



County of Trinity Employment Opportunity

Department of Transportation

Assistant Transportation Planner

\$3,171.20 - \$3,854.61 monthly

or

Associate Transportation Planner

\$3,502.97 - \$4,257.89 monthly

This is a full time, benefited position

Applications will be accepted until 5:00 p.m., November 24, 2017.

Assistant Transportation Planner

DEFINITION

Under general direction, to perform the less complex professional transportation planning assignments in the County Department of Transportation. To develop planning and environmental studies. Prepare environmental documents and permit applications. To assist with planning policy formulation and implementation. To explain transportation planning and environmental regulations and policies to the public. To provide lead direction and work coordination for other staff. To do related work as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

General theory, principles and practices of transportation planning and their application to a variety of transportation planning issues. Purposes and procedures of public transportation agencies, boards and governing bodies. A basic understanding of environmental impacts of transportation projects. Graphic illustration and presentation. Computers and software used in professional planning work. Techniques for dealing with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

Keep track of deadlines and perform duties under the stress of deadlines. Represent the department in a professional manner. Learn new methods and procedures related to transportation and transit planning. Learn methods, procedures, policies of the department and regulations and funding requirements related to transportation. Take and keep accurate notes, perform work neatly and precisely and to plan, organize and prioritize assignments and work activities. Read and interpret various complex materials pertaining to the responsibilities of the job. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work. Collect, compile and analyze technical, statistical and other information related to public planning. Read and interpret maps. Make effective oral and written presentations. Work independently and as a team member. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner. Organize own work, set priorities and meet critical time deadlines. Operate modern office equipment including computer equipment and specialize software applications programs. Assemble and analyze information and prepare written reports and records in a clear and concise manner. React calmly and professionally in emergency, emotional, and/or stressful situations. Make sound, educated decision. Establish and maintain effective working relationships with those contacted on the job. Prepare a variety of charts and graphic illustrations.

Continued on next page

NOTE: All candidates meeting the minimum qualifications established for this position may not be invited to an oral interview. In the event a large number of candidates qualify, those individuals with experience which most closely meets the needs of the County will be invited for an interview.

WAIVER: The contents of this announcement shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract or offer of employment. Trinity County assumes no responsibility for the accuracy of the position description and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The provisions contained in this announcement may be modified or revoked without notice. Wages, hours and other terms and conditions of employment are subject to the Memorandum of Understanding currently in effect for the appropriate unit of representation.

PERS ANNUITANTS: Retirees of PERS are welcome to apply, if selected for the position they would be required to reinstate to employment.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Two (2) years of responsible work experience in performing professional transportation planning, environmental analysis or work with similar responsibilities. OR Education equivalent to graduation from an accredited college or university with major work in transportation planning, engineering, resource planning, environmental studies, engineering or closely related field is highly desirable.

Special Requirements:

Possession of or ability to obtain an appropriate valid California Driver's License.

Associate Transportation Planner

Definition:

Under general direction, to perform the more complex professional transportation planning assignments in the County Department of Transportation. To develop planning studies. Perform environmental studies and prepare environmental documents and permit applications. To assist with planning policy formulations and implementation. To explain transportation planning and environmental regulations and policies to the public. To provide lead direction and work coordination for other staff. To do related work as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

General theory, principles and practices of transportation planning and their application to a variety of transportation planning issues. Purposes and procedures of public transportation planning agencies, boards and governing bodies. Laws, rules, regulations and policies affecting transportation planning. Federal, State and local environmental codes, laws and ordinances impacting Transportation Department projects. Research methods and basic statistical analysis. A basic understanding of environmental impacts of transportation projects. Graphic illustration and presentation. Computers and software used in professional planning work. Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

Keep track of deadlines and perform duties under the stress of deadlines. Represent the department in a professional manner. Learn new methods and procedures related to transportation and transit planning. Learn methods, procedures, policies of the department and regulations and funding requirements related to transportation. Solicit consulting services and administer contracts. Take and keep accurate notes, perform work neatly and precisely and to plan organize and prioritize assignments and work activities. Establish and maintain cooperative working relationships. Read and interpret various complex materials pertaining to the responsibilities of the job. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work. Collect, compile and analyze technical, statistical and other information related to public planning. Read and interpret maps. Make effective oral and written presentations. Work independently and as a team member. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner. Organize own work, set priorities and meet critical time deadlines. Operate modern office equipment including computer equipment and specialized software applications programs. Assemble and analyze information and prepare written reports and records in a clear and concise manner. React calmly and professionally in emergency, emotional and or stressful situations. Make sound, educated decisions. Establish and maintain effective working relationships with those contacted on the job. Prepare a variety of charts and graphic illustrations.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of responsible work experience in performing professional transportation planning work comparable to that of an Assistant Transportation Planner or Environmental Compliance Specialist with Trinity County or education equivalent to graduation from an accredited college or university with major

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Women, minorities and individuals with disabilities are encouraged to apply. Trinity County is an Equal Opportunity/Affirmative Action Employer.

