

TOMIS

TRAFFIC OPERATIONS MANAGEMENT INFORMATION SYSTEM

**WORK ACTIVITIES
CHARGING INSTRUCTIONS**

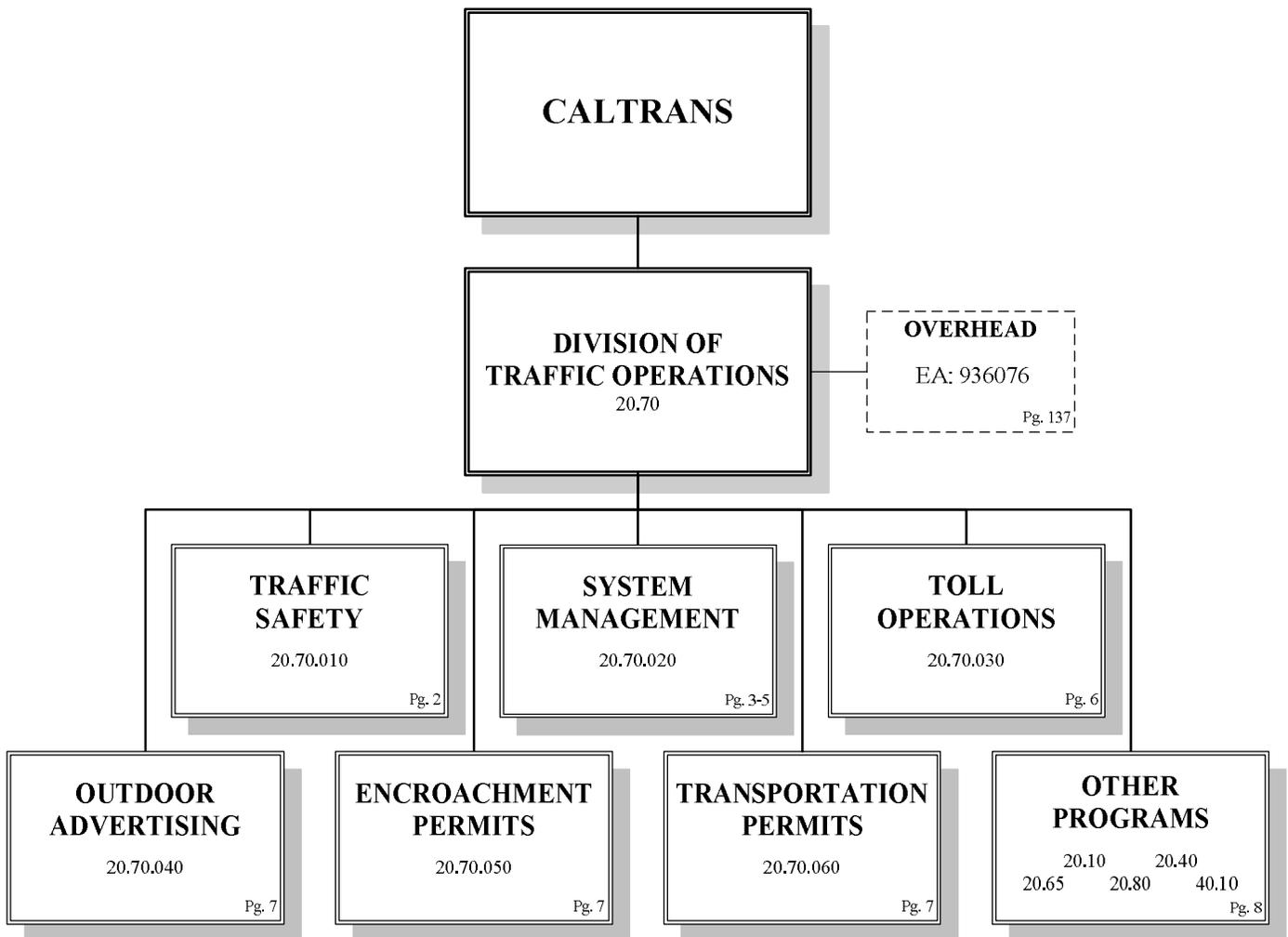
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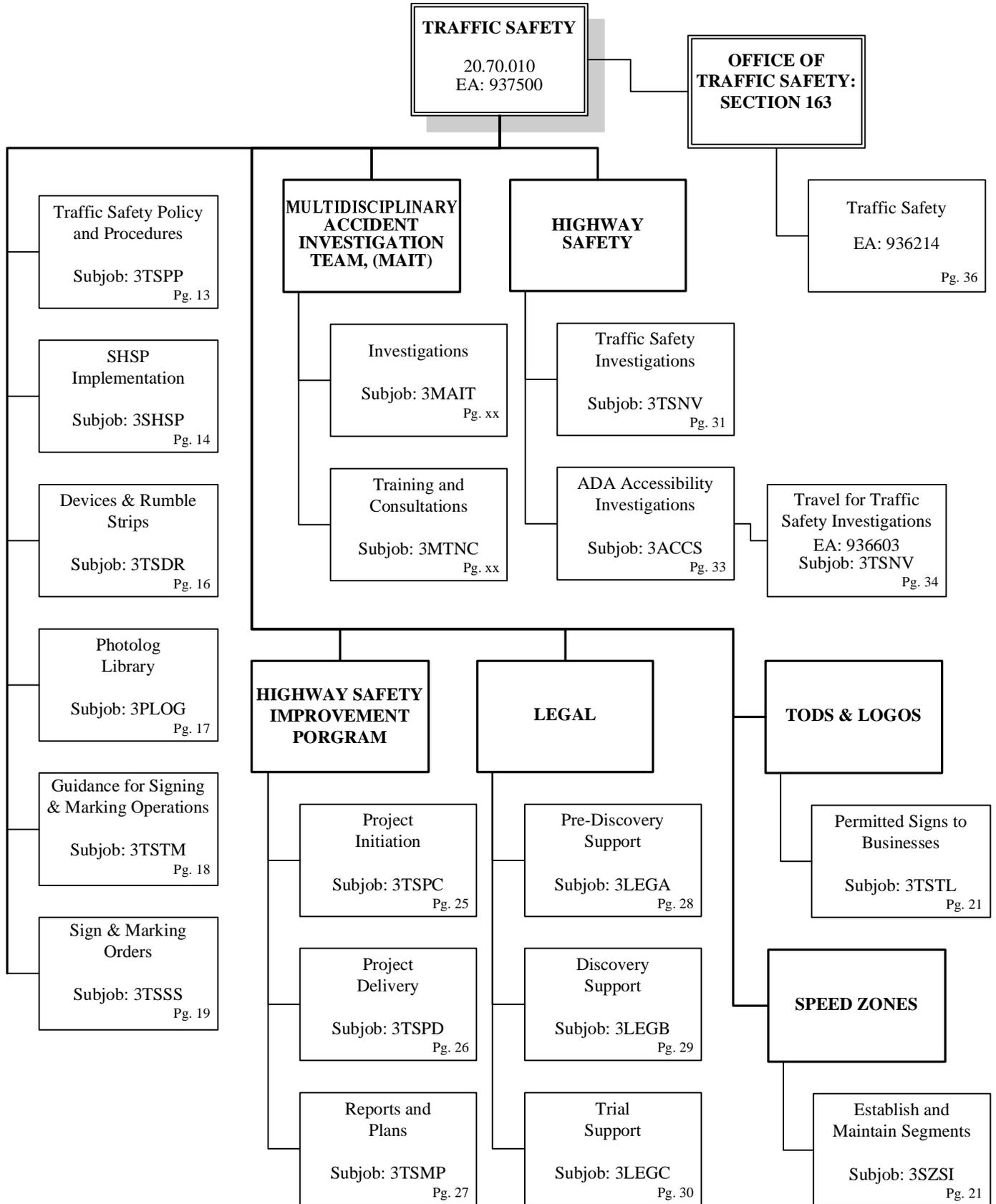
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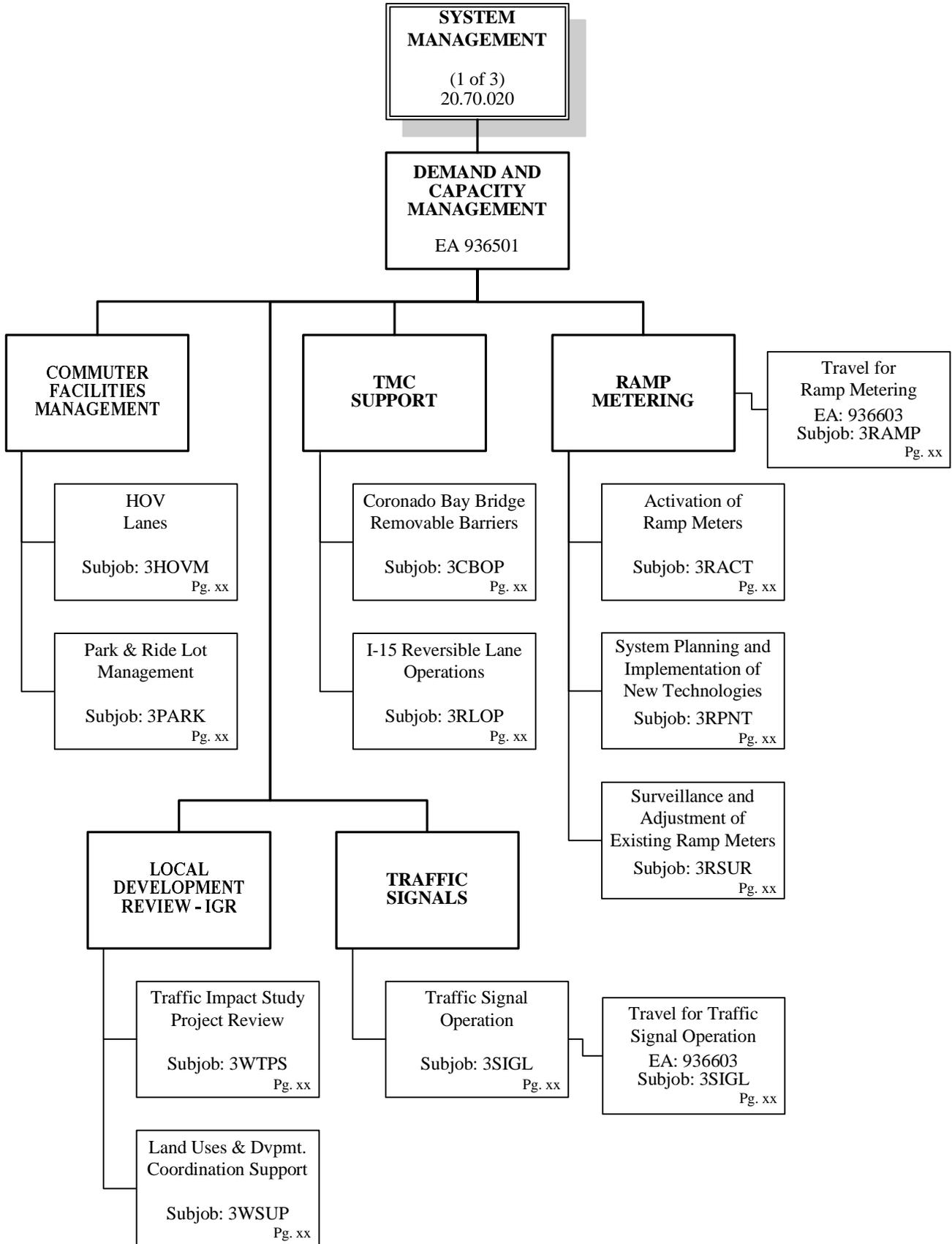
**STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS**

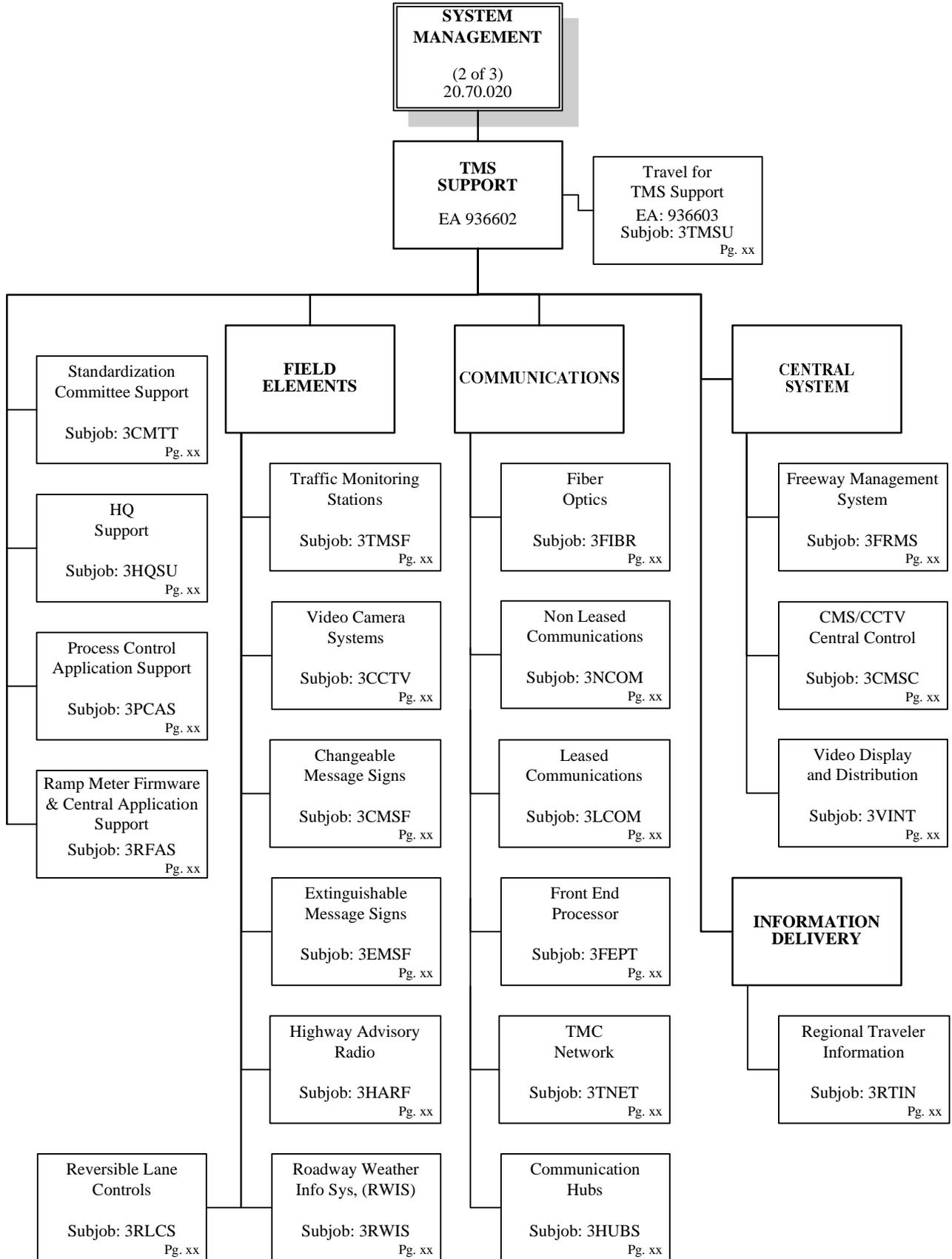


STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATION PROGRAMS





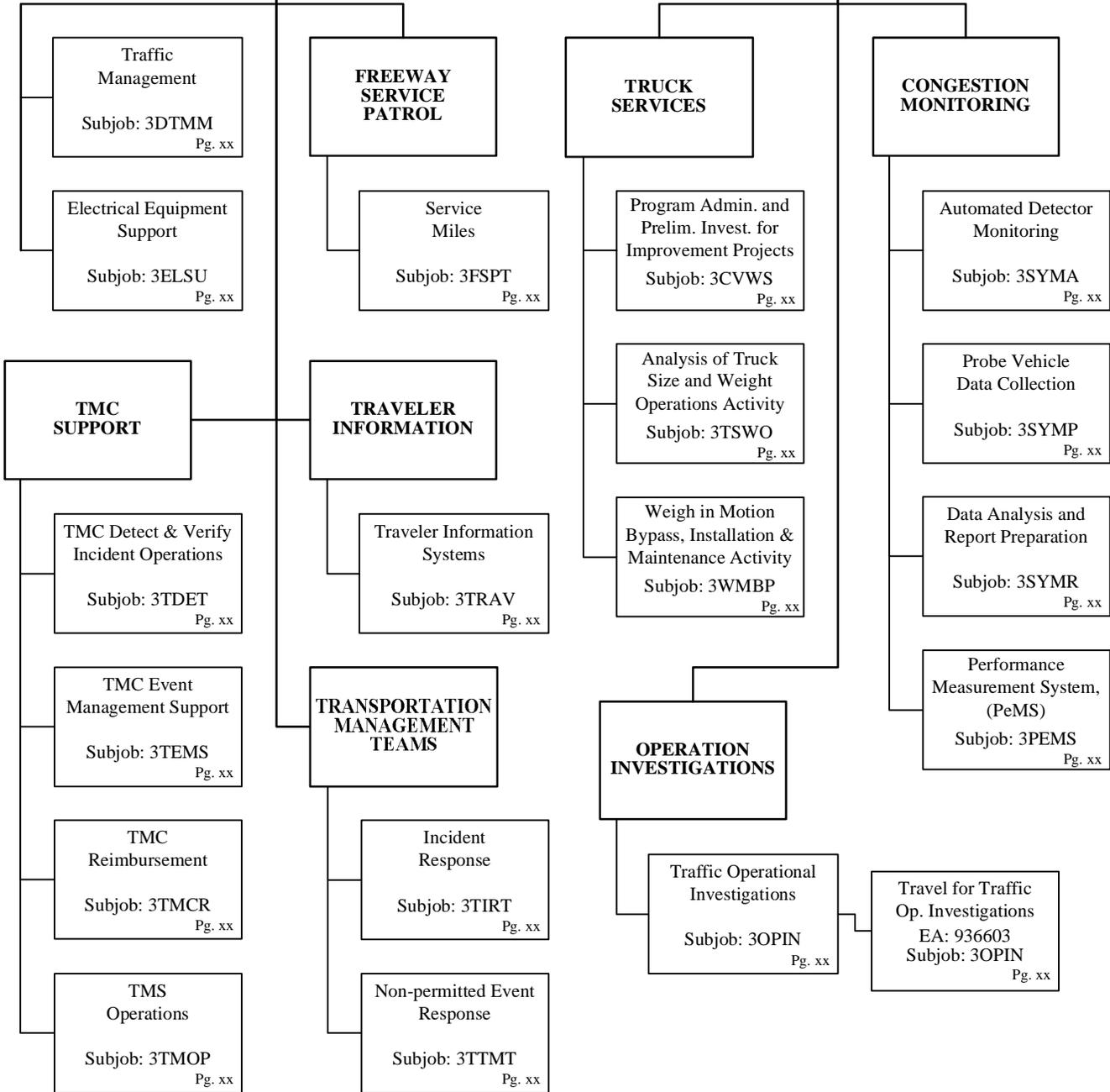


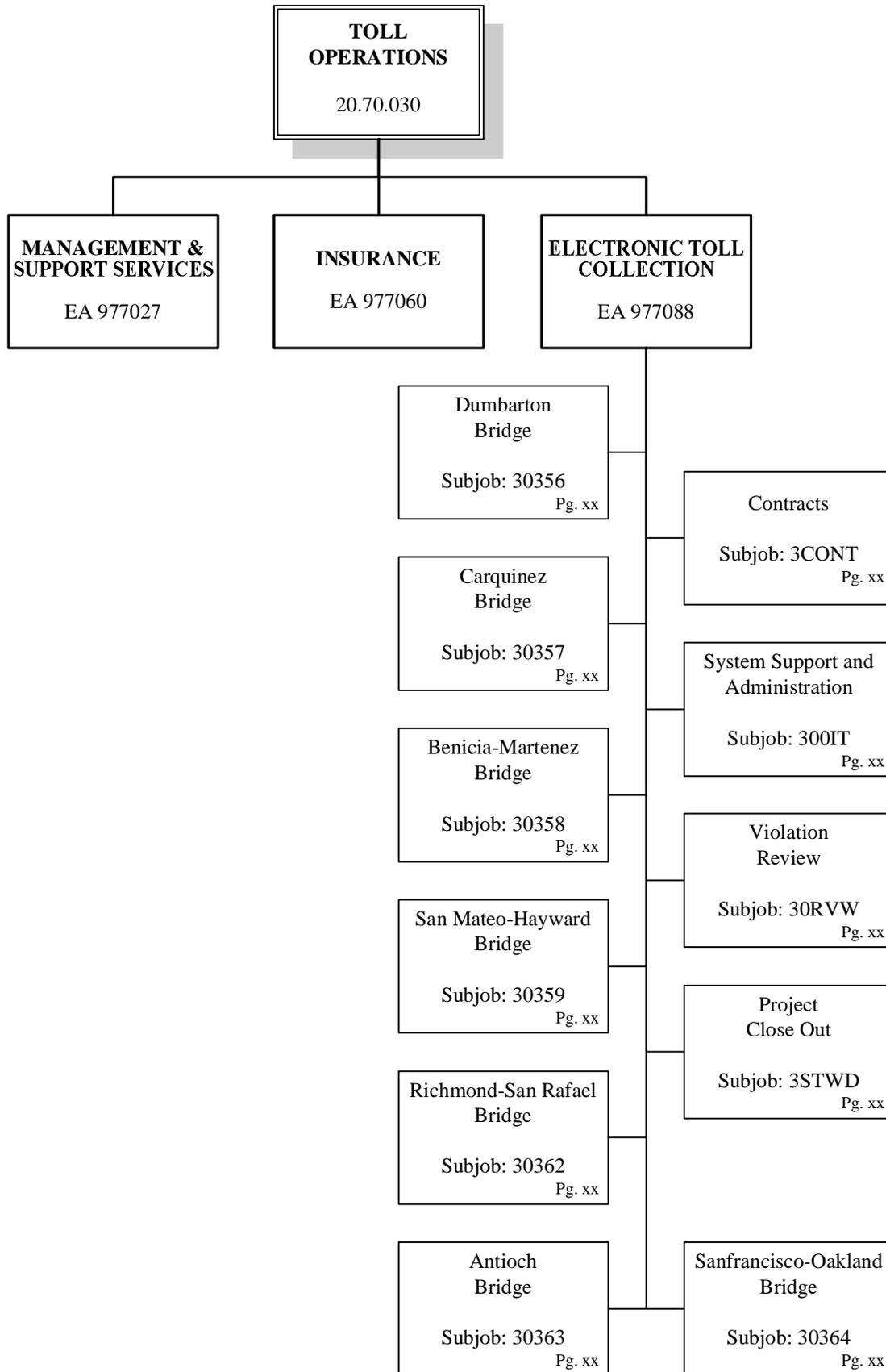


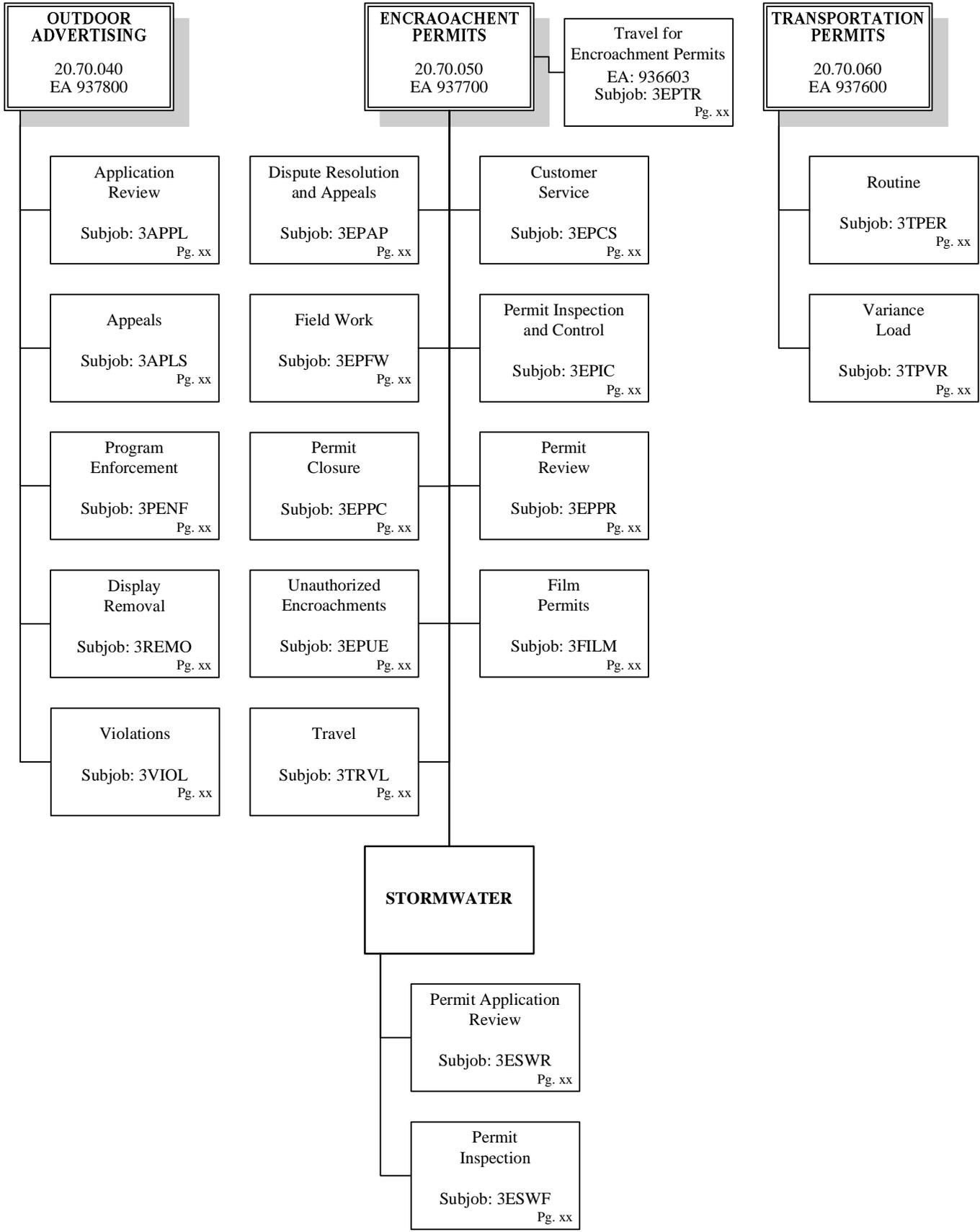
**SYSTEM
MANAGEMENT**
(3 of 3)
20.70.020

