



**Date:** October 31, 2019

**To:** Civil Service Commission

**From:** Stanley Wang, Personnel Analyst

**Subject:** **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION –  
TRANSPORTATION PLANNER**

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The Civil Service Commission received a request from the Department of Human Resources to adopt the revised classification specification for Transportation Planner. Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

**Facts for Consideration:**

- The Transportation Planner classification is currently only available to the Harbor Department.
- Staff from the Human Resources, Civil Service, and Public Works Departments met to revise the classification specification to now be used in the Public Works Department. Additionally, the revised classification specification was provided to the Harbor Department for review, and no concerns were expressed.
- This request to approve the revised classification specification for Transportation Planner is based on the Department of Public Works' need to fill FY19 budgeted Transportation Planner positions within the Transportation Mobility Bureau.

**The following revisions are being proposed:**

- Revisions to the Definition:
  - The definition section was broadened to no longer be specific to a particular department. Instead, the definition now states that the Transportation Planner classification is involved in projects and studies related to mobility, traffic, and transportation activities.
- Addition of Distinguishing Characteristics
  - A distinguishing characteristics section was added to outline the differences between the various grade levels. A steady progression of supervision received, and an increase in responsibilities in working on assigned projects is detailed in each grade level description.
  - Additionally, a grade level IV is being proposed to clearly delineate the highest level of this classification which will be responsible for highly specialized mobility, traffic, and transportation planning work, and may also supervise other Transportation Planners. The grade IV will also provide an additional promotional opportunity to employees.

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- Revisions to the Examples of Duties
  - Verbiage from the previous classification specification that were Harbor specific were omitted, and general duties now being performed by Transportation Planners were added.
- Revisions to Minimum Requirements
  - The educational requirement was expanded to allow applicants with degrees in other areas to apply such as Architecture and Environmental Science.
  - The previous experience requirement of two years was reduced to one year to attract more applicants for this classification.
- Revisions to Desirable Qualifications
  - Addition desirable qualifications were added including knowledge of general transportation engineering design principles, and knowledge of federal and state rules and regulations pertaining to traffic engineering.
- Staff from the Civil Service Department and the Department of Human Resources engaged in the meet and confer process with the IAM, and the IAM is in agreement with the proposed revised classification specification. All parties have been notified that this request is on today's agenda.

**Recommendation:**

- In accordance with Section 1101(d) of the City Charter, staff recommends that the Civil Service Commission approve the revised classification specification for Transportation Planner.
- A representative from the Public Works Department is present to respond to any questions from the Civil Service Commission.



**Date:** July 26, 2019

**To:** Civil Service Commission

**From:** Alejandrina Basquez, Director of Human Resources 

**Subject:** **REVISED CLASSIFICATION SPECIFICATION- TRANSPORTATION PLANNER**

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The Department of Human Resources is requesting the Commission's approval to adopt the revised Transportation Planner classification specification. Currently, the Transportation Planner classification is only available to the Harbor Department. The Department of Human Resources worked in conjunction with the Department of Public Works to revise the classification specification to be used citywide. The Harbor Department was contacted and provided the revised classification for review, and no concerns were expressed. Our recommendation is based on the Department of Public Works need to fill FY19 budgeted Transportation Planner positions within the Transportation Mobility Bureau.

If there are any questions or comments regarding this request, please contact Fred Verdugo, Deputy Director of Human Resources at (562)570-5045 or Denise Gonzalez, Personnel Analyst, at (562) 570-7457.

FD:DG  
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cc: Fred Verdugo, Deputy Director of Human Resources  
Dana Anderson, Manager of Labor Relations

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**TITLE:**                    **TRANSPORTATION PLANNER I-IV**

**DEFINITION:**        Under supervision prepares, implements and evaluates studies, programs and/or projects related to mobility, traffic and/or transportation activities.

**REPORTS TO:**        Division Head

**DISTINGUISHING CHARACTERISTICS:**

- Grade Level I - Under direct supervision, incumbents are responsible for routine studies, programs and/or projects related to mobility, traffic and/or transportation activities
- Grade Level II - Under general supervision, incumbents are responsible for journey-level studies, programs and/or projects related to mobility, traffic and/or transportation activities; incumbents may work independently.
- Grade Level III - Under limited supervision, incumbents are responsible for advanced journey-level studies, programs and/or projects related to mobility, traffic and/or transportation activities requiring independent judgement; incumbents may work in a lead capacity.
- Grade Level IV- Under minimal supervision, performs highly specialized mobility, traffic, and/or transportation planning work; and acts as a project manager or may act as a team leader supervising the efforts of project teams or other Transportation Planners.

