



CITY OF OAKLAND
invites applications for the position of:
Transportation Planner I (Flexible Staffing)

SALARY: \$5,471.84 - \$6,718.05 Monthly
\$65,662.08 - \$80,616.60 Annually

OPENING DATE: 05/06/19

CLOSING DATE: 05/19/19 11:59 PM

THE POSITION:

Are you interested in an entry-level transportation planning position in Oakland's new Department of Transportation (OakDOT)? OakDOT is committed to designing transportation solutions that work to meet the needs of all Oaklanders and reduce existing inequities. OakDOT staff apply strong planning, policy and implementation expertise to advance mobility, accessibility, equity, safety and sustainability on our transportation system.

Under direct supervision in the Oakland Department of Transportation, a Transportation Planner I assists with the preparation, implementation, and evaluation of transportation studies, programs, and projects; collects, compiles, and analyzes data concerning transportation activities; designs and prepares visual materials; organizes and communicates transportation planning concepts; supports presentations to a variety of elected and appointed officials and community groups; drafts grants, funding, and reporting documents; and performs related duties as assigned.

OakDOT is currently accepting applications for a Transportation Planner vacancy in the following section:

Planning and Project Development – Planning and Project Development is a mission-driven team deeply committed to advancing progressive transportation projects that intersect with other pressing issues Oaklanders face. The team develops and informs long-range transportation plans, develops capital projects for the Great Streets Division of OakDOT, and reviews major developments across the City to ensure implementation of the City's Transportation Impact Review Guidelines (new CEQA guidance based on Vehicle Miles Traveled). Some examples of work include: the development of the Paint the Town! program, an intersection mural initiative that works to transform the way Oaklanders interact with their streets; Let's Bike Oakland, an example of equitable bicycle planning in action; and Repairing Telegraph, the development of capital improvements to transform the transportation infrastructure along Telegraph Ave in the Temescal district.

The ideal candidate is a customer service-oriented professional with the ability to participate in and build an outstanding and effective team that can develop and deliver exciting programs within the Department of Transportation. This position will represent and further Oakland and the City's commitment to racial equity in all transportation planning work.

This list may be used for future positions at OakDOT within other sections, including, but not limited to:

Bicycle and Pedestrian Program – The Bicycle & Pedestrian Program facilitates, coordinates, and oversees the implementation of the City's Bicycle and Pedestrian Plans and supports OakDOT in creating, managing, and analyzing transportation data. The Program designs and delivers low-cost/high-impact projects, and provides staff support to the City's Bicyclist and

Pedestrian Advisory Commission.

Mobility Management - Parking & Mobility manages the city's valuable curb space and parking supply to serve the public needs for private vehicles, transit, commercial loading, passenger loading, accessible access, and shared mobility services. The Mobility Management section works on projects and programs that improve and expand transportation choices on the curb – including car sharing, bicycle sharing, and scooter sharing – to further the City's equity, safety, environmental and economic goals.

Capital Finance – The Capital Finance Group manages the Department's Capital Improvement Program, and seeks to ensure that critical capital projects have the funding they need to be implemented. This responsibility includes not only managing Oakland internal fund sources, but organizing efforts to obtain discretionary regional, state and federal grants to fulfill Oakland's capital goals. The work requires close coordination with regional and state funding agencies, and also with OakDOT planning and engineering staff through the entire lifecycle of transportation projects.

The eligibility list established from this recruitment may be used to fill other vacancies that occur within the City including full-time and permanent part-time positions, if applicable.

Flexible Staffing: This classification has been designated for flexible staffing. Incumbents in the Transportation Planner I classification may be eligible to advance without formal examination to the Transportation Planner II classification in accordance with established City flexible staffing policies and procedures.

* Click on the link below to see a video on what it's like to work for the City of Oakland!

[Working for the City of Oakland](#)

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Assist with the review of private development applications and public capital projects for bicycle, pedestrian, transit, delivery, parking, and automobile impacts. Recommend transportation system improvements or projects to ensure a safe, walkable, bikeable, and public transit-oriented City.
- Assist with providing technical assistance and design review of area plans, corridor projects, and work by private development in the public right-of-way.
- Participate in the preparation of a variety of transportation planning studies, designs, and specifications; conduct traffic and parking surveys; assist with creating transportation models and forecasts for advocacy and objective analysis.
- Collect, organize, analyze, and present transportation-related data; generate and track metrics to measure performance against strategic goals.
- Assist with developing and planning mobility projects and plans, including bicycle, pedestrian, delivery vehicle, and transit plans (working with transit agencies), parking programs, and emerging programs, such as: rideshare, car share, pedestrian plaza programs, parklets, curb management efforts, electric vehicles and charging stations, and autonomous vehicles.
- Research best practices and participate in engaging Oakland's diverse communities in plans, programs, and projects, including the preparation of materials, identification of meeting sites, and engagement techniques.
- Research best practices/principles of multi-modal planning, policy, design, engineering, demand analysis, and funding.
- Assist with the preparation, revision, and review of environmental documents.
- Assist with the preparation of grant applications.
- Update and maintain databases, directories, websites, and social media outlets.

MINIMUM REQUIREMENTS FOR APPLICATION:

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable. Note: Experience may be substituted for education to allow for less typical patterns of qualification.

Education:

A Bachelor's degree from an accredited college or university in transportation, urban planning, public policy or administration, geography, business, economics or a related field.

Experience:

None required.

License or Certificate / Other Requirements:**LICENSE OR CERTIFICATE**

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

OTHER REQUIREMENTS

Work a flexible schedule that may include weekends and evenings.

FLEXIBLE STAFFING

Incumbents in the Transportation Planner I classification are eligible to promote to the Transportation Planner II classification in accordance with established City policy related to flexible staffing.