**INCIDENT
MANAGEMENT**
EA 936601

**OPERATIONAL
INVESTIGATIONS**
EA 936701







ACTIVITIES FUNDED BY OTHERS

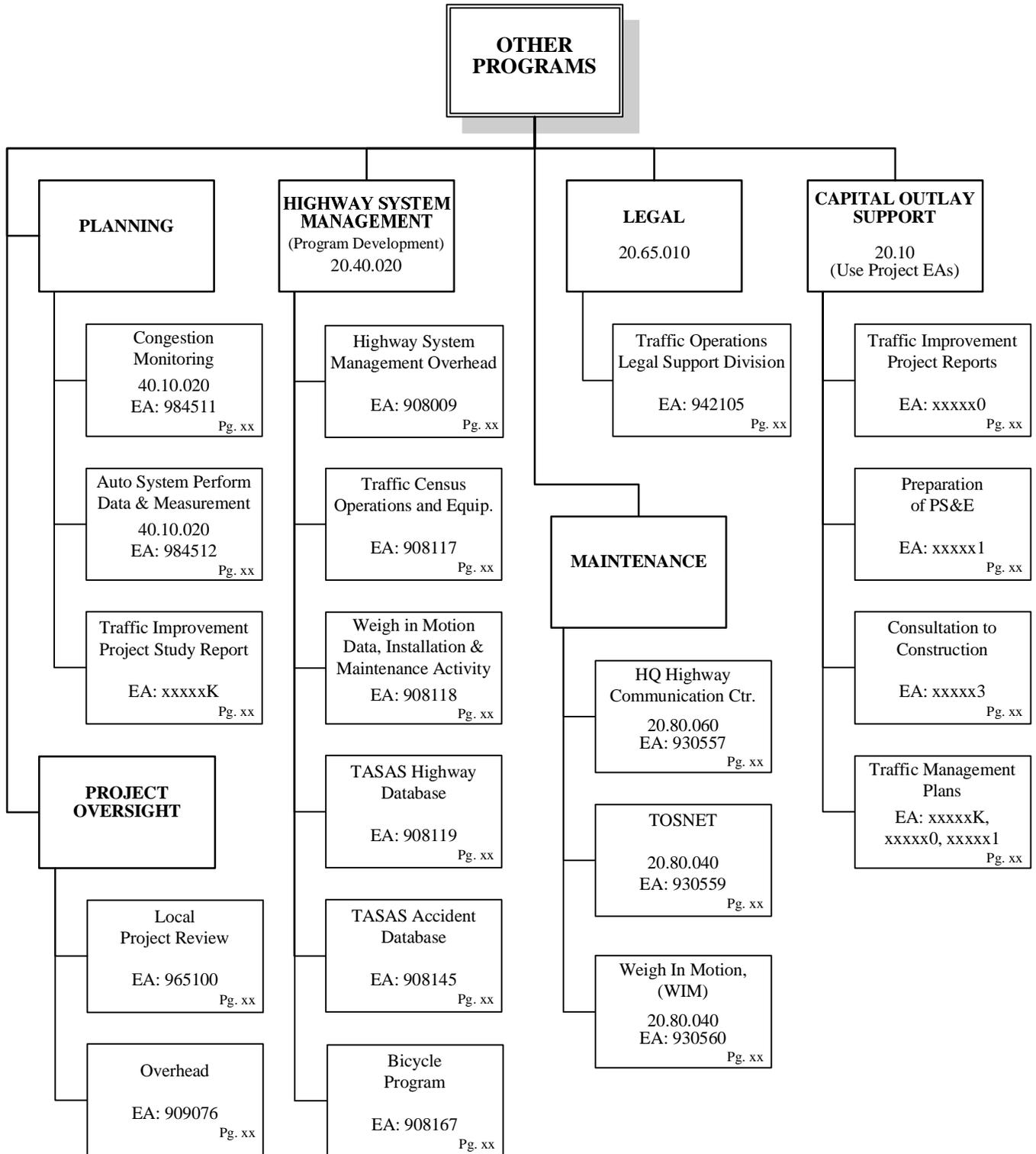


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TRAFFIC SAFETY

EA 937500

SUB JOB: 3TSPP

Traffic Safety Policy and Procedures

DESCRIPTION:

Provide expert support, analysis, and consultation in areas of traffic safety policy and procedures. Provide analysis and response to internal and external inquiries related to traffic safety. Provide information and recommendations in the area of traffic safety research and innovation.

TYPICAL TASKS, (District): Not Applicable

TYPICAL TASKS, (Headquarters):

- Public inquiries related to Traffic Engineering/Safety from other departments, agencies, legislature, FHWA, other states, etc..
- Bill analysis and legislative proposals
- Committee work associated with process improvements and/or implementation of improved traffic safety policies and procedures.
- Facilitation and leadership of meetings for various committees related to traffic safety.
- Coordinate research efforts in the area of traffic safety, including NCHRP, TRB and other nationwide research efforts; Chair and lead the efforts of the Safety TAP for the Department's research program.

TASKS NOT INCLUDED:

PRODUCTION STANDARDS:

OUTPUT:

- Completed bill analysis, legislative proposals
- Response to inquiries, completed committee work

Production Unit: Meetings attended, policies analyzed.

Workload Standard: 1.0PY Headquarters Allocation

Performance Measure: TBD

PREVIOUS EA#: 937500, SUB JOB 3TSST

NOTES:

DATE MODIFIED: July 2, 2008

TRAFFIC SAFETY

EA 937500

SUB JOB: 3SHSP

SHSP Implementation

DESCRIPTION:

This work segment captures Traffic Operations Headquarters and District staff time, production and operating expenses incurred while performing duties related to the coordination, preparation, review and approval of reports and publications to implement California's Strategic Highway Safety Plan (SHSP) and other provisions of SAFETEA-LU.

This work segment also captures Traffic Operations Headquarters and District staff time, production and operating expenses incurred while performing duties related to the coordination, implementation, monitoring and evaluation efforts for all of California's SHSP teams and committees.

TYPICAL TASKS: (District & Headquarters)

- Coordinate and support the development, review and approval of strategic plans, reports, publications and other documents related to the implementation of California's Strategic Highway Safety Plan (SHSP).

Includes:

Implementation of the SHSP

Annual monitoring and evaluation report for the SHSP

California's Annual 5% Report of the State's most severe safety needs

SHSP revisions

Challenge Area Safety Needs Action Plans (SNAPs)

Performance measurement reports

Other reports, publications and documents

- Coordinate the implementation of the 152 SHSP actions with Caltrans Headquarters Divisions, Caltrans Districts, and with other State and Local agencies.
- Coordinate and support the implementation efforts and build partnerships for the 16 SHSP Challenge Area Teams, which meet one to two times per month. The membership includes representatives from federal, State and local agencies and private organizations that work together in a collaborative effort to implement engineering, enforcement, education and emergency medical services countermeasures to reduce fatalities and serious injuries on all public roadways in California. Support for the Challenge Area Teams includes: analyzing collision data to identify safety needs; reviewing and analyzing strategies, action items and projects; and developing criteria to evaluate and prioritize safety needs.

The 16 SHSP Challenge area teams include:

Challenge 1: Reduce Alcohol and/or Drug-Impaired Roadway Users

Challenge 2: Reduce the Occurrence and Consequence of Leaving the Roadway and Head-on Collisions

Challenge 3: Ensure Drivers are Licensed and Competent

Challenge 4: Increase Proper Use of Safety Belts and Occupant Protection

Challenge 5: Improve Driver Decisions about Rights of Way and Turning

Challenge 6: Reduce Young Driver Crashes

Challenge 7: Improve Intersection and Interchange Safety for Roadway Users

Challenge 8: Make Walking and Street Crossing Safer

Challenge 9: Improve Safety for Older Roadway Users

Challenge 10: Reduce Speeding and Aggressive Driving

Challenge 11: Improve Commercial Vehicle Safety

Challenge 12: Improve Motorcycle Safety
Challenge 13: Improve Bicycling Safety
Challenge 14: Enhance Work Zone Safety
Challenge 15: Improve Post Crash Survivability
Challenge 16: Improve Safety Data Collection, Access, and Analysis

- Coordinate and support the implementation efforts and build partnerships for the SHSP Steering Committee, which meets regularly on a monthly basis. The Steering Committee includes State and local agency representation from the four E's (engineering, enforcement, education and emergency medical services). Support for the SHSP Steering Committee includes: providing guidance for developing Challenge Area Safety Needs Plans; monitoring SHSP implementation and resolve issues; providing general guidance for developing SHSP priorities and recommendations; and making decisions regarding the Annual 5% Report.
- Coordinate and support the implementation efforts for the SHSP Data Committee. The Data Committee meets one to two times per month to provide data support, analysis and guidance for all SHSP teams and committees.
- Coordinate and support the implementation efforts for the SHSP Larger Stakeholder Group, which meets two times a year. The purpose of the Larger Stakeholder Group is to develop a strategic marketing program and disseminate the SHSP to all transportation safety stakeholders in California including federal, state and local agencies and private organizations.
- Manage consultant services to coordinate the statewide efforts to implement, monitor and evaluate California's Strategic Highway Safety Plan (SHSP).
- Coordinate annual SHSP Summits (one in northern California and one in southern California)

TASKS NOT INCLUDED:

- Traffic Safety Studies activities (use EA 937500, Sub Job 3TSPP)
- HSIP Safety Improvement Program Management activities (use EA 937500, Sub Jobs 3TSPC and 3TSPD)
- Traffic Safety Investigation activities (use EA 937500, Sub Job 3TSNV)

PRODUCTION STANDARDS:

Output:

- Plans, reports, publications and other documents
- SHSP Team and Committee meetings

Production Unit: Strategies and actions coordinated, reviewed, evaluated, prioritized, etc.

Workload Standard: 4.0 PYs

Performance Measure: TBD

PREVIOUS EA: 937500 3SHSP

NOTES:

DATE MODIFIED: 7-16-08

TRAFFIC SAFETY

EA: 937500

SUB JOB: 3TSDR

Devices and Rumble Strips

DESCRIPTION:

Recommend approval of new traffic safety devices and assures that safety devices proposed for use on the state highway system meet the crash test criteria adopted by the Federal Highway Administration. Provides oversight on rumble strips use.

TYPICAL TASKS, (District):

Not Applicable

TYPICAL TASKS, (Headquarters):

- Chair the Highway Safety Features New Products Committee (HSFNPC) and follow the approval process for traffic safety devices.
- Approve non-standard special provisions and construction details for traffic safety devices and rumble strips.
- Develop standard plans and standard special provisions for new or modified products.
- Develop policies for use of traffic safety devices and rumble strips.
- Maintain Chapter 7 of the Traffic Manual and Section 83 of the Standard Specifications.
- Respond to inquiries on the use of safety devices and rumble strips, and the associated standard plans, standard special provisions, etc.
- Coordinate, facilitate and prepare course materials for the Traffic Safety Device Coordinators training
- Committee work associated with process improvements and/or implementation of improved traffic safety policies and procedures in the area of traffic safety devices

TASKS NOT INCLUDED:

- Project specific activities conducted in the districts should be charged to the appropriate Project EA.

PRODUCTION STANDARDS:

Output:

- Approval letters and memos for traffic safety devices.
- Modification of standard plans and new standard plans
- Specifications for traffic safety devices and rumble strips
- Monitoring and oversight of others regarding use and installation of traffic safety devices and rumble strips

Production Unit: Meetings attended, Specifications revised for Office Engineer, Approval letters completed

Workload Standard: 1.0 PY Headquarters Allocation

Performance Measure: TBD

PREVIOUS EA#: 937500, SUB JOB 3TSST

NOTES:

DATE MODIFIED: July 3, 2008

TRAFFIC SAFETY

EA: 937500 Sub Job: 3PLOG Photolog Library

DESCRIPTION:

This work segment captures Traffic Operations Division staff time, training, travel and operating expenses incurred while performing duties related to the filming of the State Highway System

TYPICAL TASKS: (District)

- None

TYPICAL TASKS: (Headquarters)

- Drive and film State highways. (Four districts per year).
- Edit film for posting on Caltrans Intranet.
- Manage camera maintenance contract.
- Transfer images to various types of media for special needs.
- Create index of negatives for archives.

TASKS NOT INCLUDED:

- N/A

PRODUCTION STANDARDS:

Output: Photos available on the intranet

Production Unit: Number of Districts filmed.

Workload Standard: 4 Districts per year (10,000 miles)

Performance Measure: Miles driven

PREVIOUS EXPENDITURE AUTHORIZATIONS:**NOTES:**

(1) EA/Sub Job added during Fiscal Year 02/03.

DATE MODIFIED: 7/23/08

TRAFFIC SAFETY

EA 937500

SUB JOB: 3TSTM

Guidance for Signing and Marking Operations

DESCRIPTION:

This function sets the standards for signs and pavement markings on highways, streets and roads in California. In involves the maintenance of the California Manual on Uniform Traffic Control Devices (CAMUTCD), maintenance of 52 SSPs and 41 SPs, the support of the California Traffic Control Devices Committee, review and evaluation of new products and traffic control devices. This function also provides authoritative consultation on most parts of the CAMUTCD to project engineers and planners at both the state and local levels. This function also provides training to state and local planners and engineers on the theory and application of the CAMUTCD.

TYPICAL TASKS: (District)

- Develop and Maintain the California Manual on Uniform Traffic Control Devices.
- Develop and Maintain Signing and Marking Standard Plans.
- Develop and Maintain Signing and Marking Standard Special Provisions.
- Design special signs.
- Support the California Traffic Control Devices Committee
- Develop interim Traffic Operations Policy Directives.
- Evaluate new products.
- Support the qualified products list.
- Develop and manage the statewide sign procurement contract.
- Develop and execute special projects e.g. (Report Drunk Drivers Call 911)
- Provide Training
- Review and develop legislation.
- Provide expert consultation to districts, cities, counties and the public.
- Maintain Signs and Markings web page.
- Consult with ticketed drivers.
- Review suggestions for improved signing and marking.

TYPICAL TASKS: (Headquarters)

TASKS NOT INCLUDED:

- Signing and marking investigations charge to 3OPIN or 3HT65.
- Signs and markings for capital projects charge to the COS Project EA.
- Signing and marking investigations charge to 3OPIN or 3HT65.
- Signs and markings for capital projects charge to the COS Project EA.
- Special projects, memorial and college signs charge to the special EA established for the project.

PRODUCTION STANDARDS:

Output:

This function is an overhead, necessary for the orderly & responsive functioning of a signing & marking program.

Production Unit:

Workload Standard:

Performance Measure:

- CTCDC Meetings supported
- Special Projects.
- Number of SPs and SSPs supported.

PREVIOUS EA: (NO CHANGE)

NOTES:

DATE MODIFIED:

TRAFFIC SAFETY

EA 937500

SUB JOB: 3TSSS

Sign & Marking Orders

DESCRIPTION:

Subjob 3TSSS covers all tasks necessary to complete an order for a new or replacement sign, striping, marking, marker, delineator, channelizer, etc. It begins on initial request for an order and ends when a sign invoice is paid and work is inspected. It includes administrative work; design and field work necessary to complete an order, but does not include up-front investigative work or installation. Up-front investigative work is captured under operational investigations, and installation labor and materials are captured under a capital and a maintenance expenditure authorization, whichever is appropriate. Additionally, Subjob 3TSSS includes headquarters tasks necessary to develop and administer statewide sign procurement contract and standards for contractor furnished signs.

TYPICAL TASKS: (DISTRICT)

- Prepare a marking order to add, remove, replace and enhance a stripe, a marking, a marker, an object marker, a delineator, a channelizer, etc.
- Prepare a sign order to install a new or replacement sign.
- Prepare a day labor work request memo for a marking installation.
- Ensure a sign order and a marking order comply with uniform standards under the California Manual On Traffic Control Devices (CA MUTCD).
- Consult with Division of Traffic Operations regarding CA MUTCD standards and policies.
- Prepare a plan for a marking installation and a sign installation.
- Prepare a sign specification for a special sign.
- Perform fieldwork, including marking a sign location and a marking location. Work may involve taking field measurements, and laying out a cat-track.
- Send a sign order to a contracted sign manufacturer for pricing and to the Division of Procurement and Contracts (DPAC) for an off-contract order.
- Resolve a contractual, a technical and a payment issue regarding a sign order.
- Confirm that DPAC received a sign order and sent a purchase order to a sign manufacturer.
- Monitor a sign order to ensure a sign manufacturer completes and ships a sign on schedule.
- Confirm that a Caltrans person received a sign at the delivery location, signed the "received" line on the purchase order, and sent it to the Accounting Service Center Payables (ASC Payables).
- Notify DPAC and ASC Payables to dispute a damaged sign or an incomplete delivery.
- Resolve a disputed order with a sign manufacturer.
- Arrange to have a damaged sign returned to a sign manufacturer.
- Prepare and submit a claim to a trucking company.
- Ensure a sign manufacturer replaces a damaged sign under contract terms.
- Coordinate a delivery schedule with a sign manufacturer on a large order of seven or more special signs.
- Prepare a justification for a 5-day emergency order.
- Keep a record that includes a copy of a "priced" sign order, a "received" sign purchase order signed and dated by a receiver, and a marking order.
- Maintain a sign log.
- Provide a copy of a record when requested.
- Work with ASC Payables to resolve an aged receivable and a late payment.
- Inspect a completed job in the field.

TYPICAL TASKS: (Headquarters)

- Functional Manager of Sign and Marking Orders for business process under Subjob 3TSSS [new as of 10/23/07].
- Liaison to district Sign Coordinators on sign procurement process.
- Day-to-day administration of sign procurement contracts.
- Resolve contract issues and disputes with sign manufacturers.

- Update and revise sign procurement contracts in two-year bid cycles.
- Ensure sign procurement contracts comply with uniform standards in CA MUTCD.
- Provide consultation to districts on sign procurement process.
- Liaison with Sacramento Warehouse, Procurement and Accounting.
- Quality assurance and training.
- Develop new and revised plans, standard specifications and special provisions.
- Ensure standard plans, standard specifications and special provisions comply with the CA MUTCD.
- Provide consultation to districts on engineering and technical issues.
- Develop and approve non-standard special provisions.
- Quality assurance and training.

TASKS NOT INCLUDED:

- Signing and marking investigations charge to 36701 / 3OPIN.
- TODS and LOGO signs charge to 937500 / 3TSTL.
- California Manual On Uniform Traffic Control Devices charge to 937500 / 3TSTM .
- Signs and markings for capital projects charge to the COS Project EA.
- New Product evaluations charge to 937500 / 3TSTM.
- Special projects, memorial and college signs charge to the special EA established for the project.
- Signs installed under encroachment permit by others.

PRODUCTION STANDARDS:

Meets requirements of California Vehicle Code Sections 21400, 21401, and 21350.

Output:

Number of units. A single production unit consists of an order for one particular sign regardless of quantity. See Exhibit #1 (attached). This includes production work on other type orders. See Exhibit #2 (attached).

Production Unit:

Workload Standard:

- Sign and Marking Orders – Allocation on basis of 10.0 hours per production unit.
- Sign Procurement Contracts – Lump Sum District 51 Allocation of 1 PY
- Contractor Furnished Signs -- Lump Sum District 51 Allocation of 0.75 PY

Performance Measure:

- Meet or reduce 10.0 hours per production unit.
- Reduce the number of disputed signs.
- Reduce the number of aged receivables and late payments.

PREVIOUS EA: (NO CHANGE)

NOTES:

DATE MODIFIED:

**TRAFFIC SAFETY
TODS & LOGOS
EA 937500
SUB JOB: 3TSTL
Permitted Signs to Businesses**

DESCRIPTION:

Logo: This program was enabled by the passage of Assembly Bill 1257 in 1992. The program commonly referred to as "Business Logo Signing Program", is designed to direct motorist not familiar with the area to "FUEL", "FOOD", "LODGING", and "CAMPING" services at or near rural freeway interchanges.

TODS: The purpose of the Tourist Oriented Directional Signs (TODS) program is to guide "out-of-town" travelers to California's tourist-oriented businesses at or near rural conventional highway intersections.