**EXAMPLES OF DUTIES:**

- Prepares, implements and evaluates mobility, traffic, and/or transportation studies, environmental documents, and research pertinent to current and future transportation modalities, programs, and facilities being developed by the City.
- Researches grant opportunities, prepares grant applications, and develops funding strategies to support City projects and programs.;
- Supports and implements programs and activities as outlined in planning documents relative to the City of Long Beach, including the Mobility Element, the Bicycle Master Plan, the Vision Zero Action Plan, and Pedestrian Plan.
- Collects and reports data relative to active and sustainable transportation modes.
- Manages the implementation of tasks related to projects, both infrastructure and programmatic, including (but not limited to) project reporting, budget, consultant management, and project delivery.
- Conducts or assists in the analysis of regulatory and legislative issues.

- Reviews and provides input on project design to support engineering efforts on infrastructure projects.
- Manages consultants performing work for the City in support of programmatic and infrastructure goals.
- Develops public relations campaigns and social media activities to support activities as outlined in the City's plans and Department's goals and objectives.
- Represents the City and the Department at meetings and public events including (but not limited to): Metro, Caltrans, SCAG, SCAQMD, Business Improvement Districts (BIDS), Homeowners Associations (HOA), LACMTA, and other similar groups.
- Researches and develops training opportunities relative to the tasks performed by staff members in the Department.
- Prepares correspondence, reports, studies, and project fact sheets in support of the City and Department's goals and objectives.
- May supervise intern and other support staff.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.
- Ability to execute funding applications including data collection, narrative, and support documentation.
- Demonstrates knowledge of data collection and measuring project effectiveness prior to and following implementation.
- Demonstrates an understanding of urban planning principals and an ability to work effectively to address the present and future transportation needs in an urban setting

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited college or university with a Bachelor's Degree in Urban Planning, Architecture, Environmental Science, Civil Engineering or closely related field.
- One year of experience preparing, implementing, and/or evaluating mobility, traffic, and/or transportation studies is required. A Master's Degree in urban planning or a related field may be substituted for the one year of required professional experience.
- A valid motor vehicle operator's license.
- A willingness to work occasional evening and weekends.

**DESIRABLE QUALIFICATIONS:**

- Experience with traffic engineering and transportation engineering/planning principles and methodologies (including computer software applications).

- Experience with related computer software applications.
- Knowledge of general transportation engineering design principals.
- Knowledge of federal and state rules and regulations pertaining to traffic engineering.

**HISTORY:**

Established:

Revised:

Approval/Adoption Date:

**TITLE:** TRANSPORTATION PLANNER I-III **IV**

**DEFINITION:** In an increasingly responsible capacity, works under the direction of the ~~Manager of Transportation Planning~~ Mobility Officer in the conduct of planning activities ~~related to the Port's transportation systems for the Transportation and Mobility Bureau in the Department of Public Works.~~ Under supervision prepares, implements and evaluates studies, programs and/or projects related to mobility, traffic and/or transportation activities.

**REPORTS TO:** ~~Director of Planning~~ Division Head

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I - Entry level position. Performs minimum duties of the classification.  
Under direct supervision, incumbents are responsible for routine studies, programs and/or projects related to mobility, traffic and/or transportation activities

Grade Level II - Performs duties of entry level position but to a greater level of detail, responsibility, and complexity of the duties of the classification, including but not limited to: developing and implementation of work plans; collection and analysis of data relevant to transportation planning including land use, demographics, economic factors; research including academic studies and best practices, and supervision of intern staff. Journey-level position. Under general supervision, incumbents are responsible for complex studies, programs and/or projects related to mobility, traffic and/or transportation activities; incumbents may work independently.

Grade Level III - Performs the duties of the Transportation Planner I and II but with minimum supervision and support of supervisor. Duties in addition may include: preparation of project design concepts; detailed reports and analyses relative to the implementation and delivery of projects; planning and design of public information gathering to collect data and input from the public relative to project delivery. Advanced journey-level position. Under limited supervision, incumbents are responsible for the most complex studies, programs and/or projects related to mobility, traffic and/or transportation activities requiring independent judgement; incumbents may work in a lead capacity.

