



**COUNTY OF SANTA CLARA  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Associate Transportation Planner**

*An Equal Opportunity Employer*

**SALARY**

\$47.11 - \$57.27 Hourly    \$3,768.64 - \$4,581.20 Biweekly    \$8,165.39 - \$9,925.93 Monthly  
\$97,984.64 - \$119,111.20 Annually

**ISSUE DATE:** 10/18/17

**FINAL FILING DATE:** 10/31/17. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Postmarks are not acceptable, therefore it is important to submit your application as soon as possible.

**THE POSITION**

Under direction; to function as a project lead for transportation grant applications, plans and studies.

Certification from the American Institute of Certified Planners (AICP) is desirable, but not required.

**TYPICAL TASKS**

- Conducts studies; prepares reports; develops plans, recommendations and policies to achieve County transportation goals, objectives, and standards pursuant to Federal and State legal requirements;
- Monitors the Department's Federally funded projects;
- Prepares Department comments to cities and other agencies' California Environmental Quality Act (CEQA) documents;
- Prepares narrative reports and written recommendations concerning transportation related planning projects;
- Prepares public presentations and materials;
- Assists engineering project managers with the application processes;
- Reviews and provides analysis to proposed Federal and State legislation related to transportation that may impact the Department;
- Reviews land development proposals and environmental documents to provide recommendations related to transportation planning;
- Creates exhibits and/or coordinates with other groups or consultants to have exhibits prepared;
- Supports capital expenditures by researching and identifying grant sources, writing effective proposals and obtaining grant funding;
- Prepares legislative files and makes presentations before commissions, committees and community groups;
- Manages the Federal Transportation Improvement Program (FTIP) listings for County transportation projects;
- Serves as alternate for the County Transportation Planner representing the County in various commission meetings and committees to understand and anticipate regional trends, issues and policies as they may affect County roadways;
- Prepares requests for consultant qualifications and manages consultant contracts;

- Assigns, reviews, and evaluates work of consultants, contractors or vendors;
- May supervise subordinate staff;
- May be assigned as Disaster Service Worker, as required;
- Performs other related duties as required.

### **EMPLOYMENT STANDARDS**

Sufficient training, education and experience, which demonstrates possession and application of the following knowledge and abilities:

Training and Experience Note: The required knowledge and abilities are attained through the possession of a Bachelor's Degree from an accredited college or university in Transportation, Urban Planning, Public Administration, Civil Engineering, or related field and three (3) years full time experience in transportation planning. A Master's Degree in one of the above disciplines may substitute for one (1) year of the required experience.

AND

Possession of a California Driver's License prior to appointment and the ability to qualify for and maintain a County Driver's Permit.

#### Knowledge of:

- Social, economic, and environmental conditions which affect transportation planning;
- Analytical and statistical research methods applicable to transportation planning; advanced methods, equipment, including computers, and techniques used in the preparation of planning reports;
- Concepts, principles, techniques and legal aspects of transportation planning, public policy, and decision making;
- Regional, State and Federal transportation planning processes, procedures, practices and regulations;
- Transportation planning research and statistical methods including transportation modeling;
- Regional, State, and Federal legislative and funding processes;
- Community outreach and collaborative processes;
- Basics of project management;
- California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Caltrans and Federal Highway Administration regulations and guidance;
- Computer applications, such as word processing, spreadsheets and/or database;

#### Ability to:

- Communicate complex information effectively to a variety of individuals representing diverse cultures and backgrounds of both technical, and non-technical experience;
- Research, compile, analyze and interpret data;
- Analyze complex planning problems, technical studies and documents; develop and evaluate alternative solutions, and recommend effective courses of action;
- Prepare and make oral presentations before public officials, the public and / or technical groups;
- Research, locate and write effective grant proposals for funding transportation projects; prepare a budget and manage expenses;
- Establish and maintain cooperative relationships with those contacted in the course of work;
- Supervise and review the work of others;
- Apply advanced techniques using common office software, programs and databases;
- Apply statistical methods and computer modeling techniques to transportation planning projects.

**VETERANS PREFERENCE INFORMATION:** Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

**THE EXAMINATION PROCESS:** The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.

Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

\*New Hires shall be subject to a pre-employment criminal background check.