TYPICAL TASKS: (District)

- Provide point of contact for TODS and Logo business sign applicants
- Processes TODS and Logo business sign applications
- Travel to inspect businesses on-site to assess compliance per California Code of Regulations and California MUTCD, Chapters 2F, or 2G requirements
- Maintain sign permits with sign owners

TYPICAL TASKS: (Headquarters)

- Coordinate statewide program operations
- Update Logo and TODS website content
- Coordinate regulatory law and policy changes and implementation
- Conduct billing and receipt of invoice through Division of Accounting

TASKS NOT INCLUDED:

None Identified

PRODUCTION STANDARDS:

Output: Permitted signs to businesses

Production Unit:

Workload Standard:

- HQ Allocation = 0.3 PYs
- District Allocation = 1.2 PYs

Performance Measure:

- TBD

PREVIOUS EA:

NOTES:

DATE MODIFIED:

TRAFFIC SAFETY

SPEED ZONES

EA 937500

SUB JOB: 3SZSI

Establish & Maintain Segments of Reduced Speed Zones

DESCRIPTION:

This work segment captures production and time sheet charges to initiate new segments of roadway analysis (State highway, county and city) to set up an Engineering & Traffic Survey (E&TS) and provide a certified law enforcement record. This law enforcement record establishes the legal, posted speed limit in a reduced speed zone (less than 55 or 65 mph maximum speed limits on conventional highways, or, to justify raising rural freeway speeds from 65 to 70 mph). Also, to collect speed zone survey data and notes reduction to initiate a new, or, update an E&TS. If working with prior survey results, revisit the 85th percentile speed and validate or update the E&TS and law enforcement record that establishes the legal posted speed limit, based on the 85th percentile speed. Other duties include providing responses for public inquiries regarding established law enforcement records maintained within a Caltrans district office.

TYPICAL TASKS: (District)

- Meet with law enforcement to identify jurisdiction for speed enforcement
- Review aerial photographs and maps
- Identify data collection points (DCP) for entire new segment, in both directions
- Conduct site visit(s) to assess DCP locations
- Coordinate with city or county traffic engineers if performing this work for local agencies
- Familiarize with previously existing E&TS information
- Look at old and new aerial photographs to assess new development
- Perform site visit
- Revisit data collection points (DCPs) from established engineering and traffic survey
- Collect data to document prevailing speeds at specific locations
- Perform operational analysis by reducing notes and establishing 85th percentile speed
- Identify representative free-flowing vehicles for speed dataset
- Document, update and finalize E&TS and law enforcement record document(s)
- Respond to public requests for E&TS information and clarification
- Provide technical expertise and response to public officials, law enforcement and the public by telephone, electronic mail and correspondence
- Provide internal technical support regarding prevailing speed determination not necessarily related to established E&TS's, such as determining the prevailing approach speeds to signalized intersections

TYPICAL TASKS: (Headquarters)

TASKS NOT INCLUDED:

PRODUCTION STANDARDS:

Output: Engineering & Traffic Survey and law enforcement record for new and existing segments of roadway, expressed in incremental miles of speed zone maintained.

Production Unit: Quantify work effort required (in hours) per new or existing E&TS law enforcement record that establishes a legal, posted speed limit. Each study is reported with its centerline mileage of speed zone where observations and speed measurements are made.

Workload Standard:

Performance Measure: Cost in personnel hours to create new and maintain data accuracy when updating an E&TS law enforcement record.

PREVIOUS EA:

NOTES:

DATE MODIFIED:

TRAFFIC SAFETY
MULTIDISCIPLINARY ACCIDENT INVESTIGATION TEAMS (MAIT)
EA 937500
SUB JOB: 3MAIT
Investigations

DESCRIPTION:

This work segment captures production and time sheet charges for all activities required to perform investigations of MAIT collisions and supporting the investigation in court (non-Caltrans involved court cases).

TYPICAL TASKS: (District & Headquarters)

- Responding to a collision scene
- Surveying, measuring, and gathering collision/roadway/environment information
- Analysis of collected data in preparation of report
- Developing reports, diagrams, simulations, and/or presentations
- Acting as a liaison between CHP and Caltrans regarding specific incidents
- Reviewing and editing reports
- Providing case-specific briefings and presentations
- Assisting DAs with criminal court cases
- Preparing and/or testifying in court and at depositions
- Modeling and simulation for the above described cases

TASKS NOT INCLUDED:

- Non-MAIT Caltrans employees involved with a MAIT incident such as Maintenance cleaning up a collision site or Traffic Operations mitigating traffic congestion surrounding an incident site
- Activities required for Caltrans-involved lawsuits (Charge to 3LEGL)

PRODUCTION STANDARDS:

Output: MAIT collision investigations

Production Unit: Completed investigation collision report

Workload Standard: 40 hrs per investigation report.

Performance Measures: TBD

PREVIOUS EA#:

NOTES:

DATE MODIFIED: 07/09/08

TRAFFIC SAFETY
MULTIDISCIPLINARY ACCIDENT INVESTIGATION TEAMS (MAIT)
EA 937500
SUB JOB: 3MTNC
Training and Consultations

DESCRIPTION:

This work segment captures production and time sheet charges for all activities involving non-case-specific training, presentations, and consultations to Caltrans staff, the CHP, or other agencies. This includes training both received and provided by MAIT.

TYPICAL TASKS: (District & Headquarters)

- Survey training and oversight
- Developing training and presentation
- Giving MAIT presentations to Caltrans, CHP, and others
- Training CHP and Caltrans staff on Accident Reconstruction/MAIT issues
- Attending training, seminars, and presentations
- Conducting and participating in controlled testing
- TARSC mentoring, training, and evaluations
- Providing Caltrans management with briefings on “high profile” collisions and incidents
- Providing consultations for CHP and other agencies/organizations
- Consulting with Caltrans personnel regarding non-case specific safety issues
- Consulting with other MAIT units
- Caltrans committees and meeting in which expert assistance is provided

TASKS NOT INCLUDED:

- Case-specific testing (Charged to MAIT Investigations – 3MAIT)

PRODUCTION STANDARDS:

Output: Test reports, presentations, consultations, training received and provided.

Production Unit: Hours necessary to prepare and complete output items.

Workload Standard:

- 4 hours per month on developing and giving presentations
- 8 hours per month receiving training
- 4 hours per month developing and performing testing/training
- 2 hrs per consultation (on average 8 consultations per month)

Performance Measures: TBD

PREVIOUS EA#: 937500 3MAIT

NOTES:

DATE MODIFIED: 07/09/08

**TRAFFIC SAFETY
HIGHWAY SAFETY IMPROVEMENT PROGRAM
EA 937500
SUB JOB: 3TSPC
Project Initiation**

DESCRIPTION:

This work captures Traffic Operations Division staff time, training, travel and operating expenses incurred while performing duties related to the preparation and review of Conceptual Requests for safety project initiation. Duties are as required to address highway safety concerns, and as outlined in the Highway Safety Program Guidelines.

TYPICAL TASKS: (District)

- Review monitoring reports and collision investigations
- Prepare responses required for the Median Barrier Monitoring Report, Two and Three Lane Monitoring Report, Wrong Way Monitoring Report and Run off Road Report
- Review collision history/Table B/Collision diagrams
- Calculation of Traffic Safety Index (TSI)
- Preparation of project proposals and scopes
- Manage the initiation of safety projects
- Track production units for this work segment

TYPICAL TASKS: (Headquarters)

- Preparation of HQ responses to district proposals for the Median Barrier Monitoring Report, Two and Three Lane Monitoring Report, Wrong Way Monitoring Report and Run off the Road Report.
- Review project proposals, TSI calculations, scopes and cost estimates
- Screen for compliance and approval of proposed HSIP projects
- Preparation of HQ responses on proposed safety projects
- Create project files and maintain project information in HSIP project database
- Provide consultation concerning the Highway Safety Improvement Program
- Manage the approval of safety projects
- Track production units for this work segment

TASKS NOT INCLUDED:

- Activities related to managing the delivery of safety projects (Use EA 937500 sub job 3TSPD)
- Activities related to traffic safety investigation (Use EA 937500 sub job 3TSNV)
- Activities related to 10 year SHOPP development (use EA provided by DOTP)
- Project Initiation Document development (use Planning /K phase Project EA)
- Any Capital Outlay related safety work (use COS Project EA, with appropriate WBS activity code)

PRODUCTION STANDARDS:

Output: Safety Project

Production Unit: Number of Safety Projects initiated

Workload Standard: 40 hrs/project (district effort) + 30 hrs/project (HQ effort) = 70 hrs/project

Performance Measure: To be determined

PREVIOUS EA#: EA 937500, Sub job 3HSIP, Manage Traffic Safety Improvement Program

NOTES: None

DATE MODIFIED: July 3, 2008

**TRAFFIC SAFETY
HIGHWAY SAFETY IMPROVEMENT PROGRAM
EA 937500
SUB JOB: 3TSPD
Project Delivery**

DESCRIPTION:

This work captures Traffic Operations Division staff time, training, travel and operating expenses incurred while performing duties related to the delivery of safety projects. Duties are as required to address highway safety concerns, and as outlined in the Highway Safety Improvement Program Guidelines.

TYPICAL TASKS: (District)

- Manage the delivery of safety projects
- Track production units for this work segment

TYPICAL TASKS: (Headquarters)

- Review scopes and cost estimates and provide comments on draft Project Initiation documents (Project Study Report/Project Report)
- Review and approve final Project Initiation Documents (PID)
- Review and approve changes in project cost estimates or scopes
- Review and approve revised Traffic Safety Index (TSI) calculation
- Review and approve project amendment requests
- Review and approve Project Change Requests
- Review and approve Funds Requests
- Update project information in the database and maintain updated information and list of approved projects based on information received from Programming Division and Districts.
- Manage the delivery of safety projects
- Manage the allocation of Office of Traffic Safety (OTS) grants for safety projects
- Track production units for this work segment

TASKS NOT INCLUDED:

- Activities related to safety project initiation (Use EA 937500 sub job 3TSPI)
- Activities related to traffic safety investigation (Use EA 937500 sub job 3TSIR)
- Activities related to 10-year SHOPP development (Use EA provided by DOTP)
- Project initiation document development (Use planning/K Phase Project EA)
- Any Capital Outlay related safety work, Revised TSI calculation (Use COS Project EA, with appropriate WBS activity code)

PRODUCTION STANDARDS:

Output: On-going Safety Project

Production Unit: Number of on-going Safety Projects

Workload Standard: 4 hrs/project/year (district effort) + 14 hrs/project/year (HQ effort) = 18 hrs/project/year

Performance Measure: To be determined

PREVIOUS EA#: EA 937500, Sub job 3HSIP, Manage Traffic Safety Improvement Program

NOTES: None

DATE MODIFIED: July 3, 2008

**TRAFFIC SAFETY
HIGHWAY SAFETY IMPROVEMENT PROGRAM
EA 937500
SUB JOB: 3TSMP
Monitoring Reports and Plan Development**

DESCRIPTION:

This work captures Traffic Operations Division staff time, training, travel and operating expenses incurred while performing duties related to preparing the Monitoring Reports, the Run off Road Report and the Highway Safety Improvement Program (HSIP) Report. It also includes activities related to developing the 10 year SHOPP and 4 year programming document, coordinating training at various academies, and updating and maintaining the HSIP Guidelines.

TYPICAL TASKS: (District)

- N/A

TYPICAL TASKS: (Headquarters)

- Conduct data analysis and other associated activities to prepare the monitoring reports (Median Barrier, Wrong Way, Two and Three Lane Monitoring Reports) and Run Off Road Report.
- Prepare lists of required investigation for the Median Barrier Monitoring Report, Two and Three Lane Monitoring Report, Wrong Way Monitoring Report and the Run Off Road Report
- Conduct data analysis and other associated activities to prepare and distribute the HSIP report
- Perform activities related to developing the 10 year SHOPP plan
- Perform activities related to developing the 4 year SHOPP programming document
- Coordinate, facilitate and prepare course materials for the Traffic Safety Academy. Conduct training at various academies such as Traffic Safety Academy, Project Engineer Academy and Planning Academy
- Develop policies, guidelines and tools that support the HSIP
- Update and maintain the HSIP Guidelines

TASKS NOT INCLUDED:

- Activities related to safety project initiation (Use EA 937500 subjob 3TSPC)
- Activities related to safety project delivery (Use EA 937500 subjob 3TSPD)

PRODUCTION STANDARDS:

Output:

- HSIP Report, Monitoring Reports and Run off Road Report
- Modification and maintenance of HSIP Guidelines
- Development of 10 year SHOPP plan and 4 year programming document
- Completed training modules/courses

Production Unit: To be determined

Workload Standard:

- 2.5 PY Headquarters allocation

Performance Measure: To be determined

PREVIOUS EA: EA 937500 Subjob 3TSST, 3HSIP

NOTES: This Subjob is applicable for Headquarters staff only

DATE MODIFIED: July 3, 2008

**TRAFFIC SAFETY
LEGAL
EA 937500
SUB JOB: 3LEGA
Pre-Discovery Support**

DESCRIPTION:

This work segment captures production and time sheet charges for pre-discovery support of potential tort lawsuits (i.e. prior to Department receiving complaint) with respect to collisions on California State highways. All work performed as directed by State's attorney or agent (i.e. District Claims Officer). This document is prepared at the request and direction of the Legal Division under the attorney work-product and/or attorney-client privileges. (see Note 1, below)

TYPICAL TASKS: (District)

- Provide State's attorney or agent with requested information.
- Document collision scene and preserve highway appurtenances if requested by Department's attorney or agent.
- Coordinate with the district claims office for purposes of preserving the requested information.

TYPICAL TASKS: (Headquarters)

- Provide State's attorney or agent with requested information

TASKS NOT INCLUDED: Activities related to

- California Public Records Act (CPRA) request. Charge to the Division responsible for the records or if unsure contact District CPRA Coordinator.
- Third party lawsuits not involving Department. Charge to EA that covers topic area for your involvement.
- Lawsuit or trial. Charge to sub job 3LEGB or 3LEGC, respectively.
- Normal duties or course of work. Charge to EA designated for this work.
- Development of the Department's projects. Charge to the project EA.
- Non-tort cases, such as contracts, photocopying service, aerial photography and surveying services, equipment, etc. (see note 2 below)

PRODUCTION STANDARDS:

Output: Documents and activities requested by State's attorney or agent.

Production Unit: The potential lawsuit (Case)

Workload Standard: 20 hours per potential lawsuit (Case)

Performance Measure: To be determined

PREVIOUS EA: 936178 Consultations to Legal Division, 937500: 3LEGL

NOTES:

1. A Special Designation (provided by Department's attorney or agent) is required for employee's time sheet charges to be accepted by EA 937500 sub job 3LEGA.
2. Operating Expenses associated with potential lawsuit are to be charged to an EA provided by the State's attorney or agent and approved in advance of work (i.e. EA other than 937500).
3. Acceptable FAE Code = 02 and Object Code = 056

DATE MODIFIED: June 30, 2008

**TRAFFIC SAFETY
LEGAL
EA 937500
SUB JOB: 3LEGB
Discovery Support**

DESCRIPTION:

This work segment captures production and time sheet charges for formal discovery support of a tort lawsuit (i.e. once a complaint is filed with Department). All work performed as directed by State's attorney or agent (i.e. District Claims Officer). This document is prepared at the request and direction of the Legal Division under the attorney work-product and/or attorney-client privileges. (see Note 1 below)

TYPICAL TASKS: (District)

- Provide State's attorney or agent with requested information.
- Provide information in response to Plaintiff's interrogatories, request of documents, admissions, and etc.
- Meet with State's attorney to discuss lawsuit.
- Prepare and testify at deposition.
- Provide specific technical information for affidavits, declarations and exhibits.

TYPICAL TASKS: (Headquarters)

- Provide State's attorney or agent with requested information.
- Provide information in response to Plaintiff's interrogatories, request of documents, admissions, and etc.
- Meet with State's attorney to discuss lawsuit.
- Prepare and testify at deposition.
- Provide specific technical information for affidavits, declarations and exhibits.

TASKS NOT INCLUDED: Activities related to

- California Public Records Act (CPRA) request. Charge to the Division responsible for the records or if unsure contact District CPRA Coordinator.
- Third party lawsuits not involving Department. Charge to EA that covers topic area for your involvement
- Pre-complaint or trial proceedings. Charge to sub job 3LEGA or 3LEGC, respectively.
- Normal duties or course of work. Charge to EA designated for this work.
- Development of the Department's projects. Charge to the project EA.
- Non-tort cases, such as, contract conflicts, eminent domain matters, inverse condemnation; construction actions, etc. Charge to capital outlay support EA.
- Day labor activities. Charge to functional EA other than Maintenance.
- Operating Expense such as travel expenses, photo copying services, aerial photogrammetry and surveying services, equipment, etc. (see note 2 below)

PRODUCTION STANDARDS:

Output: Documents and activities requested by State's attorney or agent.

Production Unit: The lawsuit (Case)

Workload Standard: 60 hours per lawsuit (Case)

Performance Measure: To be determined

PREVIOUS EA: 936178 Consultations to Legal Division, 937500: 3LEGL

NOTES:

1. A Special Designation (provided by Department's attorney or agent) is required for employee's time sheet charges to be accepted by EA 937500 sub job 3LEGB.
2. Operating Expense associated with lawsuit are to be charged to an EA provided by the State's attorney or agent and approved in advance of work (i.e. EA other than 937500).
3. Acceptable FAE Code = 02 and Object Code = 056

DATE MODIFIED: June 30, 2008

**TRAFFIC SAFETY
LEGAL
EA 937500
SUB JOB: 3LEGC
Trial Support**

DESCRIPTION:

This work segment captures production and time sheet charges for trial appearance. All work performed as directed by State's attorney or agent (i.e. District Claims Officer). This document is prepared at the request and direction of the Legal Division under the attorney work-product and/or attorney-client privileges. (see Note 1 below)

TYPICAL TASKS: (District)

- Review facts and technical information related to lawsuit.
- Prepare and testify in small claims court under guidance of Claims Officer (claims under \$7,500.00).
- Meet with State's attorney to discuss lawsuit.
- Prepare and testify in court.
- Provide specific technical information for affidavits, declarations and exhibits.

TYPICAL TASKS: (Headquarters)

- Review facts and technical information related to lawsuit.
- Meet with State's attorney to discuss lawsuit.
- Prepare and testify in court.
- Provide specific technical information for affidavits, declarations and exhibits.

TASKS NOT INCLUDED: Activities related to

- California Public Records Act (CPRA) request. Charge to the Division responsible for the records or if unsure contact District CPRA Coordinator.
- Third party lawsuits not involving Department. Charge to EA that covers topic area of your involvement
- Pre-complaint or formal discovery. Charge to sub job 3LEGA or 3LEGB, respectively.
- Normal duties or course of work. Charge to EA designated for this work.
- Development of the Department's projects. Charge to the project EA.
- Non-tort cases, such as, contract conflicts, eminent domain matters, inverse condemnation; construction actions, etc. Charge to capital outlay support EA.
- Day labor activities. Charge to functional EA other than Maintenance.
- Operating Expense such as travel. (see note 2 below)

PRODUCTION STANDARDS:

Output: Documents and activities requested by State's attorney or agent.

Production Unit: The lawsuit (Case)

Workload Standard: 10 hours per lawsuit (Case)

Performance Measure: To be determined

PREVIOUS EA: 936178 Consultations to Legal Division, 937500: 3LEGL

NOTES:

1. A Special Designation (provided by Department's attorney or agent) is required for employee's time sheet charges to be accepted by EA 937500 sub job 3LEGB.
2. Operating Expenses associated with lawsuit are to be charged to an EA provided by the State's attorney or agent and approved in advance of work (i.e. EA other than 937500).
3. Acceptable FAE Code = 02 and Object Code = 056

DATE MODIFIED: June 30, 2008

**TRAFFIC SAFETY
HIGHWAY SAFETY
EA 937500
Sub Job: 3TSNV
Traffic Safety Investigations**

DESCRIPTION:

This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to the preparation of the Highway Safety Program. Duties are as required to address highway safety concerns, and as outlined in the Highway Safety Improvement Program Guidelines.

TYPICAL TASKS: (District)

- Conduct investigations and prepare traffic safety investigation report (using TIR form) and associated recommendations. Investigation includes, TSN collision data review, collision diagram, skid test review, traffic volume review, turning movement analysis, bridge inspection reports, field review, review of previous TIR history & past and planned project history, warrant analysis, evaluate alternatives, recommendation, TIR completion and input into Traffic Investigation Report Tracking System in TSN, and action request (if required) to appropriate office.
- Perform investigations and prepare traffic investigation reports for four Monitoring Programs (Wrong Way, Median Barrier, 2&3 Lane, and Run Off Road) and for Safety Corridors.
- Consult with internal/external partners and general public relative to traffic safety investigations, may include correspondence and meetings.
- Training, and administrative activities directly related to these tasks.
Tracking of production units for this work segment.

TYPICAL TASKS: (Headquarters)

- Support and maintain Traffic Investigations Report Tracking System (TIRTS)
- Support and maintain Automated Collision Diagram (ACD) software
- Identify locations for investigation
- Provide traffic safety investigation related training and update curriculum
- Evaluate quantity and quality of traffic safety investigations
- Develop and maintain policies and procedures relative to traffic safety investigations
Participate in process improvement efforts relative to traffic safety investigations

TASKS NOT INCLUDED:

- Activities related to 10 Year SHOPP development. (use EA provided by DOTP)
- Traffic Safety Device Advisor duties. (Charge appropriate Capitol EA)
- Project Initiation Document development (use Planning/K Phase Project EA).
- Any Capital Outlay related safety work, including District Safety Review Committee (use COS Project EA, with appropriate WBS activity code).
- Activities related to Operational (charge 936701 3OPIN) or Accessibility Investigations
- Travel (charge Travel EA)
- Highway/Freeway Surveillance (not resourced)
- Pre-project initiation work. Develop description and rough estimate to determine if feasible to initiate for pre-PID document (charge 3TSPC subjob).

PRODUCTION STANDARDS:

Output: Traffic Safety Investigation Reports

Production Unit: Number of traffic safety investigations performed

Workload Standard: 48 hours per traffic safety investigation (District) 5 Person Years (Headquarters)

Performance Measure: to be determined

PREVIOUS EA:

937500 Subjob 3TSIR Traffic Safety Investigations

937500 Subjob 3HT65 Traffic Safety Investigations

NOTES:(1) Revised from previous ASC EA description.

DATE MODIFIED: January 2, 2008

**TRAFFIC SAFETY
HIGHWAY SAFETY
EA 936603
SUB JOB: 3TSNV
Travel for Traffic Safety Investigations**

DESCRIPTION:

This work segment captures time sheet charges for travel to and from the field related to traffic safety investigations.

TYPICAL TASKS: (District)

- Travel time from office to investigation site and back to office

TYPICAL TASKS: (Headquarters)

Travel time to districts for traffic safety investigation related purposes and back to office

TASKS NOT INCLUDED:

- Time to conduct highway/freeway surveillance (Not resourced)
- Time at investigation location collecting information (Use EA 937500 Sub Job 3TSNV)

PRODUCTION STANDARDS:

Output: Travel required to and from field site to perform traffic safety investigations.

Production Unit: Round trips

Workload Standard: District's average number of hours traveled per round trip. This may vary per district.