Grade Level IV- Under minimal supervision, performs highly specialized mobility, traffic, and/or transportation planning work; and acts as a project

manager or team leader supervising the efforts of project teams or other Transportation Planners.

### EXAMPLES OF DUTIES:

- ~~Assists in traffic analyses and preparation of traffic studies for Port facilities, transportation projects and environmental documents (EIR/EIS);~~
- ~~Manages and assists in the review of consultant traffic studies;~~
- ~~Assists in the review/analysis of regional transportation studies/issues pertaining to outside agencies such as SCAG, LACMTA, Caltrans and USDOT;~~
- ~~Conducts or assists in the review/analysis of traffic issues;~~
- ~~Conducts or assists in the analysis of regulatory (e.g., Congestion Management Program) and legislative (e.g., proposed State transportation bills) issues~~
- ~~Assists Port engineering division in development and conceptual design of roadway and rail facilities~~
- ~~Collects, <sup>1,7</sup> develops, analyzes various types of data for use in Port transportation studies;~~
- ~~Manages Port consultants and staff intern;~~
- ~~Evaluates and develops strategies on funding issues;~~
- ~~May represent the Port at outside agency meetings;~~
- ~~Prepares reports, correspondence;~~
- ~~Performs other related duties as required.~~
- Prepares, implements and evaluates mobility, traffic, and/or transportation studies, environmental documents, and research pertinent to current and future transportation modalities, programs, and facilities being developed by the City.
- Researches grant opportunities, prepares grant applications, and develops funding strategies to support City projects and programs.;
- Supports and implements programs and activities as outlined in planning documents relative to the City of Long Beach, including the Mobility Element, the Bicycle Master Plan, the Vision Zero Action Plan, and CX3.
- Collects and reports data relative to active and sustainable transportation modes.
- Manages the implementation of tasks related to projects, both infrastructure and programmatic, including (but not limited to) project reporting, budget, consultant management, and project delivery.
- Conducts or assists in the analysis of regulatory and legislative issues.
- Reviews and provides input on project design to support engineering efforts on infrastructure projects.
- Manages consultants performing work for the City in support of programmatic and infrastructure goals.
- Develops public relations campaigns and social media activities to support activities as outlined in the City's plans and Department's goals and objectives.



- Represents the City and the Department at meetings and public events including (but not limited to): Metro, Caltrans, SCAG, SCAQMD, Business Improvement Districts (BIDS), Homeowners Associations (HOA), LACMTA, and other similar groups.
- Researches and develops training opportunities relative to the tasks performed by staff members in the Department.
- Prepares correspondence, reports, studies, and project fact sheets in support of the City and Department's goals and objectives.
- May supervise intern and other support staff.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.
- Ability to execute funding applications including data collection, narrative, and support documentation.
- Demonstrates knowledge of data collection and measuring project effectiveness prior to and following implementation.
- Demonstrates an understanding of urban planning principals and an ability to work effectively to address the present and future needs for transportation needs in an urban setting

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited college or university with a Bachelor's Degree in Urban Planning, Architecture, Environmental Science, Civil Engineering or closely related field. A Graduation from an accredited college or university with a Bachelor's degree Degree in Civil Engineering or Urban Planning, Architecture, Environmental Science, Kinesiology or closely related field; with an emphasis in transportation planning/engineering;
- One year of experience preparing, implementing, and/or evaluating mobility, traffic, and/or transportation studies is required. A Master's Degree in urban planning or a related field may be substituted for the one year of required professional experience. two years experienceA minimum of one year of experience in active and/or sustainable transportation for the Transportation Planner I, For the Transportation Planner II, two or more years of experience in active and/or sustainable transportation in a governmental agency setting; . a A Master's Degree in transportation engineering/planning a related field may be substituted for one year of required professional experience.;
- A valid motor vehicle operator's license. Candidates must hold a valid California Driver's License or Identification Card and be able to provide transportation to the work site and other locations as required by the duties of the relevant position.

- A willingness to work occasional evening and weekends.

**DESIRABLE QUALIFICATION:**

- Experience with traffic engineering and transportation engineering/planning principles and methodologies (including computer software applications) ~~is desired~~.
- Experience with related computer software applications.
- Knowledge of general transportation engineering design principals.
- Knowledge of federal and state rules and regulations pertaining to traffic engineering.

**HISTORY:**

Established:

Revised:

Approval/Adoption Date: