistant project manager for projects including tracking and reporting on project schedules, scopes and budgets. • Prepare and manage a work plan for all assigned tasks, coordinating tasks, schedules and budgets, including contractor work orders and agency staff oversight. • Provide project management support by tracking expenditures and preparing reports. • Analyze budget reports to determine expenses to date and compare to budgeted amount. Determine excessive or erroneous expenditure patterns and takes appropriate action to resolve. • Prepare a project budget that summarizes the total expected costs for each project element and translates that into actual charges for consultants and each responsible unit involved with the project • Oversee professional agency and consultant staff in developing and implementing planning efforts, including work monitoring and providing direction to project team and junior staff. • Defines and manages project scope, schedule and budget. Negotiates changes in scope of work, schedule, budget for

			<p>planning projects with contractors, stakeholders, agency staff, as well as updates and documents ongoing project activities</p> <ul style="list-style-type: none"> • Provides Project Team members (including consultants) with feedback and coaching on performance. Provide input to managers for performance plans, performance reviews and appraisals. Review and comment on technical material provided by consultants. • Monitor progress on assignments against scope and scheduled due dates • Keep consultants and project team focused on the project schedule to ensure that adequate time is allotted for all project tasks, and milestones are met • Maintain appropriate communication with team, consultants, and others including agencies
10%	N/C	E	<p>Research and Analysis - Technical Analysis and Advisory Committee:</p> <ul style="list-style-type: none"> • Manage and staff technical advisory committee comprised of ODOT and partner agency staff. • Support production of agendas and public meeting notices. • Coordinate required technical report activities between ODOT and responsible agencies, consistent with the defined Agency Coordination Plan • Coordinate required transportation modeling activities between ODOT, TPAU and Metro, working with both staff and management level personnel from these agencies. • Develop reports, white papers and concepts plans as needed. • Review technical memos and reports provided by consultant. • Lead quality assurance and quality control reviews for technical work products. • Manage consultant tasks as necessary.
5%	N/C	E	<p>Other:</p> <ul style="list-style-type: none"> • Other duties as assigned.

100%

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position works a professional workweek. Moderate amounts of travel (including driving various motor vehicles) will be required, including limited out-of-state travel. Must maintain a valid driver's license and the ability to drive. Occasional driving of groups of people in large vans required. There is frequent contact and meetings with other ODOT regions and staff, other agencies, FHWA, local government leaders and staff, and the general public. This position involves complex agency programs, which require careful attention to technical deadlines.

This position also involves issues that have a direct impact on citizens and others whose interests are affected by agency programs and actions. The job may involve direct and telephone contacts with the media, and public in conditions which may be stressful, emotionally charged or hostile.

A moderate amount of overtime will be required in this position. This will include meetings at night and occasionally on weekends. There may also be times of increased workload to meet critical deadlines, since position has competing demands, tight time schedules, and simultaneous projects with overlapping deadlines, requiring extra work at night and weekends to meet that need.

Primarily, this position is in an office environment. There is extensive and varied use of personal computer (e- mail, word processing, spreadsheets, databases, presentations, geographic information systems, project scheduling, etc.). There is occasional work outdoors at project sites, as needed. There is potential exposure to extreme hazards of traffic, construction equipment and working in inclement weather conditions. At project sites, may need to walk on rough terrain, walk for long distances, stoop or bend around structures or equipment; and may be required to work 20 feet or more above ground/water.

Additional conditions:

General office conditions: Employee will have frequent, short notice and short time frames for completion of assignments. Position may require occasional travel that may include driving a state or personal vehicle on state business. Position may also have extended periods of time sitting at a desk or working on a computer terminal.

Diversity: ODOT is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by Major Projects.

Team Environment: Urban Mobility Office and ODOT have a team oriented environment. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. Team participation requires being prepared for meetings, bringing issues and possible solutions for the team to resolve, obtaining agreement through the use of consensus when appropriate, giving and receiving feedback, committing to support and help other team members, sharing in the leadership of the team and agreeing to buy-in and actively support decisions made by the management team. This position may also be required to participate in cross functional or problem solving teams as needed.

Data sensitivity: This position might have access to personally identifiable information and will be expected to follow the department's policies related to data security.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Applicable Federal and State constitution provisions and laws, and related federal codes and rules.
- Federal laws and regulations pertaining to transportation planning; agency rules pertaining to the National Environmental Protection Act, etc.
- State and federal laws and regulations pertaining to transportation modes and systems.
- State and federal laws and regulations pertaining to tolling and value pricing.
- State laws regarding land use planning.
- Oregon Administrative Rules, policies, and manuals as set forth by the agency, including the LCDC Statewide Land Use Planning Goals and Transportation Planning Rule; ODOT State Agency Coordination Program; Oregon Benchmarks
- ODOT Mission, Oregon Transportation Plan, Oregon Highway Plan, other Oregon modal plans, relevant local comprehensive plans and transportation system plans, transportation corridor plans, transportation facility refinement plans;
- AASHTO Manuals; ODOT Highway Design Manual
- State and federal laws and rules pertaining to contracting for professional services; Attorney General's Administrative Law Manual and Rules of Procedure.

b. How are these guidelines used?

This position requires familiarity with Oregon and federal transportation, environmental and land use laws and rules. It also requires a clear understanding of the policies, and planning direction, that play an important role achieving planned transportation objectives. The position requires the exercise of considerable judgement and broad discretion in determining how to apply rules and policies.

Applicable requirements of the Oregon Administrative Procedures Act, the Attorney General’s Rules of Procedure and Administrative Law manual are pertinent when the position is involved in procuring consulting services, advising on issuing grants or assisting in development of rules.

These guidelines/reference materials are used frequently. The Principal Planner must determine/interpret which of these constraints are applicable in arriving at appropriate solutions and implementation actions. With the wide range of duties and responsibilities required by the Principal Planner position, these guidelines and manuals provide a critical reference to ensure the work is done in accordance with relevant laws and regulations, design standards and specifications, sound engineering principles, and that staff are led using acceptable personnel practices.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Technical staff/management	In-person/phone/writing/email	Discuss progress; Assign/monitor work; Resolve issues	Daily
ODOT Management	In-person/phone/writing/email	Discuss progress; Alter to and/or recommend resolution of policy and project issues	Daily
Local staff/officials	In-person/phone/writing/email	Explain project activities, resolve issues	Daily
Consultants	In-person/phone/writing/email	Coordinate projects & admin. Contracts	Daily
Public/stakeholders	In-person/phone/writing/email	Discuss activities; Resolve complaints; Negotiate design details	Daily
ODOT administration	In-person/phone/writing/email	Information/recommendations on policy and project issues	Weekly
Other state agencies	In-person/phone/writing/email	Discuss regulations, policies	Weekly
Federal Hwy. Administration	In-person/phone/writing/email	Discuss regulations, policies	Weekly
OTC	Meetings/Hearings/email	Information, recommendations on projects	Occasionally
Asst. Attorney General	Phone/email	Information/advise	Occasionally
News media	In-person/phone/writing/email	Explain project activities/alternatives	Occasionally

SECTION 7. POSITION RELATED DECISION MAKING

a) Describe the typical decisions of this position.

This position makes decisions and recommendations on complex issues related to transportation facility and land development. Factors to be considered will be diverse in nature, relating to land use, transportation, economic development, environmental effects, local community structure, political situation, and program and funding requirements. These decisions have broad implications that directly link to the development of

the Statewide Transportation Improvement Program (STIP) and project delivery. Decisions will have a direct impact on the level of effectiveness of policies, plans and programs in achieving the agency’s mission and objectives, on agency success in securing adoption of its proposals and on local government transportation system plans.

The risk of a poor planning or contract management decision could result in strained relationships with local government which can escalate to the political level; setting unrealistic expectations for local government in project selection; and, in terms of contracting, the possibility of inappropriate use of federal and state funds.

b) Explain the direct effect of these decisions.