Performance Measure: Not applicable

PREVIOUS EA: 937500, 3TRVB, 3HT65

NOTES:

DATE MODIFIED: 06/26/2008

**TRAFFIC SAFETY
HIGHWAY SAFETY
EA 937500
SUB JOB: 3ACCS
ADA Accessibility Investigations**

DESCRIPTION:

This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to Accessibility Investigations. Duties are as required to address highway accessibility concerns, and as outlined in the Interim Programming Goals & Guidance (Rev. 8/13/2007).

TYPICAL TASKS: (District)

- Investigation of pedestrian facilities for accessibility, preparation of Accessibility Investigation Reports (AIR's), and recommending actions to provide accessibility on pedestrian facilities. Investigations will normally be initiated by notices and complaints regarding accessibility, or by prioritization based on accessibility needs. Accessibility investigations include: review of existing conditions and planned projects; evaluation of alternatives; recommendations; AIR completion; input into Traffic Investigation Report Tracking System in TSN; and action request (if required) to appropriate office.
- Consultation with internal/external partners and general public relative to accessibility investigations (may include correspondence and meetings).
- Acquisition and management of any special equipment needed for accessibility investigations, including wheelchairs.
- Training, administrative, and programming activities directly related to these tasks.
- Tracking of production units for this work segment.

TYPICAL TASKS (Headquarters):

- Identification of locations for accessibility investigations.
- Providing training and updated curriculum for accessibility investigations.
- Quantitative and qualitative evaluation of accessibility investigations.
- Development and implementation of policy and procedures regarding accessibility investigations.
- Participating in process improvement efforts relative to accessibility investigations

TASKS NOT INCLUDED:

- Activities related to 10 Year SHOPP development (use EA provided by DOTP).
- Project Initiation Document development (use Planning/K Phase Project EA).
- Any Capital Outlay related accessibility work (use COS project EA).
- Activities related to Safety or Operational Investigations.
- Highway Surveillance (not resourced).

PRODUCTION STANDARDS

Output: Accessibility Investigation Reports

Production Unit = Crossings investigated.

Workload Standard (Districts) = 20 hours per crossing accessibility investigation.

Performance Measure = (to be determined)

PREVIOUS EA: 937500, Sub job 3HT65, Traffic Safety Investigations.

NOTES:

DATE MODIFIED: May 1, 2008

TRAFFIC SAFETY
OFFICE OF TRAFFIC SAFETY, (OTS) - SECTION 163
EA 936213
Sub Job: (See Note 1)
Roadside Safety

DESCRIPTION:

This work segment captures costs related to traffic safety and new technology for Caltrans project activities funded under Section 163 of Title 23, United States Code (USC) modified by the Transportation Equity Act for the 21st Century.

TYPICAL TASKS: (District)

- None

TYPICAL TASKS: (Headquarters)

Tasks vary by project. Projects are approved by the Office of Traffic Safety (OTS). Each project manager is responsible for ensuring that tasks for which invoices are submitted are allowable costs per OTS approved grant. The allowable costs for tasks to complete project objectives fall into the following general categories.

- Personnel Costs (salaries, fringe benefits, etc.)
- Travel Expenses (in-state, out-of-state.)
- Contractual Services (professional services or mini-grants to complete project objectives.)
- Non-expendable Equipment Items (greater than \$5,000 per item)
- Other Direct Costs (educational materials, promotional items, supplies, minor equipment, services not requiring contractual agreements, etc.)
- Indirect Costs (depreciation and use allowances on buildings and equipment, costs of operating and maintaining facilities and equipment, general administration and expenses, etc.)

TASKS NOT INCLUDED:

- N/A

PRODUCTION STANDARDS:

Output = (to be determined)

Production Unit = (to be determined)

Workload Standard = (to be determined)

Performance Measures and Indicators = (to be determined)

PREVIOUS EXPENDITURE AUTHORIZATIONS: None

NOTES:

- (1) Sub Jobs and/or Special Designation Numbers are added for each project approved for funding by OTS.

DATE MODIFIED: 7/23/08

TRAFFIC SAFETY
OFFICE OF TRAFFIC SAFETY, (OTS) - SECTION 163
EA 936214
Sub Job: (See Note 1)
Traffic Safety

DESCRIPTION:

This work segment captures costs related to traffic safety project activities funded under Section 163 of Title 23, United States Code (USC) modified by the Transportation Equity Act for the 21st Century (TEA-21). Funds are distributed to other State agencies via interagency agreements and to local agencies via cooperative agreements.

TYPICAL TASKS: (District)

- None

TYPICAL TASKS: (Headquarters)

Tasks vary by project. Projects are approved by the Office of Traffic Safety (OTS). Each project manager is responsible for ensuring that tasks for which invoices are submitted are allowable costs per OTS approved grant. The allowable costs for tasks to complete project objectives fall into the following general categories.

- Personnel Costs (salaries, fringe benefits, etc.)
- Travel Expenses (in-state, out-of-state.)
- Contractual Services (professional services or mini-grants to complete project objectives.)
- Non-expendable Equipment Items (greater than \$5,000 per item.)
- Other Direct Costs (educational materials, promotional items, supplies, minor equipment, services not requiring contractual agreements, etc.)
- Indirect Costs (depreciation and use allowances on buildings and equipment, costs of operating and maintaining facilities and equipment, general administration and expenses, etc.)

OTS approves the invoices and submits them to the Department of Transportation, which is responsible for processing the payment of invoices for the grants.

TASKS NOT INCLUDED:

- N/A

PRODUCTION STANDARDS:

Output = (to be determined)

Production Unit = (to be determined)

Workload Standard = (to be determined)

Performance Measures and Indicators = (to be determined)

PREVIOUS EXPENDITURE AUTHORIZATIONS: None

NOTES:

(2) Sub Jobs and/or Special Designation Numbers are added for each project approved for funding by OTS.

DATE MODIFIED: 7/23/08

**SYSTEM MANAGEMENT
DEMAND & CAPACITY MANAGEMENT
EA 936501
RAMP METERS
SUB JOB: 3RACT
Activation of Ramp Meters**

DESCRIPTION: This work segment captures production and timesheet charges for activating new ramp metering field elements when a capital outlay support EA is NOT available.

TYPICAL TASKS (District):

- Public awareness
- Notification of the California Highway Patrol (CHP) and request support, if necessary
- Notification of the affected local agencies and request support, if necessary
- Notification of the Caltrans Headquarters Division of Traffic Operations and Division of Maintenance
- Field walk-through before turn-on
- Activation of ramp meters
- Fine tuning of field elements and metering rates, if necessary
- Conduct before and after studies
- Ramp metering operations support during construction
- Coordinate with TMC support, electrical maintenance, and construction prior to activation
- Negotiate inter-agency protocols and agreements
- Respond to inquiries (internal and external)
- Participate in specification development and procurement process

TYPICAL TASKS (Headquarters):

- None.

TASKS NOT INCLUDED:

- Activation of new, inactive or replaced ramp meters for Encroachment Permit, Capital Outlay Project, or Maintenance (use EA 937700, Sub Job 3EPCS, EA XXXXXX, Sub Job 3XXXX or WBS XXXXX or Family Code respectively)
- Surveillance and adjustment of existing ramp meters (use EA 936501, Sub Job 3RSUR)
- Data collection and analysis related to Operational Investigations (use EA 936701, Sub Job 3OPIN)
- Project development activities, including construction of new signals (use COS Project EA with appropriate WBS activity code)
- Travel time to complete activation (use Travel EA 936603 and Sub Job 3RAMP)
- Surveillance and adjustment of traffic signals other than ramp meters (use EA XXXXX, Sub Job 3XXXX)

PRODUCTION STANDARDS:

OUTPUT:

-

PRODUCTION UNIT:

- Number of ramp meters activated

WORKLOAD STANDARD:

- 40 hours per initialization

PERFORMANCE MEASURE:

- TBD

PREVIOUS EA#: 936501 Ramp Metering, Sub Job 3RAMP

NOTES: None.

DATE MODIFIED: 1-31-2008

**SYSTEM MANAGEMENT
DEMAND & CAPACITY MANAGEMENT
EA 936501
RAMP METERS
SUB JOB: 3RPNT**

System Planning and Implementation of New Technologies

DESCRIPTION: This work segment captures production and timesheet charges for support of corridor- or system-level ramp metering system planning and new technology implementation support effort, such as simulation and algorithm and field element testing.

TYPICAL TASKS (District):

- Corridor- or system-level intelligent ramp metering strategy studies
- Street traffic signal and ramp metering operation coordination studies
- Testing of new ramp metering algorithms and new field elements
- Provide support for District System Management Plan (DSMP)
 - Provide congestion/Delay data
 - Provide field element inventory data
 - Coordination with planning/local agencies/externals
 - Develop system-wide strategies in coordination with Planning (and other Caltrans Districts/Divisions)
- Consultant service oversight
- Update Ramp Metering Deputy Directive-35
- Update Ramp Metering Design Guidelines
- Update Ramp Metering Development Plan
- Ramp meter annual report
- Prepare and monitor budget, resource allocations and expenditures
- Develop and monitor workload standards, performance indicators, and outcomes
- Develop and or participate in training
- Participate in statewide meetings
- Other studies

TYPICAL TASKS (Headquarters):

- Coordinate statewide activities
- Review workload data
- Report statewide activities

TASKS NOT INCLUDED:

- Activation of new, inactive or replaced ramp meters, supported by either COS EA or EA 936501 3RACT
- Surveillance and adjustment of ramp meters (use EA 936501, Sub Job 3RSUR)
- The Congestion Monitoring Component of the DSMP (use EA XXXXXX, Sub Job XXXXX)
- Data collection and analysis related to Operational Investigations (use EA XXXXXX, Sub Job XXXXX)
- Project development activities, including construction of new ramp meters (use COS Project EA with appropriate WBS activity code)
- Travel time to complete planning and implementation of new technologies (use Travel EA 936603 and Sub Job 3RAMP)
- Surveillance or adjustment of signals (use EA XXXXX, Sub Job XXXXX)

PRODUCTION STANDARDS:

Production Unit:

- Number of production units on system planning and new technology implementation

Workload Standard:

- 15 hours per production unit

Performance Measure:

- TBD

PREVIOUS EA: 936501 Ramp Metering, Sub Job 3RAMP

NOTES: None.

DATE MODIFIED: 1-31-2008

**SYSTEM MANAGEMENT
DEMAND & CAPACITY MANAGEMENT
EA 936501
RAMP METERS
SUB JOB: 3RSUR**

Surveillance and Adjustment of Existing Ramp Meters

DESCRIPTION: This work segment captures production and time sheet charges for the surveillance and adjustment of existing ramp metering office and field elements.

TYPICAL TASKS (District):

- **CONDUCT FIELD/OFFICE ELEMENT SURVEILLANCE**
 - Monitor ramp meter functionality in the field
 - Monitor ramp meter functionality through a central system in the office
 - Review and adjust corridor ramp metering hours (am, pm, or all day for both weekdays and weekends).
 - Inspect firmware (SATMS/SDRMS/TOS) and hardware in the field.
 - Report hardware or communication problems to appropriate functional units such as TMC support, electrical maintenance and TMS support.
 - Investigate and respond to inquiries/complaints
 - Respond to inquiries (internal and external)
 - Respond to legal claims inquiries
- **COLLECT TRAFFIC DATA**
 - Occupancy counts
 - Queue and demand
 - ramp geometry
 - ramp volumes
 - Mainline volumes
 - Turning movements at the ramp termini
 - meter violation rates
 - HOV (Bypass) counts
 - HOV (Bypass) Violation rates
 - Maintain and update log of surveillance results
- **ANALYZE TRAFFIC DATA**
 - Analyze traffic data
 - HOV (Bypass) analysis
 - Corridor analysis
 - Analyze violation rates
 - Develop recommendations and implementation plans
 - Conduct before and after studies
- **ADJUST FIELD ELEMENTS**
 - Adjust ramp meter equipment such as detector settings.
 - Adjust metering parameters (rate, traffic responsive thresholds, holiday timing plans, etc.)
 - Maintain log of ramp metering changes (including meter timing)
 - Efforts and coordination with maintenance and other internal/external offices To restore the knock-downs
- **SUPPORT OPERATIONAL IMPROVEMENT**
 - Obtain data from ATMS, RMIS or other sources
 - Develop ramp meter operational study for each freeway
 - Develop plans for operational improvement
 - Generate the improvement report
 - Implement and evaluate the improvement
- **CONDUCT YEARLY INVENTORY**
 - Conduct inventory of each RMS and VDS/TMS
 - Report findings to TMC support and/or electrical maintenance, Headquarters

TYPICAL TASKS (Headquarters):

- None.

TASKS NOT INCLUDED:

- Activation of new, inactive or replaced ramp meters (use EA 936501, Sub Job 3RACT)
- Data collection and analysis related to Operational Investigations (use EA XXXXXX, Sub Job 3OPIN)
- Project development activities, including developing metering plans for new metered systems (use COS Project EA with appropriate WBS activity code)
- Travel time to conduct the surveillance and adjustment (use travel EA 936603 Sub Job 3RAMP)
- Surveillance or adjustment of signals other than ramp meters (use EA XXXXXX, Sub Job XXXXXX – XXXXX)

PRODUCTION STANDARDS:

Output:

-

Production Unit:

- Number of production units adjusting/reviewing ramp meters

Workload Standard:

- 49 hours per production unit

Performance Measure:

TBD

PREVIOUS EA#: 936501 Ramp Metering, Sub Job 3RAMP

FOOTNOTES: None.

DATE MODIFIED: 1-31-2008

**SYSTEM MANAGEMENT
DEMAND & CAPACITY MANAGEMENT
EA 936603
RAMP METERS
SUB JOB: 3RAMP
Travel for Ramp Metering Activities**

DESCRIPTION: This work segment captures time sheet charges for travel to and from the field related to ramp metering activities such as ramp meter activation, surveillance and new technology implementation. Any travel time that is longer than 15 minutes should be captured. Travel time hopping between work activities shall be captured as work time instead of travel time, unless it is longer than 15 minutes.

TYPICAL TASKS:

- Travel from origin (District Office) to the closest field site and back

TASKS NOT INCLUDED:

- Time to conduct ramp metering activities that should be charged to EA 936501 subjob 3RACT, 3RSUR, and 3RPNT; or EA936602 subjob 3RFAS; or EA936603 subjob 3TMSU.

PRODUCTION STANDARDS:

Production Unit:

- Travel required to and from field site to perform ramp metering activities.

Workload Standard:

- Total annual travel hours

Performance Measure:

- TBD

PREVIOUS EA:

936501: 3RAMP, 3RTRV

936603: 3RACT, 3RPNT, 3RSUR

NOTES: None.

DATE MODIFIED: 1-31-2008

**SYSTEM MANAGEMENT
DEMAND & CAPACITY MANAGEMENT
EA 936501
COMMUTER FACILITIES MANAGEMENT
Sub Job: 3HOVM
High Occupancy Vehicle (HOV) Lane Management**

DESCRIPTION:

This work segment captures production and time sheet charges for the management and support of high occupancy vehicle lanes and related activities.

TYPICAL TASKS: (District)

- Monitor HOV facilities to determine usage, vehicle occupancy rates, violation rates, and operational problems.
- Coordinate with other Caltrans offices and external agencies, including the California Highway Patrol.
- Provide input into development of regional HOV Lane plans.
- Prepare annual HOV lane reports.
- Respond to inquiries from elected officials and the public.
- Value pricing demonstration projects and studies.

TYPICAL TASKS: (Headquarters)

- Lead consistent statewide HOV lane program management.
- Coordinate consistent response to external requirements (e.g. media/public/administration/legislature).
- Coordinate and develop interaction with partners (e.g. other divisions, FHWA, CHP).
- Maintain and communicate statewide HOV policy / guidelines.
- Coordinate district functional managers in addressing such issues as workload standards, inventory, performance, improvement, data collection, signing, design.
- Engage national communication/coordination.
- Manage and lead research projects.
- Develop and deliver relevant training.

TASKS NOT INCLUDED:

- Surveillance of ramp meter HOV bypasses (use EA 936501 Sub Job 3RAMP).
- Work directly involved with the preparation of PSRs, PRs, and PS&E for specific projects (use COS Project EA, with appropriate WBS activity code).
- Transportation demand management (TDM) activities (handled by Division of Transportation Planning or Division of Mass Transportation).

PRODUCTION STANDARDS:

Output: TBD

Production Unit: Number of HOV lane miles

Workload Standard: 59.8 hours per production unit

Performance Measure: TBD

PREVIOUS EA:

936161 Work Segment HO01 High Occupancy Vehicle Operations

NOTES:

DATE MODIFIED: July 17, 2008

**SYSTEM MANAGEMENT
DEMAND & CAPACITY MANAGEMENT
EA 936501
COMMUTER FACILITIES MANAGEMENT
Sub Job: 3PARK
Park and Ride Lot Management**

DESCRIPTION:

This work segment captures production and time sheet charges for the operations and administration of existing state and leased property park & ride lots.

TYPICAL TASKS: (District)

- Manage existing park & ride lots.
- Negotiation of contracts for use of property
- Communication with HQ when inventory changes
- Respond to inquiries from elected officials and the public.

TYPICAL TASKS: (Headquarters)

- Coordinate consistent statewide Park and Ride program management.
- Coordinate consistent response to external requirements and inquiries (e.g. media/public/administration/legislature).
- Coordinate and develop interaction with partners (e.g. other divisions, local agencies, CHP).
- Coordinate consistent statewide practices.
- Coordinate and manage relevant insurance
- Coordinate district functional managers in addressing such issues as workload standards, inventory, performance, improvement, data collection, operations.

TASKS NOT INCLUDED:

- Project Development

PRODUCTION STANDARDS:

Output: TBD

Production Unit: Number of parking spaces managed.

Workload Standard: 0.14 hours per parking space managed

Performance Measure: TBD

PREVIOUS EA:

936501 Subjob 3HOVM
936167 Work Segment RS04 Park and Ride Lot Management

NOTES:

DATE MODIFIED: July 17, 2008

**SYSTEM MANAGEMENT
DEMAND & CAPACITY MANAGEMENT
EA 936501**

**TMC SUPPORT
Sub Job: 3CBOP**

Coronado Bay Bridge Removable Barriers

DESCRIPTION:

The Coronado Bay Bridge (CBB) on State Route 75 features a 1.6-mile median moveable barrier used to manage directional peak traffic flows by providing greater capacity in the direction of heavier traffic demand. The barrier is moved twice daily during the A.M. and P.M. period, Monday through Friday. Two-Barrier Transfer Machines (BTM) are utilized to shift the moveable median barrier, with real-time monitoring occurring simultaneously to ensure the operation proceeds as planned. The workload standard is based on the number of hours needed to move the barrier one mile, times the numbers of shifts needed to transfer the barrier, times the number of times per day the barrier is moved.

TYPICAL TASKS: (District & Headquarters)

Critical

- Transfer employees to and from BTM.
- Perform pre-operational BTM and equipment check.
- Operate 2 BTMs to transfer median moveable barrier.
- Diagnose and troubleshoot BTM system problems while operating.
- Initiate problem reports and request system or maintenance support.

Essential – BTM & Barrier

- Perform weekly inspection of BTM, diagnose and initiate repairs for BTM.
- Evaluate wall migration tension and compression in spring loaded hinges.
- Write scripts for Capstan System to address hinge issues.
- Inspect for damaged hinges and wall segments; initiate repairs.
- Evaluate system problem reports/repair status.

Preventative – BTM & Barrier

- Perform detailed quarterly inspection.
- Update rental contract.
- Change-out carrier wheels.
- Ensure auto-guidance wire is covered.
- Coordinate/attend training workshops and meetings.
- Maintain Contact List.
- Evaluate system problem reports/repair status.

PRODUCTION STANDARDS:

<u>Output:</u>	Efficient and predictable conversion of the Coronado Bay Bridge
<u>Production Unit:</u>	Number of Lane Shifts
<u>Workload Standard:</u>	4 hours/mile x 1 shift x 2 operations/day.
<u>Performance Measures:</u>	Average time to perform conversion

PREVIOUS EA:

NOTES:

DATE MODIFIED: 07/08/08

**SYSTEM MANAGEMENT
DEMAND & CAPACITY MANAGEMENT
EA 936501
TMC SUPPORT
Sub Job: 3RLOP
I-15 Reversible Lane Operations**

DESCRIPTION:

The Interstate 15 (I-15) Reversible Lanes is a 2-lane 8-mile long section of separated roadway in the median of I-15 in San Diego used to manage directional peak demand traffic within the corridor by accommodating High-Occupancy Vehicles (HOV). The operation to open the lanes begins at 5:00 a.m. with the lanes opening for southbound traffic at 5:45 a.m. to accommodate morning commute. The lanes are reversed during the noon hour for northbound traffic during the afternoon commute, and closed at 7:00 p.m., Mondays thru Fridays. They are operated via the Reversible Lane Control System (RLCS) which resides at the District's TMC. The RLCS allows for activating 12 changeable message signs (CMS), 3 entrance barrier gates, and 145 transverse and longitudinal pop-ups. Additionally, CCTV and field staff is used to assist real-time operations. The workload standard is based on the gate operations per day, multiplied for the year.

TYPICAL TASKS: (District)

Critical

- Operate Reversible Lane Control System at TMC.
- Coordinate and communicate with field staff to ensure field element action under safe operating conditions.
- Field verify element actions and manually operate if auto command fails.
- Document field element responses.
- Drive entire length of facility to ensure lanes clear of debris and disabled vehicles.
- Assist with diagnosing and troubleshooting system and field element issues.
- Initiate problem reports and request system or maintenance support.

Essential – BTM & Barrier

- Perform real-time surveillance of facility during live operations.
- Evaluate system problem reports/repair status.
- Investigate and respond to public, CHP, and MPO inquiries.

Preventative – BTM & Barrier

- Coordinate/attend training workshops and meetings.
- Maintain Contact List.
- Quarterly System evaluation.

TYPICAL TASKS: (Headquarters)

- None

PRODUCTION STANDARDS:

Output: Efficient and predictable conversion of the Reversible Lanes

Production Unit: Number of gate movements.

Workload Standard: Gate movements per year @ 3 hours/gate.

Performance Measure: Average time to perform conversions

PREVIOUS EA:

NOTES:

DATE MODIFIED: 07/08/08

**SYSTEM MANAGEMENT
DEMAND & CAPACITY MANAGEMENT
EA 936501
TRAFFIC SIGNALS
Sub Job: 3SIGL
Traffic Signal Operation**

DESCRIPTION:

This work segment captures production and time sheet charges for tasks related to monitoring, evaluating, developing, deploying, and documenting systems and strategies for the operation of signalized intersections and arterials.

TYPICAL TASKS: (District)

- Office and fieldwork related to monitoring, evaluating and adjusting traffic signal timing.
- Obtaining and analyzing traffic and accident data.
- Developing and revising timing plans for existing traffic signal systems.
- Consulting with local agencies, consultants and maintenance.
- Evaluating, installing and operating traffic signal software.
- Maintaining signal-timing records.
- Maintaining log of signal locations, including dates of changes of any signal or timing modifications.
- Responding to complaints and inquiries concerning traffic signals (See Note 2).
- Managing the supply of state-furnished electrical traffic control devices (See Note 2).
- Sustaining specifications, manuals, guidelines and managing procurement contracts (See Note 2).
- Developing and maintaining standards, specifications, policies, and procedures for existing and proposed electrical traffic control devices and systems (See Note 2).
- Developing hardware and software for traffic signals (See Note 1).