KNOWLEDGE AND ABILITIES**Knowledge of:**

- Theory and practice of working in a team environment.
- Principles, practices, and current trends of transportation and community planning.
- Transportation research, survey design, implementation, and analytical methods.
- Principles and practices of customer service and community engagement.
- Standard grammar, spelling, and sentence structure.
- Personal computer and software applications, including graphics software, transportation modeling/traffic impacts software, and/or project management software and scheduling programs.

Ability to:

- Work as a vital part of a high-performance team.
- Read, interpret, and apply regulations, policies, and guidelines.
- Explain complex transportation rules, policies, and procedures and address planning related inquiries in a clear, concise, and easily understood manner to a wide variety of audiences.
- Manage multiple projects and deadlines simultaneously in a dynamic environment.
- Perform detailed and accurate work.
- Handle stressful and sensitive situations with tact and diplomacy.
- Carry out community engagement strategies to reach all communities.

- Set and meet project milestones and deadlines; solve problems; seek assistance when needed.
- Read, analyze, and evaluate statistical data.
- Respond professionally, effectively and efficiently to inquiries, complaints and requests for service from internal staff or the public.
- Effectively translate and present complex concepts to the public and senior staff.
- Utilize computer systems and software applications.
- Work a flexible schedule that may include weekends and evenings.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

SUPPLEMENTAL INFORMATION:

The Selection Process

Stage I: The first stage in the selection process will consist of a review of each applicant's employment application, college transcripts, and supplemental questionnaire for minimum qualifications (weighted pass/fail). Be sure to scan and attach a copy of your transcripts to your on-line application. Applications submitted without all required materials will not be given further consideration.

Stage II: The second stage will consist of subject matter experts evaluating and rating the completed supplemental questionnaires. Applicant responses to the supplemental questions must demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. The evaluation of supplemental questions may be weighted 100% of an applicant score (before residency and/or veteran points) and may determine rank on the eligible list. If a sufficient number of quality application packets are received, the supplemental screening may be followed by a third stage and the most qualified applicants will be invited to the next stage. Meeting the minimum qualifications does not guarantee advancement to Stage III.

Stage III: The third stage may consist of an oral examination (weighted pass/fail 100%) and that will test the knowledge, skills and abilities listed in the qualifications section.

The ranked eligible list may be developed directly from the supplemental screening OR the results of Stage III. Candidates must earn a scale score of 70 in this examination process to be placed on the eligible list for employment consideration.

Applicants are required to submit criminal history information upon request after receiving a conditional offer of employment. If the requested information is not furnished in a timely manner, applicants will not qualify for further consideration and will be removed from the eligible list.

The City of Oakland reserves the right to modify the selection process and date of examination as necessary to conform to administrative or business necessity.

How to Apply

Apply prior to the closing time of the job announcement and allow at least two to three hours to submit your application if you are a new user on the system. **APPLICATIONS ARE ACCEPTED ONLINE ONLY.** You may apply and view current openings by visiting our employment opportunities webpage at: <http://agency.governmentjobs.com/oaklandca/default.cfm>

If you do not have access to a computer, there are computer stations available at any City of Oakland Public Library. There are also work stations at the Human Resources Management Department, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612. Work stations are available during regular business hours (normally 9:00 a.m. to 5:00 p.m.).

Our on-line application system is provided by NeoGov. If you have problems while applying online, please contact NeoGov's Live Applicant Support at (855) 524-5627 between 6:00 AM and 5:00 PM Pacific Time, Monday - Friday.

You may also call the City of Oakland Human Resources Management Department during regular business hours at (510) 238-3112 for information; however, we are unable to provide technical support for the online application system.

Date of Examination:

Tentatively Scheduled for the week of June 10, 2019

The City of Oakland is an EEO/ADA Employer.

ADVISORIES

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986 the City of Oakland will only hire individuals who are legally authorized to work in the United States.

Exam Access Accommodation: In compliance with local, state and federal laws and regulations, the City of Oakland will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than five working days after the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Department of Human Resources Management, 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 or call (510) 238-3112 or TDD (510) 238-3254.

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<http://www.oaklandca.gov/>

150 Frank H. Ogawa Plaza - 2nd Floor
Oakland, CA 94612
(510) 238-3112

Position #19-AP453-04
TRANSPORTATION PLANNER I (FLEXIBLE STAFFING)
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Transportation Planner I (Flexible Staffing) Supplemental Questionnaire

- * 1. Do you possess an advanced degree from an accredited college or university in transportation, urban planning, public policy or administration, geography, business, economics or a similarly related field? If so, please provide the name of your degree, as well as the location and date that it was obtained.
- * 2. If you identified a degree in question #1, did you attach a copy of your college transcripts to this application? You may also deliver your transcripts prior to the closing date of the announcement to our offices located at 150 Frank H. Ogawa Plaza, 2nd Floor, Oakland CA.
 - Yes, my transcripts are attached.
 - No, my transcripts are not attached, but I will deliver them prior to the closing of the announcement.
 - I do not possess a degree relevant to the position.
- * 3. Describe how you would approach addressing a transportation or mobility problem in Oakland. Pick an example like improving street design, bicycle/pedestrian infrastructure, transit experience, parking and curb management, or shared mobility systems like

bikeshare and carshare. For the example you picked, what are the key considerations for addressing this problem and achieving a successful outcome?

- * 4. Describe how you would approach working with disadvantaged communities or "high opportunity communities" to promote more equitable outcomes as it concerns transportation.

 - * 5. Please provide a description of your exposure to any of the following programs: Geographic Information Systems (GIS), Computer aided design (CAD), Statistical modelling (e.g. STATA, SAS, SPSS), Microsoft data management tools (Access, Excel), Adobe Creative Suite (inDesign, Photoshop, etc.).
- * Required Question