**DISASTER SERVICE WORKERS:** Under California law, all County employees are designated as Disaster Service Workers (DSW). In the event of a catastrophic event, County employees may be expected to fulfill emergency action assignments. As DSW's, they may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

**INFORMATION ON PERS CONTRIBUTION:** For new members, salaries above a limitation imposed by federal law (that limit per IRS is \$118,775 for 2017): (1) neither the County nor the employee makes contributions to PERS on the portion of salary that exceeds the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is \$270,000 for 2017.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sccjobs.org/>

OR

70 W. Hedding Street, 8th Floor, East Wing  
San Jose, CA 95110

EXAM #17-L26-A  
ASSOCIATE TRANSPORTATION PLANNER  
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## Associate Transportation Planner Supplemental Questionnaire

- \* 1. Please answer the following questions. Completion of the following supplemental questions is REQUIRED for your application and is an integral part of the evaluation process. Initially, it will be used to determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun. Please include the name of employer, job title, dates of employment and number of hours worked per week for questions asking about your experience. A response of "see resume" or "see application" will deem your application incomplete. Vague, incomplete or non-responsive answers could result in no or low scores in a competitive rating process. Do you understand this requirement?

- ☐ Yes
- ☐ No

\* 2. What is the highest level of education you have completed?

- ☐ 8th Grade
- ☐ High School or GED
- ☐ College (1 to 29 semester units / 1 to 44 quarter units)
- ☐ College (30 to 59 semester units / 45 to 89 quarter units)
- ☐ College (60 to 89 semester units / 90 to 134 quarter units)
- ☐ College (90 to 119 semester units / 135 to 179 quarter units)
- ☐ Bachelor's Degree (120 or more semester units / 180 or more quarter units)
- ☐ Master's Degree
- ☐ Doctoral Degree

\* 3. What is your area of study?

- ☐ Transportation
- ☐ Urban Planning
- ☐ Public Administration
- ☐ Civil Engineering
- ☐ Other
- ☐ N/A

\* 4. If you selected "Other" in Question 2 above, please identify the area of study. If you did not select this option, type N/A.

\* 5. Select the computer applications you are proficient using: (check all that apply)

- ☐ ArcGIS
- ☐ Microsoft Access
- ☐ Microsoft Excel
- ☐ Microsoft Outlook
- ☐ Microsoft PowerPoint
- ☐ Microsoft Word
- ☐ None of the Above

\* 6. How many years of experience do you have in transportation planning?

- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five or more years
- ☐ None

\* 7. Please describe your work experience in transportation planning, including community outreach. Responses must include the following required information: Your job title(s), employer name(s), start/end date(s), hours worked per week and a detailed description of tasks performed. If none, type N/A.

\* 8. How many years of experience do you have with California Environmental Quality Act (CEQA)?

- ☐ Less than one year
- ☐ One to less than two years

- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five or more years
- ☐ None

\* 9. Please describe your experience working with California Environmental Quality Act (CEQA). Responses must include the following required information: Your job title(s), employer name(s), start/end date(s), hours worked per week and a detailed description of tasks performed. If none, type N/A.

\* 10. How many years of experience do you have with National Environmental Policy Act (NEPA)?

- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five or more years
- ☐ None

\* 11. Please describe your experience working with National Environmental Policy Act (NEPA). Responses must include the following required information: Your job title(s), employer name(s), start/end date(s), hours worked per week and a detailed description of tasks performed. If none, type N/A.

\* 12. How many years of experience do you have with Caltrans and Federal Highway Administration regulations and guidance?

- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five or more years
- ☐ None

\* 13. Please describe your experience working with Caltrans and Federal Highway Administration regulations and guidance. Responses must include the following required information: Your job title(s), employer name(s), start/end date(s), hours worked per week and a detailed description of tasks performed. If none, type N/A.

\* 14. How many years of project management experience do you have?

- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five or more years
- ☐ None

\* 15.

Please describe your project management experience. Responses must include the following required information: Your job title(s), employer name(s), start/end date(s), hours worked per week and a detailed description of tasks performed. If none, type N/A.

- \* 16. How many years of experience do you have researching, locating and writing grant proposals for funding transportation projects?
- ☐ Less than one year
  - ☐ One to less than two years
  - ☐ Two to less than three years
  - ☐ Three to less than four years
  - ☐ Four to less than five years
  - ☐ Five or more years
  - ☐ None
- \* 17. Please describe your experience researching, locating and writing effective grant proposals for funding transportation projects. Responses must include the following required information: Your job title(s), employer name(s), start/end date(s), hours worked per week and a detailed description of tasks performed. If none, type N/A.
- \* 18. How many years of experience do you have making oral presentations before public officials, the public and/or technical groups?
- ☐ Less than one year
  - ☐ One to less than two years
  - ☐ Two to less than three years
  - ☐ Three to less than four years
  - ☐ Four to less than five years
  - ☐ Five or more years
  - ☐ None
- \* 19. Please describe your experience in making oral presentations before public officials, the public and/or technical groups. Responses must include the following required information: Your job title(s), employer name(s), start/end date(s), hours worked per week and a detailed description of tasks performed. If none, type N/A.
- \* 20. Do you possess a valid certification from the American Institute of Certified Planners (AICP)? If yes, please attach a copy of your certificate.
- ☐ Yes   ☐ No
- \* Required Question