TYPICAL TASKS: (Headquarters)

- Developing and revising standards and operational strategies for traffic signal systems and arterials.
- Consulting with local agencies, consultants, academia, professional organization and maintenance.
- Developing, evaluating, and testing traffic signal software, including central system and field controllers.
- Assisting the Districts in deploying software for central systems and field controllers.
- Responding to inquiries concerning traffic signal systems standards.
- Sustaining specifications, manuals, guidelines, and managing procurement contracts.
- Developing and maintaining standards, specifications, policies, and procedures for existing and proposed electrical traffic control devices and systems.

TASKS NOT INCLUDED:

- New activation of traffic signal.
- Travel to/from the field site (Use Sub Job 3TRVA).
- Project development activities, including design (use COS Project EA, with appropriate WBS activity code).
- Ramp meter signals (use EA 936501 Sub Job 3RAMP).
- Counts at intersections not related to signal operation (use EA 936701 Sub Job 3SYMO).
- Maintenance activities related to signals (Handled by Maintenance).
- Traffic signal permits reviews (use EA 937700 and appropriate Encroachment Permit Sub Job).

PRODUCTION STANDARDS:

Output: Continuously improve the safety and the efficiency of the signalized intersections

Production Unit: Number of signalized intersections and arterials reviewed

Workload Standard: 26.5 hours per signal per year. This is equal to an average of 2 production units per signal per year.

Performance Measure: Number of Production Units

PREVIOUS EXPENDITURE AUTHORIZATIONS:

NOTES:

- (1) Software development charges for this activity should include Special Designation "6SOFTWARE".
- (2) Special Designation 6Support51 is to be used in conjunction with Sub Job 3SIGL by Headquarters staff who perform activities related to:
 - Responding to complaints and inquiries concerning traffic signals;
 - Sustaining specifications, manuals, guidelines and managing procurement contracts;
 - Developing and maintaining standards, specifications, policies, and procedures for existing and proposed electrical traffic control devices and systems.

DATE MODIFIED: June 20, 2008

**SYSTEM MANAGEMENT
DEMAND & CAPACITY MANAGEMENT
EA 936603
TRAFFIC SIGNALS
Sub Job: 3SIGL
Travel for Traffic Signal Operation**

DESCRIPTION:

This work segment captures time sheet charges for travel to and from the field site related to conducting Traffic Signal Operations at signalized intersections and arterials.

TYPICAL TASKS: (District)

- Travel time to and from origin to destination in order to conduct traffic signal operations at signalized intersections and arterials.

TYPICAL TASKS: (Headquarters)

- None

TASKS NOT INCLUDED:

- Time to conduct Traffic Signal Operations at signalized intersections and arterials (Use EA 936501 Sub Job 3SIGL).

PRODUCTION STANDARDS:

Output: Travel required to and from field site to perform Traffic Signal Operations at signalized intersections and arterials

Production Unit: (To be determined)

Workload Standard: Districts' average number of hours traveled

Performance Measure: N/A

PREVIOUS EA:

NOTES:

DATE MODIFIED: 7/23/08

**SYSTEM MANAGEMENT
DEMAND & CAPACITY MANAGEMENT
EA 936501**

**LOCAL DEVELOPMENT - IGR
SUB JOB: 3WTPS
Traffic Impact Study Project Review**

DESCRIPTION:

This work segment captures production and time sheet charges for the review of traffic impact studies of local development projects and land use change proposals (sponsored by others, non-Caltrans) that may adversely impact the safety and operations of the State Highway System. This work is subject to statutorily mandated time constraints with respect to the California Environmental Quality Act (CEQA) and fulfills Traffic Operations' functional responsibilities as directed by Deputy Directive DD-25R1 relating to Intergovernmental Review (IGR).

TYPICAL TASKS: (District)

- Review LD-IGR project and traffic impact studies
- Validate assumptions and traffic study parameters
- Conduct site review, as necessary
- Review and confirm study conclusions regarding traffic impacts
- Review proposed mitigation
- Recommend different or additional mitigation as necessary
- Provide written comments to District LD-IGR coordinator
- Attend follow-up meeting(s) as necessary
- Workload data entry and maintenance
- Training
- Supervisory activities
- Travel as necessary

TYPICAL TASKS: (Headquarters)

- Project-specific technical support

TASKS NOT INCLUDED:

- Work related to review and analysis of encroachment permit applications
- Work related to specific State-sponsored highway projects

PRODUCTION STANDARDS:

Output: Significant impacts identified for mitigation

Production Unit: Traffic Impact Study under review

Workload Standard: 72 hours to review a project

Performance Measure: TBD

PREVIOUS EA: 936501 Local Development Review, Sub Job 3LDRW

NOTES: This EA was not altered significantly from the prior version of TOMIS

DATE MODIFIED: 7/18/2008

**SYSTEM MANAGEMENT
DEMAND & CAPACITY MANAGEMENT
EA 936501**

**LOCAL DEVELOPMENT - IGR
SUB JOB: 3WSUP**

Land Use and Development Coordination Support

DESCRIPTION:

This work segment captures time sheet charges for the review, analysis, consultation, evaluation and written comments regarding potential impacts to the State Highway System during Pre-CEQA or pre-scoping traffic engineering and/or access management related activities. All land use and development coordination support effort captured in this segment does not involve a traffic impact study. This work fulfills Traffic Operations functional responsibilities as directed by Deputy Directive DD-25R1 related to Local Development and Intergovernmental Review (LD-IGR) and is in part subject to the time constraints of the California Environmental Quality Act.

TYPICAL TASKS: (District)

- Interagency coordination regarding available tools, methodologies and overall best practices
- Interagency coordination regarding development of new tools, such as models, guides, and misc.
- Pre-CEQA land use and development consultation and review
- Pre-scoping consultation of traffic engineering-related issues
- Access management consultation and review
- Review of non-TIS type of documents
- Participate in early consultation meetings with lead agency/engineering firm(s) preparing Traffic Impact Studies (TIS), for example, the establishment of TIS parameters, such as trip generation, directional split and others
- Workload data entry and maintenance
- Training
- Supervisory activities
- Travel as necessary

TYPICAL TASKS: (Headquarters)

- IGR Review Assistance
- Workload Standards
- Research Support
- Planning Academy
- Technical Oversight
- Develop Database
- Technical Classes Ongoing
- TIS Guide Training
- Capacity Analysis Training
- Tech Bulletins
- Field Training
- Software Training
- Outreach
- Update TISG
- Access Management
- FAQs

TASKS NOT INCLUDED:

- Meetings or phone calls on a submitted TIS review;
- Review of a project TIS

PRODUCTION STANDARDS:

Output: Significant impacts identified for mitigation.

Production Unit: Per project, plan or issue review.

Workload Standard: 18 hours support provided per project

Performance Measure: TBD

PREVIOUS EA: 936501 Local Development Review, Sub Job 3LDRW

NOTES: This EA was not altered significantly from the prior version of TOMIS

DATE MODIFIED: 7/18/2008

SYSTEM MANAGEMENT
TMS SUPPORT, EA: 936602
EA 936602
Sub Job: 3CMTT
Standardization Committee Support

DESCRIPTION: This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to participation in statewide and nationwide standardization committees related to Transportation Management System. These resources will reside in headquarters, and allocation will be made annually based on the individual district and headquarters participation.

TYPICAL TASKS: (District)

None.

TYPICAL TASKS: (Headquarters)

- Participate in National Transportation Communication for ITS Protocol (NTCIP) committees.
- Participate in Storewide TMS standardization efforts.
- Coordinate with HQ-IT standardization committees.

TASKS NOT INCLUDED:

- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Sub job 3RAMP)
- Traffic Signal operations and support (use EA 936501 Sub job 3SIGL).

PRODUCTION STANDARDS:

Output: **Participation in standardization committees**

Production Unit: **Inventory of participation in standardization committees**

Workload Standard: **2% of total district support**

Performance Measure:

PREVIOUS EA:

936601 3TMSU

NOTES:

DATE MODIFIED:

07/15/08

SYSTEM MANAGEMENT
TMS SUPPORT
EA 936602
Sub Job: 3HQSU
Headquarters Support

DESCRIPTION: This work captures Traffic Operations Division staff time, training, travel and operating expenses incurred while performing duties related to Headquarters support for all TMS units, including, Field Elements, Communications, Central Systems and Information Delivery Systems.

TYPICAL TASKS: (District)

None.

TYPICAL TASKS: (Headquarters)

- Develop and maintain specifications and standards for various TMS elements.
- Assist districts in project development activities.
- Prepare and update policies and guidelines.
- Prepare and maintain a statewide TMS inventory.
- Investigate new technologies and coordinate technology upgrades.
- Develop/coordinate/attend training workshops and classes.
- Lead/support statewide system planning activities.
- Co-ordinate with other HQ-IT and other Caltrans' Divisions.
- Investigate and respond to public, MPO and control agencies inquiries.
- Prepare and implement statewide financial plans.
- Develop and implement proper time charging practices for TMS support activities.
- Monitor and track district time charging, spending and allocations.

TASKS NOT INCLUDED:

- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Subjob 3RAMP)
- Traffic Signal operations and support (use EA 936501 Subjob 3SIGL).

PRODUCTION STANDARDS:

Output: **Support and improvement to Transportation Management System units**

Production Unit: **Inventory of Headquarters support for all Transportation Management System units**

Workload Standard: **8% of total district support**

Performance Measure:

PREVIOUS EA:

936601 3TMSU

NOTES:

DATE MODIFIED:

7/15/08

SYSTEM MANAGEMENT
TMS SUPPORT
EA 936602
Sub Job: 3PCAS
Process Control Application Support

DESCRIPTION: This work captures Traffic Operations Division staff time, training, travel and operating expenses incurred while performing duties related to management of process control software support and updates. These resources will reside in headquarters, and allocation will be made annually based on individual district and headquarters needs.

TYPICAL TASKS: (District)

None.

TYPICAL TASKS: (Headquarters)

- Maintain and support existing process control applications.
- Add new features and updates.
- Test and troubleshoot new features.
- Coordinate statewide testing and implementation.
- Develop and provide training workshops and classes.
- Investigate new technologies and coordinate technology upgrades.
- Co-ordinate with HQ-IT and other Caltrans' Divisions.

TASKS NOT INCLUDED:

- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Sub job 3RAMP)
- Traffic Signal operations and support (use EA 936501 Sub job 3SIGL)

PRODUCTION STANDARDS:

Output: **Support of process control software support**

Production Unit: **Inventory of management of process control software support**

Workload Standard: **5% of total district support**

Performance Measure:

PREVIOUS EA:

936601 3TMSU

NOTES:

DATE MODIFIED:

07/15/08

SYSTEM MANAGEMENT
TMS SUPPORT
EA 936602
Sub Job: 3RFAS
Ramp Meter Firmware & Central Application Support

DESCRIPTION: This work segment captures production and time sheet charges for the ramp metering firmware and application support effort, such as the ramp metering firmware and central system control monitoring, testing, calibrating, maintaining and upgrading.

TYPICAL TASKS: (District)

Central Application Support

- Diagnose, troubleshoot, configure, optimize and maintain system.
- Provide System and Database Administration.
- Develop and maintain system documentation for future expansion, system integration and support.
- Specify, procure and coordinate equipment upgrades.
- Contract Management for hardware and software support.
- Data validation, archiving, performance testing and report generation.
- Develop and support Configuration Management plan.
- Develop operational instructions and provide training for TMC operators and support staff.
- Sustaining Engineering.
- Support MPOs, HQ and other districts.
- Develop and document system design.
- Prepare and update Policies and Guidelines
- Maintain a Statewide Inventory.
- Regional and National ITS Architecture support.
- Standardize and Develop system specifications.
- Participate in statewide system planning activities and develop/maintain a district plan.
- Coordinate with HQ-IT and other Caltrans' Divisions

Firmware Support

- Maintain and support process control firmware applications
- Add new features and updates.
- Test and troubleshoot new features.
- Coordinate statewide testing and implementation.
- Develop and provide training workshops and classes.
- Investigate new technologies and coordinate technology upgrades.
- Coordinate with other districts/HQ traffic operations

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- All activities captured by EA 936501 subjob 3RINI, 3RSUR, and 3RSPI
- All activities captured by other than Ramp meter support

PRODUCTION STANDARDS:

Output: **Continuously improve the management an efficiency of the Support of the Ramp Metering Firmware and Central System**

Production Unit: **Inventory of Ramp Metering Firmware and Central System**

Workload Standard: **2 PY per year**

Performance Measure: **TBD**

PREVIOUS EA:

936501 3RAMP

NOTES:

Current Ramp Meter Development Plan and reporting requirements are incorporated into the DSMP.

DATE MODIFIED:

07/15/08

SYSTEM MANAGEMENT

TMS SUPPORT

EA 936602

FIELD ELEMENTS

Sub Job: 3TMSF

Traffic Monitoring Station/Vehicle Detection Station (VDS) Field Support

DESCRIPTION: This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of Traffic Monitoring Stations / Vehicle Detection Stations (VDS) field support. These monitoring stations are electronic devices that are installed along the freeway to monitor traffic conditions. The real-time data that the monitoring stations collect are the traffic volumes and occupancy.

TYPICAL TASKS: (District)

- Configure and calibrate VDS hardware.
- Diagnose and troubleshoot initial system problems.
- Monitor system health and generate periodic status reports.
- Generate and track trouble tickets for maintenance staff.
- Develop and maintain system documentation for future expansion and system integration.
- Investigate and respond to public, MPO and control agencies inquiries
- Update as-built plans.
- Analyze, evaluate and document periodic field review data.
- Prepare and maintain an inventory of TMS systems.
- Test system performance and generate periodic performance reports.
- Investigate new field hardware technologies and coordinate technology upgrades.
- Develop/coordinate/attend training workshops and classes.
- Develop and maintain specifications and standards.
- Participate in statewide system planning activities and develop/maintain a district plan.
- GIS Support
- System Configuration Management.

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Field support for all other field elements.
- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Sub job 3RAMP)
- Traffic Signal operations and support (use EA 936501 Sub job 3SIGL).

PRODUCTION STANDARDS:

Output: Continuously improve the safety and efficiency of the Transportation Management System and Video Detection Station.

Production Unit: Inventory of Transportation Management System and Video Detection Station

Workload Standard: 20 hours per VDS location

Performance Measure:

PREVIOUS EA:

936601 3TMSU

DATE MODIFIED:

07/15/08

SYSTEM MANAGEMENT
TMS SUPPORT
EA 936602
FIELD ELEMENTS
Sub Job: 3CCTV
Video Camera Systems

DESCRIPTION: This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of closed circuit television (CCTV) cameras field support. CCTV cameras are electronic video devices that are installed along the freeway to visually identify the nature of an incident after it has been detected by the system or reported to the TMC. CCTV cameras reduce the time that the TMC operators require to verify an incident and determine the type of response needed. CCTV cameras are also used during incident management to assist TMC operators to monitor congestion development.

TYPICAL TASKS: (District)

- Configure and calibrate CCTV hardware.
- Diagnose and troubleshoot initial system problems.
- Monitor system health and generate periodic status reports.
- Generate and track trouble tickets for maintenance staff.
- Develop and maintain system documentation for future expansion and system integration.
- Investigate and respond to public, MPO and control agencies inquiries
- Update as-built plans.
- Analyze, evaluate and document periodic field review data.
- Prepare and maintain an inventory of CCTV systems.
- Test system performance and generate periodic performance reports.
- Investigate new field hardware technologies and coordinate technology upgrades.
- Develop/coordinate/attend training workshops and classes.
- Develop and maintain specifications and standards.
- Participate in statewide system planning activities and develop/maintain a district plan.
- GIS Support

TYPICAL TASKS: (Headquarters)

- None.

TASKS NOT INCLUDED:

- Field support for all other field elements.
- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Sub job 3RAMP)
- Traffic Signal operations and support (use EA 936501 Sub job 3SIGL).

PRODUCTION STANDARDS:

Output: **Continuously improve the safety and efficiency of the Closed Circuit Television**

Production Unit: **Inventory of CCTV**

Workload Standard: **16.0 hours per CCTV location**

Performance Measure:

PREVIOUS EA:

936601 3TMSU

DATE MODIFIED:

07/15/08

SYSTEM MANAGEMENT
TMS SUPPORT
EA 936602
FIELD ELEMENTS
Sub Job: 3CMSF
Changeable Message Sign Field Support

DESCRIPTION: This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of Changeable Message Signs (CMS) field support. CMS are electronic messaging devices that are installed along the freeway prior to major traveler “decision points” such as freeway-to-freeway interchanges or freeway splits. They provide the motorist with the condition of the roadway ahead thus allowing the driver to choose an alternate route if available. They can also be used to inform a driver of facility condition (e.g. “Express Lanes Closed”), event information (e.g. “Stadium Parking Lot Full / Use Trolley”), Amber alert (Child Abduction), or a potential hazardous condition ahead (e.g. “Accident Ahead / Prepare to Stop”).

TYPICAL TASKS: (District)

- Configure and calibrate CMS hardware.
- Diagnose and troubleshoot initial system problems.
- Monitor system health and generate periodic status reports.
- Generate and track trouble tickets for maintenance staff.
- Develop and maintain system documentation for future expansion and system integration.
- Investigate and respond to public, MPO and control agencies inquiries
- Update as-built plans.
- Analyze, evaluate and document periodic field review data.
- Prepare and maintain an inventory of CMS systems.
- Test system performance and generate periodic performance reports.
- Investigate new field hardware technologies and coordinate technology upgrades.
- Develop/coordinate/attend training workshops and classes.
- Develop and maintain specifications and standards.
- Participate in statewide system planning activities and develop/maintain a district plan.
- GIS Support

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Field support for all other field elements.
- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Sub job 3RAMP)
- Traffic Signal operations and support (use EA 936501 Sub job 3SIGL).

PRODUCTION STANDARDS:

Output: **Continuously improve the management and efficiency of the Support of the Changeable Message Sign**

Production Unit: **Inventory of CMS**

Workload Standard: **15.0 hours per CMS location**

Performance Measure:

PREVIOUS EA:

936601 3TMSU

DATE MODIFIED:

07/15/08

**SYSTEM MANAGEMENT
TMS SUPPORT
EA 936602
FIELD ELEMENTS
Sub Job: 3EMSF
Extinguishable Message Sign Field Support**

DESCRIPTION: This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of Extinguishable Message Signs (EMS) field support. EMS are static message signs that are illuminated when specific conditions occur on the State highway system. Their purpose is to inform the motorist of an advisory or request for action. The EMS can be configured as an internally illuminated message sign, a fixed sign with beacons or a Light Emitting Diode (LED) pixel message.

TYPICAL TASKS: (District)

- Configure and calibrate EMS hardware.
- Diagnose and troubleshoot initial system problems.
- Monitor system health and generate periodic status reports.
- Generate and track trouble tickets for maintenance staff.
- Develop and maintain system documentation for future expansion and system integration.
- Investigate and respond to public, MPO and control agencies inquiries
- Update as-built plans.
- Analyze, evaluate and document periodic field review data.
- Prepare and maintain an inventory of EMS systems.
- Test system performance and generate periodic performance reports.
- Investigate new field hardware technologies and coordinate technology upgrades.
- Develop/coordinate/attend training workshops and classes.
- Develop and maintain specifications and standards.
- Participate in statewide system planning activities and develop/maintain a district plan.
- GIS Support

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Field support for all other field elements.
- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Sub job 3RAMP)
- Traffic Signal operations and support (use EA 936501 Sub job 3SIGL).

PRODUCTION STANDARDS:

Output: **Continuously improve the safety and efficiency of the Extinguishable Message Sign**

Production Unit: **Inventory of EMS**

Workload Standard: **13.0 hours per EMS location**

Performance Measure:

PREVIOUS EA:

936601 3TMSU.

DATE MODIFIED:

07/15/08

SYSTEM MANAGEMENT
TMS SUPPORT
EA 936602
FIELD ELEMENTS
Sub Job: 3HARF
Highway Advisory Radio Field Support

DESCRIPTION: This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of Highway Advisory Radio (HAR) field and central system support. A HAR transmitter is a low power (10-Watt) FCC-licensed non-commercial radio station operated by Caltrans. Its purpose is to transmit localized traffic and road information to the motorists on the State highway system. Broadcasting of traffic and road conditions is typically transmitted via AM (amplitude modulation) or FM (frequency modulation) radio transmitters. EMSs are used in conjunction with HAR, to advise the motorists when a message is being broadcast.). The central system consists of a HAR Central Control server that performs the communication over both analog and digital links with the remote HAR and contains the configuration and message library information. The operators use a client application locally at their workstation that communicates with the server.

TYPICAL TASKS: (District)

Field equipment

- Configure and calibrate HAR hardware.
- Diagnose and troubleshoot initial system problems.
- Monitor system health and generate periodic status reports.
- Generate and track trouble tickets for maintenance staff.
- Develop and maintain system documentation for future expansion and system integration.
- Investigate and respond to public, MPO and control agencies inquiries
- Update as-built plans.
- Analyze, evaluate and document periodic field review data.
- Prepare and maintain an inventory of HAR systems.
- Test system performance and generate periodic performance reports.
- Coordinate with Telecommunication Branch (Maintenance)
- Investigate new field hardware technologies and coordinate technology upgrades.
- Develop/coordinate/attend training workshops and classes.
- Develop and maintain specifications and standards.
- Participate in statewide system planning activities and develop/maintain a district plan.
- GIS Support

Central System

- Diagnose, troubleshoot, configure, optimize and maintain system.
- Provide system administration.
- Develop and maintain system documentation for future expansion and system integration.
- Data validation, archiving, performance testing and report generation.
- Develop and support configuration management plan.
- Develop operational instructions and provide training for TMC operators and support staff.
- Support MPOs, HQ and other districts.
- Develop and document system design.
- Prepare and update Policies and Guidelines
- Maintain a Statewide Inventory.
- Standardize and Develop system specifications.
- Participate in statewide system planning activities and develop/maintain district plan

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Field support for all other field elements.
- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Sub job 3RAMP)
- Traffic Signal operations and support (use EA 936501 Sub job 3SIGL).

PRODUCTION STANDARDS:

Output: **Continuously improve the management and efficiency of the Support of the Highway Advisory Radio**

Production Unit: **Inventory of HAR**

Workload Standard: **36.0 hours per HAR location**
150.0 hours per central location

Performance Measure:

PREVIOUS EA:

936601 - 3TMSU, 936602 – 3HARC

NOTES:

DATE MODIFIED:

07/15/08

SYSTEM MANAGEMENT

TMS SUPPORT

EA 936602

FIELD ELEMENTS

Sub Job: 3RWIS

Roadway Weather Information System, (RWIS)

DESCRIPTION:

RWIS

This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of Roadside Weather Information System (RWIS) field support. Each RWIS station utilizes sensing devices, which are placed in the highway sub-grade, on the road surface, and on towers above the roadway. At the top of the tower, weather data such as air temperature, precipitation, and wind speed are measured and collected. Road sensors are used to determine if the roadway surface is wet, dry, frosted, snow covered, or iced. Some of the stations utilize video cameras to relay visual information about weather and road conditions such as fog, rain and snow.

