

**CITY OF ANAHEIM  
CLASS SPECIFICATION**

**TITLE CODE: N56**

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**CLASSIFICATION:** Associate Transportation Planner

**DEPARTMENT:** Public Works

**CLASS DEFINITION:** To perform responsible professional level transportation planning duties in review of proposed land use development; and to maintain traffic safety and traffic flow while providing adequate access for land use.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from a Principal Transportation Planner.

May exercise direct supervision over technical and clerical staff.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

*The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.*

Review proposed development plans and recommend preferred access location(s), lines of sight, traffic controls, pedestrian/Americans with Disabilities Act requirements, and transit service infrastructure.

Confer with developers and consultants to establish data collection needs and traffic impact study locations.

Review traffic impact studies and associated trip generation, distribution, mode split and assignment assumptions, stop sign control warrants, level of service calculations, through and turn lane requirements, fair share funding calculations, and phasing needs.

Recommend project design features and/or traffic impact mitigation measures, including the mainstreaming of Intelligent Transportation Systems infrastructure.

Conduct traffic mobility, safety, access and parking studies; prepare traffic signal and multi-way stop sign warrants; review proposed development plans; calculate levels of service; critique traffic studies, Environmental Impact Report (EIR) traffic and air quality sections; and develop appropriate mitigation measures.

Provide over the counter service to customers regarding a variety of traffic engineering issues such as access, construction of block walls, signs and fence location for line of sight, and building plan check.

Coordinate oversized truck haul routes and issue associated permits.

Manage bus shelter agreement; administer City-wide bus bench installations; respond to public inquiries in a courteous manner and provide information within the area of assignment.

Conduct traffic, speed, safety, and parking analyses; administer City-wide traffic count database; prepare updates for county and state highway inventory databases.

Interact with other City departments and residents in consideration of traffic calming measures, bicycle lane implementation, and neighborhood improvement programs.

Represent traffic engineering on assigned committees; prepare technical reports and graphics, attend and make presentations at various department, commission, board, and City Council meetings.

Review Traffic Management Plans and Construction Traffic Control and Detour plans.

Review/update existing traffic engineering standards, policies and procedures and traffic engineering brochures.

Calculate Traffic Index for street projects.

Administer Anaheim Transportation Analysis Model (ATAM) requests and updates.

Perform related duties as required.

### **JOB RELATED QUALIFICATIONS:**

Experience and Education: Two years of professional journey-level experience in the area of transportation planning and/or traffic engineering supplemented by a Bachelor's degree from an accredited college or university with major course work in traffic or civil engineering or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Principles, practices, methods and procedures of transportation planning and traffic engineering; processes required for development review and fair-share mitigation determination; current local development projects and issues throughout Orange County; potential funding sources, including county, regional, state, federal agency grants; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.; AutoCAD and Arc View programs; pertinent federal, state and local laws, codes, and regulations; principles, methods, and procedures of data collection and research techniques.

Ability to: Perform technical research and provide reliable advice on traffic problems; perform complex calculations with speed and accuracy; perform computer aided drafting and design work, including maps, sketches, plans, graphs, charts, and other related materials; accurately read plans and schematics; prepare and present a variety of complex technical reports; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; adapt to changing technologies and learn functionality of new equipment and systems. maintain a professional demeanor at all times; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of an appropriate, valid driver's license. Possession of a Traffic Engineering license or AICP Certification is desirable.

### **WORKING CONDITIONS:**

Environmental Conditions: Work is performed primarily in a standard office setting with some travel to different sites; occasional exposure to outside weather conditions.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting and field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**OTHER:**

FLSA Designation: Administrative Exempt

Unit Designation: Professional Management

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Document Number: CS3206

Former Document Number: CS1863

Former Job Class: Transportation Programs Planner

Created 1/2001 – V. Kilmurray

Revised 8/2005 – V. Kilmurray

Revised 3/2008 – C. Stewart

Revised 11/2009 – Johnson & Associates