The above decisions and recommendations for Agency policy amendments will have a direct effect on the level of effectiveness of plans and programs in achieving the agency’s mission and objectives with regard to constructing the highway projects, and on agency success in securing adoption of its proposals in regional and local government transportation systems plans.

Within the framework of the established scope, schedule, and budget, decision authority for project management resides with the Principal Planner.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position No.	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Toll Program Director PEM G		Individual meetings, team meetings, and review of staff reports	On a regular basis, generally weekly and at key junctures in the course of major work assignments	To monitor overall progress on assigned duties, coordinate work, evaluate the quantity and quality of work performed and review the status of projects. The review is also to respond to unexpected or highly sensitive matters and to provide direction where agency policy position is not clear.

SECTION 9. OVERSIGHT FUNCTIONS FOR MANAGEMENT SERVICE SUPERVISORY (MMS) POSITIONS ONLY

NOT APPLICABLE FOR THIS SERVICE TYPE

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position will be very important to effectively developing major statewide and interstate significant transportation projects. This will require much work within ODOT and close coordination with federal agencies, DLCD, local government staff and elected officials and the general public.

- Establish and maintain professional and collaborative working relationships with all contacts.
- Contribute to a positive, respectful and productive work environment.
- Maintain regular and punctual attendance
- Must maintain a valid driver's license and the ability to drive.

Desired Attributes/Application Scoring Criteria for the Recruitment Announcement:

- Proven experience managing complex transportation projects.
- Ability to oversee and manage large consultant teams.
- Understanding of NEPA and transportation policy.
- Understanding of tolling and congestion pricing principles, policies and best practices.
- Experience explaining technical information to a wide variety of audiences.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area <i>(Personal Services; Services & Supplies; Capital Outlay)</i>	Biennial Amount (\$00000.00)	Fund Type <i>(General; Other; Federal; Lottery)</i>
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

N/A	N/A	N/A
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DESIGNATION OF NAME-BASED CRIMINAL BACKGROUND CHECK (CBC) REQUIREMENT:

Review the criteria below. Indicate if the position is assigned these duties or responsibilities. If one or more boxes is checked yes, a CBC is required prior to filling the position.

The employee in this position...

1. Provides information technology (IT) services and has control over access to Department information technology systems that could allow the individual to harm these systems or the information contained within the systems. This relates to having responsibilities that involve development, programming, installation, maintenance or other technical aspects related to Department hardware and software. It is not intended to include positions with responsibilities that only utilize IT systems, such as entering and retrieving data. Yes No
2. Has responsibility for receiving, receipting, or depositing money or negotiable instruments. Yes No
3. Has responsibility for payroll functions. Yes No
4. Has responsibility for purchasing or selling property, or has access to private property in the Department's custody (such as Right of Way and Facilities). It is not intended to include positions with responsibilities that may involve simply being on private property to perform certain duties. Yes No
5. Has access to personal identification information about employees or members of the public, including Social Security numbers, date of birth, driver license numbers, medical information, personal financial information or criminal background information. Yes No

DESIGNATION OF NAME-BASED AND FINGERPRINT-BASED CRIMINAL BACKGROUND CHECK (CBC) REQUIREMENT:

Review the criteria below. Indicate if the position is assigned these duties or responsibilities. If one or more boxes is checked yes, both a name-based and a fingerprint-based CBC are required prior to filling the position.

The employee in this position...

1. Has tasks associated with the verification, data entry, or modification of driver identity information. Yes No
2. Has access to driver or customer systems that would permit the entry or modification of driver identity information. Yes No
3. Has tasks associated with taking, reviewing, or accepting photos for driver licenses and identification cards. Yes No
4. Is a supervisory or management position that can affect the work of employees who perform any of these tasks. Yes No

CJIS
5. Has unescorted access to unencrypted criminal justice information or unescorted access to physically secure locations or controlled areas..... Yes No

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart.
Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature Date

Supervisor Signature Date

Appointing Authority Signature Date

Printed Name of Appointing Authority