RWIS Central Support

This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of weather information system central application support. The RWIS Central System utilizes meteorological measurement stations strategically positioned alongside the highway to collect local pavement and atmospheric sensor data and stores it in a Relational Database Management System (RDBMS). The RWIS Central System is a personal computer based server with sufficient processing power and capacity to perform the tasks listed.

TYPICAL TASKS: (District)

Field Support

- Configure and calibrate RWIS hardware.
- Diagnose and troubleshoot initial system problems.
- Monitor system health and generate periodic status reports.
- Generate and track trouble tickets for maintenance staff.
- Develop and maintain system documentation for future expansion and system integration.
- Investigate and respond to public, MPO and control agencies inquiries
- Update as-built plans.
- Analyze, evaluate and document periodic field review data.
- Prepare and maintain an inventory of RWIS systems.
- Test system performance and generate periodic performance reports
- Investigate new field hardware technologies and coordinate technology upgrades.
- Develop/coordinate/attend training workshops and classes.
- Develop and maintain specifications and standards.
- Participate in statewide system planning activities and develop/maintain a district plan.
- GIS Support

Central System Support

- Diagnose, troubleshoot, configure, optimize and maintain system.
- Provide system and database administration.
- Develop and maintain system documentation for future expansion and system integration.
- Data validation, archiving, performance testing and report generation.
- Develop and support configuration management plan.
- Develop operational instructions and provide training for TMC operators and support staff.
- Support MPOs, HQ and other districts.
- Develop and document system design.
- Prepare and update Policies and Guidelines
- Maintain a Statewide Inventory.
- Standardize and Develop system specifications.
- Participate in statewide system planning activities and develop/maintain a district plan.

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Field support for all other field elements.
- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Sub job 3RAMP)
- Traffic Signal operations and support (use EA 936501 Sub job 3SIGL).

PRODUCTION STANDARDS:

Output: **Continuously improve the safety and efficiency of the Roadside Weather Information System**

Production Unit: **Inventory of RWIS**

Workload Standard: **30.0 hours per RWIS location, 100.0 hours per RWIS central application**

Performance Measure:

PREVIOUS EA:

936601 - 3TMSU, 936602 – 3RWSC

NOTES:

DATE MODIFIED:

07/15/08

SYSTEM MANAGEMENT
TMS SUPPORT
EA 936602
FIELD ELEMENTS
Sub Job: 3RLCS
Reversible Lane Control

DESCRIPTION: This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of Reversible Lane Control System (RLCS).

TYPICAL TASKS: (District)

- Configure and calibrate RLCS hardware.
- Diagnose and troubleshoot initial system problems.
- Monitor system health and generate periodic status reports.
- Generate and track trouble tickets for maintenance staff.
- Develop and maintain system documentation for future expansion and system integration.
- Investigate and respond to public, MPO and control agencies inquiries
- Update as-built plans.
- Analyze, evaluate and document periodic field review data.
- Test system performance and generate periodic performance reports.
- Investigate new field hardware technologies and coordinate technology upgrades.
- Develop/coordinate/attend training workshops and classes.
- Develop and maintain specifications and standards.
- Participate in statewide system planning activities and develop/maintain a district plan.
- GIS Support

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Field support for all other field elements.
- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Sub job 3RAMP)
- Traffic Signal operations and support (use EA 936501 Sub job 3SIGL).

PRODUCTION STANDARDS:

Output: **Continuously improve the safety and efficiency of the Reversible Lane Control System**

Production Unit: **Inventory of RLCS**

Workload Standard: **1.5 PYs per RLCS location**

Performance Measure:

PREVIOUS EA:

936601 3TMSU

NOTES:

DATE MODIFIED:

07/15/08

SYSTEM MANAGEMENT
TMS SUPPORT
EA 936602
COMMUNICATIONS
Sub Job: 3FIBR
Fiber Optic System

DESCRIPTION: This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of the Fiber Optic System - a network of optical cables that transport real-time video and data from remote field elements to the TMC. It is typically run along urban freeway routes where there is a high density of field elements, including CCTV cameras. The fiber optic system provides high-speed broadband communications, which allows for the transfer of high-resolution full motion video to the TMC. In addition, lower-speed data communications to field elements such as CMS, VDS, Ramp Meters and Traffic Signals, can utilize the same fiber optic system.

TYPICAL TASKS: (District)

- Develop and support Fiber Optic cable network design.
- Monitor and track fiber optic cable installation and termination.
- Perform end to end fiber testing.
- Install, configure and maintain fiber optic modems, fiber converters, fiber switches, fiber routers and other end devices.
- Maintain and document fiber system, perform repairs as necessary, initiate Minor B contracts for repairs as necessary.
- Investigate and respond to public and MPO inquiries.
- Coordinate with local agencies for regional fiber infrastructure.
- Develop and support right of way agreements and co-op agreements for fiber sharing.
- Develop and support fiber optic specifications, manuals and guides.
- Develop, manage, troubleshoot, and optimize communication with field hardware.
- Monitor and track equipment operation, report communication problems to Maintenance.
- Update as-built plans.
- Specify, procure and use Fiber monitoring/management tools.
- Prepare and update Policies and Guidelines
- Provide statewide inventory and GIS Support
- Provide technical expertise to districts, other programs, local and federal agencies, other states, construction contractors and manufacturers.
- Develop, coordinate and participate in training workshops and classes.
- Participate in statewide fiber infrastructure plan and Communication Master Plan activities.
- Review and research engineering studies, which impact fiber optic installation policies and practices.
- Investigate new communication technologies and coordinate technology upgrades.

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Field support for all other field elements.
- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Sub job 3RAMP)
- Traffic Signal operations and support (use EA 936501 Sub job 3SIGL).

PRODUCTION STANDARDS:

Output: **Continuously improve the management and efficiency of the Fiber Optic System**

Production Unit: **Inventory of FO**

Workload Standard:

(Values in hours per mile of fiber or a single fiber drop location)

Miles

6

Drop

8

Performance Measure:

PREVIOUS EA:

936601 3TMSU

NOTES:

DATE MODIFIED:

07/15/08

**SYSTEM MANAGEMENT
TMS SUPPORT
EA 936602
COMMUNICATIONS
Sub Job: 3NCOM
Non Leased Communications**

DESCRIPTION: This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of the other state owned communication methods for data transfer. Apart from Fiber Optics, there are two other state owned communication methods used to transport data or video from field elements to the communication hubs or directly to the TMC. These are Microwave (Wireless) and Twisted-Pair Copper. Wireless Microwave communications are typically used when there are no telephone services or only very costly telephone services are available, and fiber optics is not an option. They are often used in isolated locations.

TYPICAL TASKS: (District)

- Develop and support Non-Leased communication infrastructure
- Install, configure and activate the terminal equipment.
- Develop, manage, troubleshoot, and optimize communication with field hardware.
- Develop and maintain system documentation for future expansion, system integration and support.
- Monitor and track equipment operation, report communication problems to Maintenance
- Initiate Minor B contracts for repairs as necessary.
- Update as-built plans
- Participate in training workshops and classes.
- Participate in statewide communication master plan activities.
- Develop and support equipment specifications, manuals and guides.
- Provide statewide inventory and GIS Support.
- Investigate new communication technologies and coordinate technology upgrades.

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Field support for all other field elements.
- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Subjob 3RAMP)
- Traffic Signal operations and support (use EA 936501 Subjob 3SIGL).

PRODUCTION STANDARDS:

Output: **Continuously improve the management and efficiency of the Non Leased Communications**

Production Unit: **Inventory of Non Leased Communications**

Workload Standard:

(Values in hours per location)

<u>Microwave</u>		<u>Twisted Pair</u>
<u>Hops</u>	<u>Drop</u>	
27	12	4

Performance Measure:

PREVIOUS EA:

936601 3TMSU

DATE MODIFIED:

07/15/08

**SYSTEM MANAGEMENT
TMS SUPPORT
EA 936602
COMMUNICATIONS
Sub Job: 3LCOM
Leased Communications**

DESCRIPTION: This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of the leased communication infrastructure for transmission of data, video, and control to the center. Leased circuits provide a segment of the TOS/TMC infrastructure for the transmission of data/video/control from the field elements to the center. They provide a relatively low initial capital cost and reliable service. The Traffic Operations System (TOS) infrastructure utilizes various forms of leased communications. Each district has implemented what was best suited for their region, based on a variety of factors including cost, availability, reliability, and maintainability.

TYPICAL TASKS: (District)

- Procure leased communication services
- Oversee service installation
- Install, configure and activate the terminal equipment.
- Develop, manage, troubleshoot, and optimize communication with field hardware.
- Develop and maintain documentation for system integration and support.
- Initiate Minor B contracts for repairs as necessary.
- Monitor and track equipment operation, report communication problems to Maintenance.
- Coordinate equipment upgrades.
- Monitor, track and analyze communications bills.
- Develop and support communication budget management strategies.
- Provide statewide inventory and GIS Support.
- Participate in training workshops and classes.
- Participate in communication master plan activities.
- Investigate new communication technologies and coordinate technology upgrades.

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Field support of field elements.
- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Subjob 3RAMP)
- Traffic Signal operations and support (use EA 936501 Subjob 3SIGL).

PRODUCTION STANDARDS:

Output: **Continuously improve the management and efficiency of the Leased Communications**

Production Unit: **Inventory of Leased Communications**

Workload Standard: **5.0 hours per LCOM location**

Performance Measure:

PREVIOUS EA:

936601 3TMSU

DATE MODIFIED:

07/15/08

**SYSTEM MANAGEMENT
TMS SUPPORT
EA 936602
COMMUNICATIONS
Sub Job: 3FEPT
Front End Processor Translator**

DESCRIPTION: This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of the Front End Processor (FEP). FEP is a communications processor, which generates polling messages (or POLLS) to each Ramp Meter Controller and Traffic Monitoring Station in the field. The FEP exchanges real-time traffic flow and control data between Transportation Management System field elements. FEPs typically reside in a TMC but may also be located in the field in a hub type topology based on different communications network facility or distribution requirement.

TYPICAL TASKS: (District)

- Configure, maintain and document FEP system.
- Diagnose and troubleshoot hardware and software problems.
- Develop and maintain system documentation for future expansion, system integration and support.
- Performance testing, data validation and reporting.
- Redundancy Implementation
- Standardize, Develop and Maintain system specifications.
- Specify, procure and coordinate equipment upgrades.
- Contract management
- Investigate existing technologies as they relate to FEP.
- Investigate new communication technologies and coordinate new product evaluations and upgrades.
- Provide statewide inventory support.
- Develop, Coordinate and attend training workshops and classes.

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Subjob 3RAMP)
- Traffic Signal operations and support (use EA 936501 Subjob 3SIGL).

PRODUCTION STANDARDS:

Output: **Continuously improve the management and efficiency of the Front End Processor Translator**

Production Unit: **Inventory of Front End Processor Translator**

Workload Standard: **336.0 hours per FEP location**

Performance Measure:

PREVIOUS EA:

936601 3TMSU

DATE MODIFIED:

07/15/08

SYSTEM MANAGEMENT
TMS SUPPORT
EA 936602
COMMUNICATIONS
Sub Job: 3TNET
TMC Network

DESCRIPTION:

TMC Network

This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of Local Area Network (LAN) devices within a TMC. LAN devices include network switches, hubs, and routers. This equipment is installed in the Traffic Management Center (TMC) computer room. Its purpose is to provide connectivity within the TMC, and to other Caltrans internal departments, for process control systems within the TMC. Other Network components used to support LAN devices are Firewall System and the Network Management System.

WAN Devices Support

This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of connectivity among Caltrans' TMC modules. WAN devices include network routers, switches, and data service unit/channel service unit (DSU/CSU) equipment. This equipment is installed in the Traffic Management Center (TMC) computer room. The purpose is to provide connectivity from the TMC to other Caltrans TMC's, Caltrans Headquarters, and external users such as university research partners, via fiber-optic cable and/or Telephone Company leased line services.

TYPICAL TASKS: (District)

TMC Network

- Maintain/Configure cable routing within the building.
- Configure, maintain and document hardware and communication schematics.
- Diagnose and troubleshoot network hardware and software problems.
- Maintain network security.
- Regular Monitoring of all network switches and routers.
- Operate Network Management software system.
- System integration and documentation
- Redundancy Implementation
- Backup and disaster recovery.
- System integration and documentation
- Coordinate with IT
- Develop and maintain system specifications, manuals and guides.
- Specify, procure and coordinate equipment upgrades.
- Contract Management for hardware and software support.
- Investigate new technologies as they relate to
- Participate in training workshops and classes.

WAN Devices Support

- Coordination with IT
- Diagnose and troubleshoot initial system Problems.
- Health monitoring and status reporting of equipment
- System Integration and documentation.
- Maintenance contracts
- Performance testing, data validation and reporting.
- Maintain Inventory
- Investigate and test newer technologies as they relate to WAN Devices

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Subjob 3RAMP)
- Traffic Signal operations and support (use EA 936501 Subjob 3SIGL).

PRODUCTION STANDARDS:

Output: **Continuously improve the management and efficiency of the Traffic Management Center Network**

Production Unit: **Inventory of Traffic Management Center Network**

Workload Standard: **0.61 PYs per TMC location, 520.0 hours per WAND location**

Performance Measure:

PREVIOUS EA:

936601 - 3TMSU, 936602 – 3WAND

NOTES:

DATE MODIFIED:

07/15/08

SYSTEM MANAGEMENT
TMS SUPPORT
EA 936602
COMMUNICATIONS
Sub Job: 3HUBS
Communication Hubs

DESCRIPTION:

This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of the communication hubs. The small communication hubs are data or video nodes housed in a roadside cabinet. These nodes are points of concentration or collection of information.

The medium and large communication hubs are the physical un-manned buildings or shelters, which host a collection of video and data communication equipment. They are self-contained environmentally-controlled facilities and are either underground, above ground or semi-buried. The hubs are distribution/collection hosts in the communications infrastructure for TMS field elements in their designed coverage area.

The central communication hub is the central point for origination and dissemination of video and data control and command communications for the TMS. The hub is located at the TMC and is connected to a node on the Asynchronous Transfer Mode (ATM) network, or on the Synchronous Optical Network (SONET). At the TMC, the ATM network or SONET ring receives information from the field elements and disseminates control information to the field elements via the communication hubs. Video images are transferred from the other communications hubs to the TMC.

TYPICAL TASKS: (District)

- Configure, maintain and document hardware and communication schematics.
- Diagnose and troubleshoot equipment problems.
- Report and track damage due to vandalism/landscape to exterior of the hub facility.
- Assist with Knock down repair and re-configuration.
- Document and archive configuration files for all switches.
- Develop and maintain system documentation for future expansion, system integration and support.
- Perform periodic checks on all network switches.
- Specify, procure and coordinate equipment upgrades and spares.
- Provide technical expertise to districts, other programs, local and federal agencies, other states, construction contractors, and manufacturers.
- Investigate newer communication technologies and coordinate new product evaluations and upgrades.
- Update as-built plans
- Develop and maintain system specifications, manuals and guides.
- Participate in statewide communication master plan activities.
- Use effective network management techniques/tools.
- Develop and implement backup and disaster recovery plans.
- Coordinate with IT.
- Manage contracts for hardware and software support.
- Maintain and Configure UPS and HVAC system.

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Subjob 3RAMP)
- Traffic Signal operations and support (use EA 936501 Subjob 3SIGL).

PRODUCTION STANDARDS:

Output: **Continuously improve the safety and efficiency of the Small Communication Hub**

Production Unit: **Inventory of Small Communication Hub**

Workload Standard:

67.0 hours per HUB location

(Values in hours per HUB location)

Medium

132

Large

912

1.08 PYs per Central Hub location

Performance Measure:

PREVIOUS EA:

936601 3TMSU

936602 3HUBC

936602 3HUBL

936602 3HUBM

NOTES:

DATE MODIFIED:

07/15/08

**SYSTEM MANAGEMENT
TMS SUPPORT
EA 936602
CENTRAL SYSTEM
Sub Job: 3FRMS
Freeway Management System**

DESCRIPTION: This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of the Freeway Management System (FMS) application. A FMS is a tool to assist TMC operators and traffic managers in managing freeway traffic to achieve the goal of reducing traveler commuting times, maximizing roadway capacity, and in the end, providing a safer traveling medium for the general public. FMS provides a set of freeway management functions: field device management, graphical user interface, event management, automatic response plan generation, automatic incident detection and historical data storage.

TYPICAL TASKS: (District)

- Diagnose, troubleshoot, configure, optimize and maintain system
- Database and System Administration
- System Integration and Documentation
- System Upgrades
- COTS support
- Data validation, archiving, performance testing, and report.
- Contract Management
- Configuration Management
- Develop operational instructions, and provide training for TMC operations and support staff.
- Sustaining Engineering
- Support MPOs, HQ, and other districts
- Prepare and update Policies and Guidelines
- Maintain Statewide Inventory
- Regional and National ITS Architecture support.
- Standardize and Develop system specifications
- System Planning and design

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Subjob 3RAMP)
- Traffic Signal operations and support (use EA 936501 Subjob 3SIGL).

PRODUCTION STANDARDS:

Output: **Continuously improve the management and efficiency of the Freeway Management System**

Production Unit: **Inventory of Freeway Management System**

Workload Standard: **29.3 PYs for Statewide Freeway Management System Support**

Performance Measure:

PREVIOUS EA:

936601 3TMSU

NOTES:

DATE MODIFIED:

07/15/08

**SYSTEM MANAGEMENT
TMS SUPPORT
EA 936602
CENTRAL SYSTEM
Sub Job: 3CMSC
CMS/CCTV Central Control**

DESCRIPTION: This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to management of CMS/CCTV central control application. The CMS/CCTV central control is an application that was developed in-house and has been in use since 1997. Using a typical desktop computer, a web browser, and readily available commercial-off-the-shelf Internet technologies, operators have command and control of cameras and changeable message signs located along the highways. Operators are typically located in Satellite Operation Centers (SOC) and TMCs but privileged and secure access is available anywhere on the Caltrans wide area network.

TYPICAL TASKS: (District)

- Diagnose, troubleshoot, configure, optimize and maintain system.
- Provide System and Database Administration.
- Develop and maintain system documentation for future expansion, system integration and support.
- Specify, procure and coordinate equipment upgrades.
- Contract Management for hardware and software support.
- Data validation, archiving, performance testing and report generation.
- Develop and support Configuration Management plan.
- Develop operational instructions and provide training for TMC operators and support staff.
- Sustaining Engineering.
- Support MPOs, HQ and other districts.
- Develop and document system design
- Prepare and update Policies and Guidelines
- Maintain a Statewide Inventory.
- Regional and National ITS Architecture support.
- Standardize and Develop system specifications.
- Participate in statewide system planning activities and develop/maintain a district plan.

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Subjob 3RAMP)
- Traffic Signal operations and support (use EA 936501 Subjob 3SIGL).

PRODUCTION STANDARDS:

Output: **Continuously improve the management and efficiency of the Central Control for Changeable Message Sign and Closed Circuit Television**

Production Unit: **Inventory of CMS and CCTV**

Workload Standard: **100.0 hours per system support**

Performance Measure:

PREVIOUS EA:

936601 3TMSU

DATE MODIFIED:

07/15/08

SYSTEM MANAGEMENT

TMS SUPPORT

EA 936602

CENTRAL SYSTEM

Sub Job: 3VINT

Video Display and Distribution System Support

DESCRIPTION: This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to the management of Video Display and Distribution System (video wall) within a TMC and web/media video feeds. The video wall displays live video of existing roadway conditions from Closed Circuit Television (CCTV) cameras. The video display wall is the source of central “visual communication” at the TMC. Any camera signal or freeway map image can be enlarged to the full size of the projector wall. The video feeds are generated from CCTV images showing local real-time freeway traffic conditions. They provide users with freeway speed and condition information prior to their trip so that they may adjust their trips accordingly. A sampling of customers who subscribe to these video feeds include television stations, local cities and counties and value added resellers looking for value added content. The video feeds could be in the form of an analog baseband or digitally encoded and compressed signal.

TYPICAL TASKS: (District)

Internal Feeds

- Configure and test system software.
- Diagnose and troubleshoot hardware and software problems.
- Investigate and diagnose communication problems
- Maintain and configure video codecs.
- Video Wall, Projection system Maintenance.
- Maintain and configure video matrix switch
- Support and maintain building cable TV system (Combine with video system)
- Maintain/Configure video control software (Server and Client side)
- Maintain/Configure cable routing within building
- Procurement of parts and services.
- Develop operational instructions and provide training for TMC operators and support staff.
- Performance testing, data validation and reporting.
- Develop and support configuration management plan.
- Monitor equipment operation
- Maintain broadcast TV and satellite antenna.
- Investigate and coordinate technology upgrades.
- Develop and maintain system specifications, user manuals and guides.
- Prepare and update Policies and Guidelines
- Maintain a Statewide Inventory.

External Feeds

- Monitor CCTV and data feeds.
- Provide System Administration.
- Coordination with IT.
- Evaluating and supporting development and deployment
- Troubleshoot data/video feeds.
- Provide Customer Support.
- Support media or outside agencies for access to equipment within the TMC
- Hardware and Software Support.
- Commercial-Off-The Shelf (COTS) Support
- Performance testing, data validation.
- Update Configuration database.

- Develop MOUs with Partners.
- Prepare and update Policies and Guidelines
- Maintain a Statewide Inventory.
- Develop, deploy, and maintain web pages for other District Departments as necessary
- Develop specifications and standards.
- Participate in statewide system planning activities and develop/maintain a district plan.

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Subjob 3RAMP)
- Traffic Signal operations and support (use EA 936501 Subjob 3SIGL).

PRODUCTION STANDARDS:

Output: **Continuously improve the management and efficiency of the Support, Internal to Caltrans, of the Video Display and Distribution System**

Production Unit: **Inventory of Video Display and Distribution System**

Workload Standard: **475.0 hours per location (Internal), 264.0 hours per VEXT location (External)**

Performance Measure:

PREVIOUS EA:

936601 - 3TMSU, 936602 – 3VEXT

NOTES:

DATE MODIFIED:

07/15/08

SYSTEM MANAGEMENT

TMS SUPPORT

EA 936602

INFORMATION DELIVERY

Sub Job: 3RTIN

Regional Traveler Information Network Support

DESCRIPTION: This work captures Traffic Operations Division staff time, training, and operating expenses incurred while performing duties related to regional traveler information network support. Traveler Information Systems have become an integral part of the TOS/TMC architecture. Traveler Information Systems disseminate critical highway system information to the general public, media, research institutes, and partnering agencies. Information includes traffic speeds, volumes, occupancy, roadway incident, congestion information, advisory messages and other value added information, such as travel times and recommended routes. Caltrans districts use a variety of means to disseminate TMC data including kiosks, web pages, Interactive Voice Response Systems, news media and third-party wholesalers.

TYPICAL TASKS: (District)

- Monitor Data feeds.
- Provide System Administration.
- Coordination with Partners
- System Integration and documentation.
- Investigate and respond to public and MPO inquiries
- Maintain and support hardware and software.
- Database management.
- Evaluate and support system development and deployment
- Contract Management.
- Performance testing, data validation and reporting.
- Develop and support configuration management plan.
- Maintain a Statewide Inventory.
- Standardize and Develop system specifications.
- Participate in statewide system planning activities and develop/maintain a district plan.
- Develop/coordinate/attend training workshops and classes.