Training and Experience: (Cont'd)

work in transportation planning, resource planning, environmental studies, engineering or a closely related field is highly desirable.

Special Requirements:

Possession of or ability to obtain a current and valid California Driver's License.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST

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CONDITIONS OF EMPLOYMENT:

Candidates who are offered a position with the County will be required to be fingerprinted at the time of hire. A background investigation and psychological exam may be performed. Positions that are considered safety sensitive will be required to pass a pre-employment physical at the County’s expense prior to appointment. Verification of false statements or omissions on the application form may be cause for termination of employment. Selected applicants will be required to submit documents verifying the applicant’s identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

Before entering upon the duties of employment, all public employees take and subscribe to the oath or affirmation set forth in the California Constitution that declares them to be disaster service workers in time of need. For more information, please visit the following websites:

California Emergency Services Act

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=08001-09000&file=8550-8551>

California Government Code 3100-3109

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=03001-04000&file=3100-3109>

The California Constitution Oath or Affirmation

http://www.leginfo.ca.gov/.const/.article_20

Governors Office of Emergency Services

[http://www.oes.ca.gov/Operational/OESHome.nsf/PDFLaws&RegsCalCodePDFs/\\$file/Ch2.3_%2DSW.pdf](http://www.oes.ca.gov/Operational/OESHome.nsf/PDFLaws&RegsCalCodePDFs/$file/Ch2.3_%2DSW.pdf)

VETERANS’ PREFERENCE CREDITS:

Veterans participating in open examinations who have received an honorable discharge and/or are disabled may be allowed an additional 5 points for non-disabled veterans and 10 points for disabled veterans to their earned score (provided the exam is otherwise successfully completed). To obtain this credit, veterans must complete and submit the Veterans’ Application Supplement and provide a DD214, which indicates honorable discharge, and if applicable, proof of disability, with each application before the final filing date.

AGENCY SHOP:

All new employees in the General Unit and Skilled Trades Unit shall be required to join the employee association or pay an agency fee as a condition of employment.

TRAVEL EXPENSES: A successful applicant who is selected for an oral interview must provide his/her own transportation and expenses to the interview.

EMPLOYEE BENEFITS:

Vacation	0 – 5 years of service	= 10 days vacation
	6 – 9 years of service	= 15 days vacation
	10 – 14 years of service	= 17 days vacation
	15+ years of service	= 20 days vacation
Sick Leave	12 days per year	
Holidays	12 days per year, plus personal holiday	
Professional Leave	6 days per year (Management employees only)	
Health Insurance	Medical, dental, vision and life insurance coverages available to employee and dependents or cash in lieu of these benefits	
Deferred Compensation	Opportunity is provided to contribute to a deferred compensation plan. The County offers four plans to choose from.	
Aflac	Various insurance plans are offered, plus the opportunity to contribute to a Flexible Spending Account	
Retirement	California Public Employees’ Retirement System. Employees pay the full PERS employee contribution.	

All Benefits are subject to the Memorandum of Understanding currently in effect.

TRINITY COUNTY:

Trinity County, located in northern California, is a land of mountains, forests, streams and small valleys with a population of approximately 13,786. The County seat is Weaverville, 45 miles west of Redding on Highway 299.

This is a historic area, dating from the travels of Jedediah Smith. The County was once a major gold mining area. Now the basic economy centers on lumbering, recreation, small businesses and governmental services.

The people here are hard-working and friendly. We are surrounded by the beauty of our mountains which offer excellent recreational opportunities for fishing, hunting, hiking, camping, riding, boating and water sports. The County is blessed with clean air, clean water, no parking meters, traffic signals, incorporated cities or traffic jams. Although life here for the local people is easy going and unhurried, we in County government are faced with the same responsibilities and challenges found in all rural counties throughout the State.

APPLICATIONS: Blank application forms may be obtained by contacting Trinity County Human Resources at (530) 623-1325 or by downloading one from the County’s website at www.trinitycounty.org. Completed applications must be submitted to Trinity County Human Resources in one of the following ways:

- Mail the application form to Trinity County Human Resources, P. O. Box 1347, Weaverville, CA 96093
- Fax the application to (530) 623-4222
- Submit the application in person to the Human Resources office located in the Trinity County Court House, 11 Court Street, Room 225, in Weaverville
- Email the application to our office at cmartin@trinitycounty.org.

ALL APPLICATIONS MUST BE RECEIVED BY THE FINAL FILING DATE ESTABLISHED FOR THE POSITION. RESUMES MAY ACCOMPANY A COMPLETED COUNTY APPLICATION FORM. HOWEVER A RESUME MAY NOT BE SUBMITTED IN LIEU OF THE REQUIRED FORM.

The above information is general in nature and does not constitute an expressed or implied contract. Current copies of the Memorandums of Understanding for the various bargaining units are available by contacting