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Field support for all other field elements.
- Project development and pre-STIP studies for any TMS elements.
- Field element or communication system maintenance and service. (TOSNET activities)
- Ramp meter operations and support (use EA 936501 Subjob 3RAMP)
- Traffic Signal operations and support (use EA 936501 Subjob 3SIGL).

PRODUCTION STANDARDS:

Output: **Continuously improve the management and efficiency of the Support of the Regional Traveler Information Network**

Production Unit: **Inventory of Regional Traveler Information Network**

Workload Standard: **1.13 PYs per location**

Performance Measure:

PREVIOUS EA:

936601 3TMSU

DATE MODIFIED:

07/15/08

**SYSTEM MANAGEMENT
TMS SUPPORT
EA 936603
Sub Job: 3TMSU
Travel for TMS Support**

DESCRIPTION: This work segment captures time sheet charges for travel to and from the field related to Traffic Monitoring Stations/Vehicle Detection Stations, Video Camera Systems, Changeable Message Signs, Ramp Meters, Extinguishable Message Signs, Highway Advisory Radio support, Roadway Weather Information Systems, Reversible Lane Control, Fiber Optics, Non Leased Communications, Leased Communications, Small Communication Hubs, Medium Communication Hubs, Large Communication Hubs and Central Communication Hubs.

TYPICAL TASKS: (District)

- Travel time from origin to destination to field site

TYPICAL TASKS: (Headquarters)

None.

TASKS NOT INCLUDED:

- Time to conduct support for elements

PRODUCTION STANDARDS:

Output: Travel required to and from field site to perform element support

Production Unit: Number of elements visited

Workload Standard: District's average number of hours traveled

Performance Measure:

PREVIOUS EA:

936602: 3TRVL

936603: 3CCTV, 3EMSF, 3FIBR, 3HARF, 3HUBC, 3HUBL, 3HUBM, 3HUBS, 3LCOM, 3NCOM, 3RWIS, 3TMSF, 3CMSF

NOTES:

DATE MODIFIED:

07/15/08

**SYSTEM MANAGEMENT
INCIDENT MANAGEMENT
EA 936601
Sub Job: 3DTMM
Traffic Management**

DESCRIPTION:

This work segment captures production and time sheet charges for the administration, management and dissemination of data on lane closures due to construction, maintenance, and encroachment permits activities on or near the state highway system.

TYPICAL TASKS: (District)

Planned Lane Closure Data Management and Information Dissemination:

- Prepare and disseminate planned and real-time lane closure information.
- Develop and maintain lane closure data and software program.
- Review and update traffic volume data to facilitate lane closure management decision-making.

TYPICAL TASKS: (Headquarters)

- Develop and review traffic management policies.
- Develop and maintain lane closure data and software program.
- Develop and maintain standard special provisions for traffic handling in work zones; review requests for use of non-standard special provisions.
- Traffic management course development and training.

TASKS NOT INCLUDED:

- Planned Lane Closure Request Management including: review and processing of lane closure requests for Capital, Maintenance and Permits activities; overview check of lane closure requests for potential conflicts with other work activities, and tracking of lane closures that occur and check for closures that do not occur.
- Preparation of project lane requirement charts and detour routes; check for completeness of lane closure request, check for violations of the lane requirement charts for the specific project, contact with submitter if information is not complete or if conflicts are identified and need to be resolved, resolution of lane closure conflicts that may involve multiple projects, districts, divisions or local agencies, issuance of approval or rejection of closure request, field evaluation of lane closures, end-of-queue field monitoring, calculation of late pickup damage amounts, development and maintenance of 15-minute delay charts for Maintenance planned lane closures, and preparation of Transportation Management Plans.

(Charge to the Division involved - Capital, Maintenance or Permits).

PRODUCTION STANDARDS:

Output: Detailed information on the number, location, times of lane closures implemented.

Production Unit: Number of lane closures reviewed.

Workload Standard: 0.08 hours per lane closure reviewed.

Performance Measure: Delay caused by planned lane closures on state highway system.

PREVIOUS EA:

936200 Work Segment OP06, Transportation Management Center (Spec Des 6DTM)

NOTES:

- (1) Extremely low workload standard results from the major portion of time for each lane closure reviewed being charged to associated construction, maintenance or permit EAs.

DATE MODIFIED: July 14, 2008

**SYSTEM MANAGEMENT
INCIDENT MANAGEMENT
EA 936601
Sub Job: 3TRAV
Traveler Information Systems**

DESCRIPTION:

This work captures Traffic Operations Division staff time, training, travel and operating expenses incurred while performing duties related to the Department's traveler information systems, including but not limited to: research into technologies, effectiveness, and impact on travelers and traffic congestion; data collection, accuracy and reliability; data and information distribution; and public-public and public-private partnerships.

TYPICAL TASKS: (District)

- None

TYPICAL TASKS: (Headquarters)

- Central point of contact for media and commercial information service providers requesting Caltrans traveler information data feeds.
- Promote more and improved collection/distribution of traveler information data.
- Promote traveler information partnerships with regions including "511" partnerships, districts, and private sector information service providers.
- Promotes statewide adoption and implementation of research findings.
- Promotes continuous improvement of Caltrans traveler information to the public.

TASKS NOT INCLUDED:

- Operate Caltrans telephone and internet traveler information. (This is properly EA 930557)

PRODUCTION STANDARDS:

Output: (To Be Determined)

Production Unit: (To Be Determined)

Workload Standard: (To Be Determined)

Performance Measures:

- Number of registered users on the Commercial Wholesale Web Portal (212 as of October 2007)
- Number of data sets on the Commercial Wholesale Web Portal (110 as of October 2007)
- Percentage of California population with access to ATIS/511 (47% as of October 2007)
- Number of calls accesses to Caltrans telephone and internet pages for traveler information
- Number of internet accesses to Caltrans telephone and internet pages for traveler information
- Number/percentage of video images available on Caltrans internet pages for traveler information
- Number/percentage of changeable message signs regularly providing travel times to driving public

PREVIOUS EA:

EA 936601 SUBJOB 3TMSU; SUBJOB #TMOP

NOTES:

DATE MODIFIED: July 23, 2008

**SYSTEM MANAGEMENT
INCIDENT MANAGEMENT
EA 936601
FREEWAY SERVICE PATROL
Sub Job: 3FSPT
Service Miles**

DESCRIPTION:

This work segment captures production and time sheet charges for the administration and operation of Freeway Service Patrols.

TYPICAL TASKS: (District)

- None

TYPICAL TASKS: (Headquarters)

- Develop, advertise, award, and manage FSP contracts.

TASKS NOT INCLUDED:

- N/A

PRODUCTION STANDARDS:

Output: =

Production Units = Number of miles covered by FSP

Workload Standard = 307 hours per FSP beat

Performance Indicator = Number of assists provided by FSP

PREVIOUS EXPENDITURE AUTHORIZATIONS:

936208 Work Segment OP16 Freeway Service Patrol

NOTES:

- (1) FSP dispatch handled by CHP.
- (2) Development, advertising, and awarding of FSP contracts handled by local agencies.
- (3) A suggestion has been made to change the production unit to "number of FSP trucks".

DATE MODIFIED:

**SYSTEM MANAGEMENT
INCIDENT MANAGEMENT
EA 936601
INCIDENT RESPONSE TEAMS
Sub Job: 3TIRT
Incident Response**

DESCRIPTION:

This work segment captures production units and material, equipment, operating expenses and time sheet charges for engineering management of the Traffic Management Team during incident response.

TYPICAL TASKS:

- Traffic Operations engineers performing real-time supervision and/or team-leadership of field traffic management for incidents.

TASKS NOT INCLUDED:

- Maintenance workforce support of TMT with sign trucks (charge to EA5M9000 sub job 3IRT)
- Transportation Engineering Technician labor related to TMT (charge to EA5M9000 sub job 3IRT)
- Tasks chargeable to 3TTMT (traffic studies, TMT training and management, special event TMT)

WORKLOAD STANDARDS:

Production Units = Number of incidents that TMT responded to

Workload Standard = under development

Performance Indicator = under development

SUB JOB DESCRIPTIONS:

- None

PREVIOUS EXPENDITURE AUTHORIZATIONS:

5M9000 Maintenance EA
936201 Sub job 3TMTM

NOTES:

- (1) The IMMS work order number may be put in the Special Designation field if desired.
- (2) For non-permitted special events, use Special Designation "6EVENTS".

**SYSTEM MANAGEMENT
INCIDENT MANAGEMENT
EA 936601
INCIDENT RESPONSE TEAMS
Sub Job: 3TTMT
Non Permitted Response**

DESCRIPTION:

This work segment captures production and time sheet charges for the administration and management of Traffic Management Teams and responses to non-permitted special events.

TYPICAL TASKS:

- Perform real-time traffic management for non-permitted special events.
- Perform pro-active activities such as Planning, Coordination and Readiness.
- Perform post-incident/event documentation.

TASKS NOT INCLUDED:

- Engineering time performing real-time traffic management team leadership for incidents
- Permits support (use EA 937600 with appropriate Sub Job for Transportation Permits; use EA 937700 with appropriate Sub Job for Encroachment Permits).
- Maintenance support (use appropriate maintenance EA).
- Construction support (use COS Project EA, with appropriate WBS activity code).

WORKLOAD STANDARDS:

Production Units = Number of non-permitted special events managed

Workload Standard = TBD (To Be Determined)

Performance Indicator = TBD (To Be Determined).

SUB JOB DESCRIPTIONS:

- 3TTMTM - All above mentioned and otherwise routine Traffic Management Team activities including all training, travel and administrative activities directly related to Traffic Management Teams.

PREVIOUS EXPENDITURE AUTHORIZATIONS:

936201	Work Segment OP17	Traffic Management Team
936601	Sub job 3TTMTM	

NOTES:

- (1) For incidents, when appropriate, use Accident Log Number for Special Designation.

**SYSTEM MANAGEMENT
INCIDENT MANAGEMENT
EA 936601
TMC SUPPORT
Sub Job: 3TDET
TMC Detect and Verify Incident Operations**

DESCRIPTION:

This work segment captures production and time sheet charges for the administration and operation of the Transportation Management System.

TYPICAL TASKS: (District)

- Monitoring of real time traffic and weather conditions.
- Operation of TMS hardware and software to monitor traffic.
- Monitoring of the status of field equipment to determine operational capabilities.
- Dispatch information on Safety Campaigns to the traveling public through the use of field elements.
- Provide central communications and coordination for TMT, CHP, other districts and allied agencies.
- Call Boxes.

TYPICAL TASKS: (Headquarters)

None

TASKS NOT INCLUDED:

- Project development and pre-STIP studies for TOS elements.
- Traffic management for incidents covered by 3TIMO (use appropriate Sub Job).
- Traffic management for events covered by encroachment permits (use EA 937700 and appropriate Encroachment Permit Sub Job).
- Traffic management for events covered by construction and maintenance closure workzone permits. (use construction or maintenance EA and Sub Job)
- Dispatch

PRODUCTION STANDARDS:

Output: Rapid identification of incidents.

Production Unit: 2 PY for 12/5 or .35 PY for 24/7

Workload Standard: Due to the nature of TMC operations and the required amount of specialized training and background clearance a baseline allocation is needed. Operations coverage is 2 PY for 12 hours of operation 5 days a week or 3.5 PY for 24 hour operation 7 days a week

Performance Measure: Change in delay attributed to non-recurrent incidents

PREVIOUS EA: 936200 Work Segment OP06 Transportation Management Center

NOTES:

- (1) FSP dispatch handled by CHP.
- (2) Development, advertising, and awarding of FSP contracts handled by local agencies.

DATE MODIFIED: July 8, 2008

**SYSTEM MANAGEMENT
INCIDENT MANAGEMENT
EA 936601
TMC SUPPORT
Sub Job: 3TEMS
TMC Event Management Support**

DESCRIPTION:

This work segment captures production and time sheet charges for the administration and operation of the Transportation Management System.

TYPICAL TASKS: (District)

- Dispatch information on traffic conditions and alternate routes to media and public in response to an incident.
- Operate TMS hardware and software in response to an incident.
- Provide central communications and coordination for TMT, CHP, other districts and allied agencies during incidents.

TYPICAL TASKS: (Headquarters)

- None

TASKS NOT INCLUDED:

- Project development and pre-STIP studies for TOS elements.
- Traffic management for events covered by 3DVO (Use appropriate Sub Job).
- Traffic management for events covered by encroachment permits (use EA 937700 and appropriate Encroachment Permit Sub Job).
- Traffic management for events covered by complex construction and maintenance work zones. (Use construction or maintenance EA).
- Dispatch

PRODUCTION STANDARDS:

Output: Reduced congestion due to properly managed incident.

Production Unit = Number of Incidents managed.

Workload Standard = The management of Traffic Operation's response during an incident or Special Event that has an effect on the State Highway System. Facilitate communication between the TMC and the Headquarters Communication Center, neighboring TMC, Responding Agencies and the Executive Staff. .3660 hours/incident using TASAS data, PU under development based upon incidents managed.

Performance Measure = Change in delay attributed to non-recurrent incidents.

Sub job Descriptions:

- 3TEMS - All above mentioned and otherwise routine Transportation Management System Operations activities including activities directly related to Transportation Management System Operations.

PREVIOUS EXPENDITURE AUTHORIZATIONS:

936601 Sub job 3TMOP Transportation Management Center

NOTES:

- (1) FSP dispatch handled by CHP.
- (2) Development, advertising, and awarding of FSP contracts handled by local agencies.
- (3) Detection charge to 3TDVO.

DATE MODIFIED: July 8, 2008

**SYSTEM MANAGEMENT
INCIDENT MANAGEMENT
EA 936601
TMC SUPPORT
Sub Job: 3TMCR
TMC Reimbursement**

DESCRIPTION:

This work segment captures funds reimbursed to the Department by the CHP for their share of co-location costs in a TMC.

The local CHP office will have a Memorandum of Understanding and Interagency Agreement with the District in which the TMC is located. This MOU will document the means of calculating the relative cost shares of the CHP and of Caltrans for the operation of that TMC. Typically, the cost share is based on ratio of staff from each department, or on ratio of space allocated to each department.

These reimbursement agreements are only in place for standalone TMC buildings where CHP has a significant co-location presence in the form of Communication Center staff and supervision. As of July 2006, the only stand alone TMCs authorized to charge to this sub job are in Districts 3, 7, 11, and 12.

TYPICAL TASKS: (District)

- None

TYPICAL TASKS: (Headquarters)

Line-items for cost-sharing reimbursement are:

- Fixed Operating Costs – Labor: Including DGS Janitorial Services, DGS Engineering Services, Pest Control, Grounds keeping, BPM Administration Costs, Recurring Maintenance, Security;
- Fixed Operating Costs - Equipment: Including Security Maintenance, HVAC R & M, Janitorial & Paper Supplies, Elevator/Escalator Maintenance, Fire Extinguisher Inspect/Recharge, Fire Sprinkler System Test/Maintain, Plumbing Maintenance, Water Treatment Equipment Maintenance, Emergency Power Systems Maintenance, Generator Diesel Fuel, UPS Systems Maintenance (Included in Emergency Power), General Building Electrical Equipment Maintenance (Including Lighting, Power Panels and Boards.), Parking Lot Equipment Maintenance (Including Paving, Curbs, Sidewalks, Lighting, U/G Utilities, etc.), Parking Lot Maintenance, Waste Management;
- Utility Costs: Including Electrical Service, Water and Sewer Services, Gas;
- Communication Systems Maintenance: Including Phone Equipment, Telecommunication Systems (LAN&MPOE costs), Telecommunications Service Contracts (M,A,C), and Telecommunications Services;
- Building Licenses, Fees & Permits.

TASKS NOT INCLUDED:

- Personnel costs related to TMC operations.

PRODUCTION STANDARDS:

Output: = none (OE only)
Production Unit = none (OE only)
Workload Standard = none (OE only)
Performance Measure= none (OE only)

PREVIOUS EXPENDITURE AUTHORIZATIONS:

936601 Sub job 3TMOP Transportation Management Center

NOTES: EA/Sub Job added during Fiscal Year 02/03.

DATE MODIFIED: July 8, 2008

**SYSTEM MANAGEMENT
INCIDENT MANAGEMENT
EA 936601
TMC SUPPORT
Sub Job: 3TMOP
Transportation Management System Operations**

DESCRIPTION:

This work segment captures production and time sheet charges for the administration and operation of the Transportation Management System.

TYPICAL TASKS: (District)

- None

TYPICAL TASKS: (Headquarters)

- Statewide TMC policy development
- Coordination with California Highway Patrol and Department of Justice
- Statewide TMC facility policy development
- TMC Training development and performance
- Representative on National panels and contact

TASKS NOT INCLUDED:

- Any activities under 3TDET, 3TEMS, 3TMCR, 3CBOP, 3RLOP.

PRODUCTION STANDARDS:

<u>Output:</u>	Properly managed, resourced and documented program
<u>Production Units:</u>	Hours per period
<u>Workload Standard:</u>	TBD
<u>Performance Indicator:</u>	TBD

PREVIOUS EXPENDITURE AUTHORIZATIONS:

936200 Work Segment OP06 Transportation Management Center

NOTES:

DATE MODIFIED: July 8, 2008

**SYSTEM MANAGEMENT
OPERATIONAL INVESTIGATIONS
EA 936701
TRUCK SERVICES
Sub Job: 3CVWS**

Program Admin. and Preliminary Investigation For Improvement Projects

DESCRIPTION:

This work segment captures time sheet charges to administer projects and conduct preliminary investigations to improve the Commercial Vehicle Enforcement Facilities (CVEF) and Weigh-in-Motion (WIM) installations.

TYPICAL TASKS: (Districts and Headquarters Division of Engineering Services)

- Investigate causes of deficiencies and recommend improvements at the CVEF.
- Prepare preliminary scope, schedule and cost estimate to initiate new projects.
- Prepare conceptual reports for recommended improvements.
- Conduct special studies as requested by HQ Traffic Operations to implement appropriate technology and to enhance weigh station operation.

TYPICAL TASKS: (Headquarters)

- Coordinate requests and recommendations for improvements with CHP, district program advisors and functional units.
- Conduct field reviews.
- Provide support, guidelines and direction to district program advisors, functional design units, and maintenance coordinators to review improvement needs and initiate projects.
- Prioritize CVEF and WIM projects.
- Develop and maintain the Commercial Vehicle Inventory of Needs document (Master Plan).
- Investigate causes of deficiencies for in-station WIM systems.
- Review and approve recommendations to implement appropriate technology to enhance weigh station operation.
- Prepare special reports related to CVEF and WIM facilities.
- Respond to inquiries from management, Legislature, CHP, other State agencies and the public.

TASKS NOT INCLUDED:

- Field work and data collection activities for WIM facilities on the main line and PrePass. (EA# 936701 / Sub Job 3WMBP & EA# 908118/ Sub Job 3WMDM)
- Tasks related to projects that have an expenditure authorization number.
- Maintenance activities at CVEF and WIM facilities. (Recorded in IMMS)
- Biennial and other inspections for maintenance at CVEF. (EA# 930328 / No Sub Job).

PRODUCTION STANDARDS:

Output:

- Recommendations for improvements and maintenance.
- List of CVEF and WIM projects and priorities.
- Updates of the Inventory of Needs document and guidance for processing projects.
- Recommendations for funding, scheduling, and programming.
- Conceptual and special reports.
- Analyses of legislative bills.

Production Unit: TBD

Workload Standard: TBD

Performance Measure: Conduct before and after studies after completion of the projects to evaluate the reduction in facility maintenance costs, and to evaluate a segment of highway adjacent to the project location for the following changes: (1) a change in the percentage of truck-related accidents, and (2) a reduction in pavement maintenance/rehabilitation costs. Performance measures are determined based on the type of improvement projects.

PREVIOUS EA: 936701, SUB JOB 3OPIN

NOTES: HQ allocation = 1 PY, DES & District allocation = 1 PY

DATE MODIFIED: 07/29/2008

**SYSTEM MANAGEMENT
OPERATIONAL INVESTIGATIONS**

EA 936701

TRUCK SERVICES

Sub Job: 3TSWO

Analysis of Truck Size and Weight Operations Activity

DESCRIPTION:

This work segment captures time sheet charges that address size and weight issues for longer vehicles, including large trucks, and buses and motorhomes over 40 feet in length. It also includes analyzing highway capacity for the longer vehicles, and determining their compliance with size and weight regulations.

TYPICAL TASKS: (District)

- Analyze longer vehicles for use on State highways and ramps using off-tracking computer software and field visits; coordinate with local governments as needed.
- Prepare reports and issue papers that may include analyses of geometrics, videotapes, and route histories.
- Comply with requests from HQ, e.g. map reviews.
- Handle special projects, e.g. route closures, detours due to landslides, route changes requiring public hearings.

TYPICAL TASKS: (Headquarters)

Education / Information

- Statewide administration/coordination of truck network.
- Provide guidance and direction to districts for legal truck issues.
- Respond to inquiries by phone, e-mail, and letter, from the trucking industry, tourist and bus industries (e.g. drivers of 45-foot buses), motorhome associations, the general public, consulting firms, non-profits, and local, state and federal agencies.
- Publish maps for (1) the truck network, (2) the bus and motorhome network, and (3) special maps e.g. for legal exemptions, and hazardous materials routing.
- Mail maps to customers.
- Maintain the content of the Truck Services website (excluding the Permits pages), including on-line maps.
- Maintain databases, e.g. truck routes, routes prohibited to 45-foot buses, escape ramp usage, local government contacts, and local truck maps.

Engineering Analysis & Reports

- Analyze longer vehicles for use on State highways using off-tracking computer software.
- Coordinate with district truck coordinators, district Truck Services Managers, and local governments during the evaluation of routes for new restrictions and upgrades.
- Analyze legislative bills related to size and weight for longer vehicles.
- Prepare reports and issue papers that may include analyses of geometrics, videotapes, and route histories.

Consultation

- Provide expert assistance for truck-related projects, e.g. truck parking, intelligent transportation systems (ITS), and Commercial Vehicle Information Systems and Networks (CVISN).
- Review and comment on the annual California Truck Size & Weight Certification Plan.

TASKS NOT INCLUDED:

- Goods movement projects, consultation, meetings, and reports. (EA# 606862)

PRODUCTION STANDARDS:

District Output:

- Analyses of highway segments and ramps for the truck and bus network.
- Reports and issue papers.
- HQ requests completed.
- Special projects completed.

HQ Output:

- Responses to customer inquiries.
- Printed maps.
- Mailed maps.
- Updated web pages.
- Updated databases.
- Analyses of highway segments for the truck and bus network.
- Analyses of legislative bills.
- Reports and issue papers.
- Consultation meetings

Production Unit: TBD

Workload Standard: TBD

Performance Measure: TBD

PREVIOUS EA: 936701, SUBJOB 3OPIN

NOTES: HQ allocation = 2 PYs, District allocation = 4 PYs

DATE MODIFIED: 07/29/2008

**SYSTEM MANAGEMENT
OPERATIONAL INVESTIGATIONS
EA 936701**

**TRUCK SERVICES
Sub Job: 3WMBP**

Weigh in Motion, (WIM), Installation, and Maintenance Activity

DESCRIPTION:

This work segment captures time sheet charges for maintaining the statewide WIM program. This includes field operations, which consists of inspection of installations, maintenance, and rehabilitation. Office functions include data management, remote diagnostics, and in-office calibrations.

TYPICAL TASKS: (District)

- None

TYPICAL TASKS: (Headquarters)

- Field maintenance of approximately 35 PrePass® WIM systems and 35 PrePass® classification systems located statewide including travel.
- Reviewing plans and special provisions.
- Inspection of contractor's installation of new and retrofit sites located statewide.
- Supervision of contractor maintenance of WIM site equipment during lane closures.
- Download and review of data produced by PrePass™ WIM sites.
- Office calibration of sites by remote adjustment of weight factors at field controllers.
- Troubleshooting problems with field elements through data analysis.
- Processing of data reports for customers including: PrePass®, CT Pavement, CT Structures, CHP, ARB, Universities, and Private Sector.

TASKS NOT INCLUDED:

- Provide maintenance or installation support for DATA WIM systems. (EA# 908118 / Sub Job 3WMDM)
- Provide maintenance support for in-station WIMs at Weigh Station. (Field investigation should be charged to EA# 936701, Sub Job 3CVWS. Maintenance is not done for in-station WIMs, but should be done.)
- Review PR and PS&E for WIM projects that have an EA charged to specific project.

PRODUCTION STANDARDS:

Output:

- The main "products" of the tasks is WIM Data supplied to PrePass™/HELP Inc. and the Census Office
- Fully functional and operable field systems.

Production Unit: TBD

Workload Standard: TBD

Performance Measure: Percentage of serviceable WIM sites producing acceptable data.
Maximum acceptable down-time of WIM system without major damage: 2 weeks.

PREVIOUS EA: 936701, SUB JOB 3OPIN

NOTES: Headquarters Allocation 1 PY

DATE MODIFIED: 07/01/2008

**SYSTEM MANAGEMENT
OPERATIONAL INVESTIGATIONS
EA 936701
OPERATIONAL INVESTIGATIONS
Sub Job: 3OPIN
Traffic Operational Investigations, Analysis & Evaluation**

DESCRIPTION:

This work segment captures production and time sheet charges for operational investigations, including sign investigations, which are processes involving data gathering, analysis, alternative evaluation and recommendations that may result in improvements addressing the operational deficiency that initiated the investigation. An operational deficiency is defined as any deficiency related to the flow and movement of traffic.

TYPICAL TASKS: (District)

- Collect data to document and assess operational deficiencies at specific locations.
- Perform operational analysis to identify causes of deficiencies and to recommend solutions.
 - Conduct field investigation, if necessary
 - Conduct modeling (e.g., micro-simulations), if necessary
 - Consult with experts regarding potential solutions
 - Develop solution and alternatives
 - Finalize recommendation(s)
 - Prepare final response to problem identifier
 - Document recommendation(s) in TIRTS
- Collect data and perform analysis to assess effectiveness of completed operational improvement projects not related to a capital project.
- Develop Traffic Operations Strategies (TOPS) plan.
- Special “one time” studies of congestion-related operational problems on the SHS.

TYPICAL TASKS: (Headquarters)

None

TASKS NOT INCLUDED:

- Travel to and from the field to conduct investigation (use Travel EA Sub Job 3OPIN)
- General data collection, including system monitoring (use EA 936701 Sub Job 3SYMO)
- Before and After Studies for Capital Projects (use EA for Capital project)
- Traffic surveillance
- Analysis and review of impacts caused by local developments (use EA 936501 Sub Job 3LDRW)
- Night reviews of sign reflectivity (use Maintenance EA and Family Code)
- Traffic Safety Investigations (use EA 937500 Sub Job 3HT65)
- Speed Zone investigations used to establish posted speed limits (use EA 937500 Sub Job 3SZSI)
- HOV and Park & Ride Lot Management (use EA 936501 Sub Job 3HOVM)
- Monitoring, evaluating, adjusting, and documenting operation of existing ramp metering system (use EA 936501 Sub Job 3RAMP) or traffic signals (use EA 936501 Sub Job 3 SIGL)
- Development of 10-year SHOPP (use Transportations Planning EA)
- New technology development (use EA provided by Division of Research and Innovation and Division of Traffic Operation or Office of ITS Development and Support)
- Legislative bill analysis on commercial vehicle issues. (937600 3ADMIN)
- Telephone hotline service for trucking and tour bus operators. (Use EA 908118 Sub Job XXXXX)
- Prepare and publish commercial vehicle maps, fact sheets, spreadsheets, web site. (Use EA 908118 Sub Job XXXXX)
- Design, construction coordination, maintenance, and program administration of weigh-in-motion station bypass systems. (Use EA 908118 Sub Job XXXXX)

PRODUCTION STANDARDS:

Output: Number of operational investigations conducted.
Production Unit: Assessment of roadway operational condition.
Workload Standard: 67 hours per operational investigation
Performance Measure: To be determined

PREVIOUS EA: 936701, 3SHPP

NOTES:

DATE MODIFIED: 06/25/08

**SYSTEM MANAGEMENT
OPERATIONAL INVESTIGATIONS
EA 936603
OPERATIONAL INVESTIGATIONS
Sub Job: 3OPIN
Travel for Operational Investigations**

DESCRIPTION:

This work segment captures time sheet charges for travel to and from the field related to operational investigations.

TYPICAL TASKS: (District)

- Travel time from office to work site and back again
- Be observant of highway and freeway systems for specific monitoring, operational and/or safety needs along the route
- If a potential needs are observed, report them for further investigation

TYPICAL TASKS: (Headquarters)

Travel time to districts or consultants for monitoring purposes and back again.
Travel to training or conferences for monitoring purposes and back again.

TASKS NOT INCLUDED:

- Time to conduct traffic operational investigations (Use EA 936701 Sub Job 3OPIN)

PRODUCTION STANDARDS:

Output: Travel required to and from field site to perform operational investigations.

Production Unit:

N/A

Workload Standard: District's average number of hours traveled. This will vary greatly per district.

Performance Measure:

Not applicable

PREVIOUS EA: 936701 3TRVB

NOTES:

DATE MODIFIED: 6/23/08

**SYSTEM MANAGEMENT
OPERATIONAL INVESTIGATIONS
EA 936701
CONGESTION MONITORING
Sub Job: 3SYMA
Automated Detector Monitoring**

DESCRIPTION:

This work segment captures production and time sheet charges for congestion monitoring activities identifying location, duration, extent and magnitude of congestion on the urban freeways and to prepare the Congestion Monitoring Component of the District System Management Plan (DSMP).

TYPICAL TASKS: (District)

- Download data from PeMS and sensor configuration files (via the new data clearinghouse)
- Import resulting data into a database
- Obtain additional data
 - a. Accident data
 - b. Weather data (www.weatherunderground.com has historical daily data.)
 - c. Dates of Holidays/Special Dates
 - d. Major construction locations and dates
- Clean and filter data.
 - a. Filter days, times, and sensors for analysis, including holidays and accidents.
 - b. Review data for HOV lane locations, correct number of lanes reported at each VDS, "bad" sensors, insufficient detector spacing or other abnormalities (i.e., broken detectors reporting the same mph for an entire day and night). Share EA and data from or with HOV program.
 - c. Conduct surveillance and/or review historical data to determine congestion limits, bottleneck locations
 - d. Document Detector health status and existing geometric (number of HOV and SOV lanes) for study period used (Typical Speed Profile Book).
 - e. Identify congested segments by reviewing the data to identify the general congested locations on the urban freeway system. HOV & Mainline segments need to be identified, monitored and reported separately.
- Validate data results
 - a. Review printouts of data to determine quality of data.
 - b. Tag abnormalities.
 - c. Review all studies per congestion location to determine data most representative of year considering historical trends.
 - d. Perform automated queries to tag abnormalities
 - e. Determine general causes of significant changes in congestion at existing bottlenecks
 - f. Present results to HQ and Districts staff.

TYPICAL TASKS: (Headquarters)

- Validate district results
 - a. Review printouts of data to determine quality of data.
 - b. Tag abnormalities.
 - c. Review all studies per congestion location to determine data most representative of year considering historical trends.
 - d. Perform automated queries to tag abnormalities
 - e. Determine general causes of significant changes in congestion at existing bottlenecks
 - f. Compile district results into statewide report.

TASKS NOT INCLUDED:

- Data collection and analysis for other DSMP Components as well as probe vehicle collection data; ie, 3OPIN, 3SYMP

- Analysis and review of impacts caused by local developments
- Analysis that is not directly related to the HICOMP Report
- Travel to and from the route (Charge to 3SYMT)
- Traffic Census activities (Charge to XXXXX)

PRODUCTION STANDARDS:
Output:

- Number of miles monitored.
- Completion of District system-wide strategies for Congestion Monitoring
- Update the Congestion Monitoring Component of the DSMP by specified timeframe.

Production Unit:

Workload Standard: 5 hours per monitored segment

Performance Measure: To be determined

PREVIOUS EA: 936701 3SYMO

NOTES:
Link to Departmental Vision, Mission, Goals and Values:
Improve Mobility by reducing delay (magnitude, duration, extent) system-wide
Improve Productivity by increasing throughput system-wide.
Improve Reliability through predictable travel times system-wide

DATE MODIFIED: 6/23/08

**SYSTEM MANAGEMENT
OPERATIONAL INVESTIGATIONS
EA 936701
CONGESTION MONITORING
Sub Job: 3SYMP
Probe Vehicle Data Collection**

DESCRIPTION:

This work segment captures production and time sheet charges for congestion monitoring activities identifying location, duration, extent and magnitude of congestion on the urban freeways and to prepare the Congestion Monitoring Component of the District System Management Plan (DSMP).

TYPICAL TASKS: (District)

- Conduct surveillance and/or review historical data to determine congestion limits, bottleneck locations and number of probe vehicles needed
- Initiate probe run.
 - A. Prepare equipment
 - B. Check that hardware and software are in working order and issue equipment
 - C. Prepare probe vehicle run schedule and identify drivers and reserve probe vehicles for use.
 - D. Setup location file and determine all the links
 - E. Turn on equipment, conduct run, and turn off equipment
 - F. Collect data from probe vehicles for traffic volumes, accident, speed / capacity data and highway occupancy.
- Download run data to desktop terminal
 - A. Clean data. Filter days and times for analysis, including holidays and accidents.
 - B. Tag abnormalities
- Validate data results
- Analyze data to identify specific congestion-related operational deficiencies
- Review data collected during monitoring efforts on the route to understand “typical” conditions so that informed decisions can be made as to whether representative data will be collected.
- Document general freeway conditions, such as possible bottlenecks, locations, and causes. Include any observations that will assist in the interpretation of the data such as unusual events that may have affected speeds (single slow truck, long term construction, new geometric features, new development etc.).
- Send data to data analyst

TYPICAL TASKS: (Headquarters), None

TASKS NOT INCLUDED:

- Data collection and analysis for other DSMP Components or from automated vehicle detector station; ie, 3OPIN, 3SYMA, 3SYMR
- Analysis and review of impacts caused by local developments
- Analysis that is not directly related to the HICOMP Report
- Analysis that comes from automated detection (3SYMA)
- Traffic Census activities

PRODUCTION STANDARDS:

Output:

- Number of freeway segments monitored.
- Completion of District system-wide strategies for Congestion Monitoring
- Update the Congestion Monitoring Component of the DSMP by specified timeframe.

Production Unit: Number of miles monitored.

Workload Standard: 7.5 hours per person per day per segment

Performance Measure: To be determined

PREVIOUS EA: 936701 3SYMO

DATE MODIFIED: 6/23/08

**SYSTEM MANAGEMENT
OPERATIONAL INVESTIGATIONS
EA 936701
CONGESTION MONITORING
Sub Job: 3SYMR
Data Analysis and Report Preparation**

DESCRIPTION:

This work segment captures production and time sheet charges for congestion monitoring activities identifying location, duration, extent and magnitude of congestion on the urban freeways and to prepare the Congestion Monitoring Component of the District System Management Plan (DSMP).

TYPICAL TASKS: (District)

- Calculate congestion results.
 - A. This may include using a database tool that can run the calculations automatically, but once the results are processed, there may be changes that need to be made to the segmentation identified in the previous step.
 - B. This step may reveal problems with the data that were not identified earlier, which means that the data may need to be cleaned again.
 - C. Coordinate with other program areas to integrate data results into the HICOMP report
- Coordinate with other program areas to integrate data results into the HICOMP report
 - A. Develop system-wide strategies in coordination with Planning (and other Caltrans Districts/Divisions). Corridor Management Analysis as it pertains to HICOMP
 - B. Arterial monitoring
 - C. State Routes beyond the urban freeways
- Combine automated data and probe vehicle data into one map and results table.
 - A. Update data tables, charts, maps for insertion into report
- Analyze data to identify specific congestion-related operational deficiencies
- Prepare District HICOMP Report
 - A. Develop narrative
 - B. Insert tables, charts, maps
 - C. Obtain inputs and reviews
 - D. Finalize District HICOMP Report
 - E. Combine District HICOMP reports into Statewide HICOMP Report.
- Provide annual report of urban freeway congestion to other Caltrans units and to local agencies.
 - A. Coordination with local agencies/externals.
 - B. Conduct surveillance and/or review historical data to determine congestion limits, bottleneck locations and number of probe vehicles needed
- Non-recurrent as well as recurrent congestion

TYPICAL TASKS: (Headquarters)

- HQ coordination of congestion monitoring efforts
- HQ compilation of District Reports into Statewide report
- Preparation and management of consultant service contracts for congestion monitoring.

TASKS NOT INCLUDED:

- Data collection and preliminary analysis (use 3SYMP, 3SYMA) or for other DSMP Components; i.e., 3OPIN
- Analysis and review of impacts caused by local developments
- Analysis that is not directly related to the HICOMP Report
- Travel to and from the route (Charge to 3SYMT)
- Traffic Census activities (Charge to XXXXX)

PRODUCTION STANDARDS:

Output:

- HICOMP Report prepared and presented.
- Completion of District system-wide strategies for Congestion Monitoring.
- Update the Congestion Monitoring Component of the DSMP by specified timeframe.

Production Unit: Annual Report

Workload Standard: To be determined

Performance Measure: To be determined

PREVIOUS EA: 936701 3SYMO

NOTES:

Link to Departmental Vision, Mission, Goals and Values

Improve Mobility by reducing delay (magnitude, duration, extent) system-wide

Improve Productivity by increasing throughput system-wide.

Improve Reliability through predictable travel times system-wide

DATE MODIFIED: 6/23/08

**SYSTEM MANAGEMENT
OPERATIONAL INVESTIGATIONS, EA: 936701
EA 936701**

Sub Job: 3PEMS

Performance Measurement System (PeMS)

DESCRIPTION:

Performance Measurement System, PeMS, is a real-time Archive Data Management System for transportation data. It collects raw detector data in real-time. It stores and processes data and provides a number of web pages that planners, engineers, and the public can use to analyze the performance of the freeway system.

TASKS:

- The raw freeway detector data is sent to us from each Caltrans District over the Caltrans WAN. We collect CHP incident data by scraping the CHP web site. We collect TASAS incident data from Caltrans directly via internet. But there are a couple of sensors on the freeway which measure speed directly. These are either double loop detectors or side-fire radar.
- We provide a limited interface for users to drill into the 30-second data. This interface is via a web page that allows users to see one day of data for one loop detector.
- We collect ramp data. From ramps we only process the volumes . We perform the same aggregation routes on the ramp data but we don't calculate speeds.
- PeMS system is collecting loop data in real-time from six Caltrans Districts and from approximately 23000 loops.
- We compute travel times on routes in real-time.
- We review a historical overview of the freeway system from the perspective of individual routes.
- We look at the historical dashboards that are typically looking at quantities over the past two to six months, depending on the quantity.
- Overview of the health of the detection system in two time scales: real-time and historical. Each night PeMS performs diagnostics on every mainline and HOV detector in the system. We determine, based on the data, whether the detector is good or bad and what the possible cause could be. The plots in the dashboard are based off the detection information.

TASKS NOT INCLUDED

- We don't use the double loop measured speeds in our algorithms. We have not had a chance to investigate the fidelity of the speed measurements coming from the side-fire radar. Hence we are currently using a speed algorithm.
- We don't calculate speeds and we don't perform any imputation (we have no theoretical basis upon which to compute speeds on ramps).
- We do not have the resources to distribute the data to individuals. Under very limited circumstances we will give the data out.
- Unfortunately, due to processing limitations, we have had to restrict the amount of data which can be queried for some web pages. This is simply to limit the load on the server.

OUTPUT MEASURE:

- VMT: is the vehicle miles traveled.
- VHT: is the vehicle hours traveled.
- Plot average travel times over long periods of time.
- Q: The performance measure that is the ratio of VMT to VHT.
- Yesterday's Bottlenecks.
- Today's CHP Incident.
- Detector Health (%):
- Avg Lost Productivity/shift:

WORKLOAD STANDARD: 7.5 hours per person per day per segment.

PERFORMANCE MEASURES: To be determined.

TOLL OPERATIONS
EA 977027
MANAGEMENT AND SUPPORT SERVICES

DESCRIPTION:

This work segment captures activities related to managing, supervising and providing direction for the statewide toll operations.

TYPICAL TASKS: (District)

- Review and resolve statewide interoperability issues for compliance with state law and for efficient operation of the toll agencies.
- Plan, coordinate and facilitate meetings of the California Toll Operator's Committee.
- Provide input into development of interoperability of electronic toll collection with other automated vehicle identification systems for border crossing, interstate freight processing and cashless payment for transportation services.
- Establish and monitor toll collection Policies and Procedures. Prepare and publish Toll Collection Manual.
- Analyze and resolve safety issues on toll facilities including toll plazas.
- Develop, advertise, award and manage Toll Ticket Contract.
- Compile and distribute Toll Bridge Statute Amendments.
- Respond to inquiries from elected officials and the public.
- Coordinate with California Toll Agencies and other Caltrans offices.

TYPICAL TASKS: (Headquarters)

- None

TASKS NOT INCLUDED:

- Administer, program or allocate toll revenues.
- Issue toll revenue bonds.

PRODUCTION STANDARDS:

Output: To be determined

Production Unit: To be determined

Workload Standard: To be determined

Performance Measure: To be determined

PREVIOUS EA:

NOTES:

(1) Charges may be made by District 4 Toll Bridge Accounting personnel for:

- Managing Service Contracts for ETC such as, armored car, credit card support, and banking services;
- Analyzing and reconciling Accounts Receivable and Accounts Payable for reciprocity with other toll agencies;
- Insuring that the ETC system continues to meet performance standards;
- Managing transponders returned to Caltrans and maintaining transponder inventory.

DATE MODIFIED: 06/30/08

**TOLL OPERATIONS
EA 977060
INSURANCE**

DESCRIPTION:

This work segment captures activities related to managing, supervising and providing direction for the statewide toll operations.

TYPICAL TASKS: (District & Headquarters)

- N/A

TASKS NOT INCLUDED:

- N/A

PRODUCTION STANDARDS:

Output: To be determined

Production Unit: To be determined

Workload Standard: To be determined

Performance Measure: To be determined

PREVIOUS EA:

NOTES:

(1) No personal services allowed under this EA.

DATE MODIFIED: 06/30/08

TOLL OPERATIONS
EA 977088
ELECTRONIC TOLL COLLECTION
Dumbarton Bridge, Sub Job: 30356
Carquinez Bridge, Sub Job: 30357
Benicia-Martinez Bridge, Sub Job: 30358
San Mateo-Hayward Bridge, Sub Job: 30359
Richmond-San Rafael Bridge, Sub Job: 30362
Antioch Bridge, Sub Job: 30363
San Francisco-Oakland Bay Bridge, Sub Job: 30364

DESCRIPTION:

This work segment captures activities related to the development, implementation and administration of the electronic toll collection (ETC) system on the state operated toll bridges.

TYPICAL TASKS: (District)

- Ensure interoperability so that ETC patrons' transponders can be used on all California toll facilities.

TYPICAL TASKS: (Headquarters)

- None

TASKS NOT INCLUDED:

- Operate the ETC Customer Service Center.
- Perform violation reviews/analyses and adjudicate patron's disputes (use EA 977088, Sub Job 3ORVW)
- Respond to law enforcement inquiries (use EA 977088, Sub Job 3ORVW)
- Interface with the Bay Area Toll Authority, the California Toll Operator's Committee, Caltrans functional areas, and other organizations that promote and enhance toll transportation services (use EA 977088, Sub Job 3ORVW)
- Manage and enforce the ETC contract including maintenance of the installation warranty (use EA 977088, Sub Job 3STWD)
- Manage and administer the master ETC contract (use EA 977088, Sub Job 3CONT)
- Provide ETC back-end application end user support and front-end application user management (use EA 977088, Sub Job 3OOIT)

PRODUCTION STANDARDS:

Output: (to be determined)

Production Unit: (to be determined)

Workload Standard: (to be determined)

Performance Measure: (to be determined)

PREVIOUS EA:

NOTES:

DATE MODIFIED: 06/30/08

**TOLL OPERATIONS
EA 977088
ELECTRONIC TOLL COLLECTION
Sub Job: 3CONT
Contracts**

DESCRIPTION:

This work segment captures cost of contract services related to electronic toll collection (ETC) system on the state operated toll bridges.

TYPICAL TASKS: (District)

- Credit card processing
- Transponder acquisition.

TYPICAL TASKS: (Headquarters)

- None

TASKS NOT INCLUDED:

- N/A

PRODUCTION STANDARDS:

Output: (to be determined)

Production Unit: (to be determined)

Workload Standard: (to be determined)

Performance Measure: (to be determined)

PREVIOUS EA:

NOTES:

DATE MODIFIED: 06/30/08

TOLL OPERATIONS
EA 977088
ELECTRONIC TOLL COLLECTION
Sub Job: 300IT
System Support and Administration

DESCRIPTION:

This work segment captures cost of information technology activities related to electronic toll collection (ETC) system on the state operated toll bridges.

TYPICAL TASKS: (District)

- Provide ETC back-end application end user support and front-end application user management

TYPICAL TASKS: (Headquarters)

- None

TASKS NOT INCLUDED:

- N/A

PRODUCTION STANDARDS:

Output: (to be determined)

Production Unit: (to be determined)

Workload Standard: (to be determined)

Performance Measure: (to be determined)

PREVIOUS EA:

NOTES:

- (1) Charges may be made by District 4 Information Services personnel for tasks associated with the addition of hardware or software enhancements, engineering or software driver changes and changes to accommodate new peripheral or support hardware, such as printers, communications components, and backup and recovery systems for ETC.

DATE MODIFIED: 06/30/08

TOLL OPERATIONS
EA 977088
ELECTRONIC TOLL COLLECTION
Sub Job: 30RVW
Violation Review

DESCRIPTION:

This work segment captures cost of routine operational activities related to electronic toll collection (ETC) system on the state operated toll bridges.

TYPICAL TASKS: (District)

- Perform violation reviews/analysis and adjudicate patron's disputes.
- Respond to law enforcement inquiries
- Interface with the Bay Area Toll Authority, the California Toll Operator's Committee, Caltrans functional areas, and other organizations that promote and enhance toll transportation services.

TYPICAL TASKS: (Headquarters)

- None

TASKS NOT INCLUDED:

- Mail violation notices to patrons.

PRODUCTION STANDARDS:

Output: (to be determined)

Production Unit: (to be determined)

Workload Standard: (to be determined)

Performance Measure: (to be determined)

PREVIOUS EA:

NOTES:

DATE MODIFIED: 06/30/08

TOLL OPERATIONS
EA 977088
ELECTRONIC TOLL COLLECTION
Sub Job: 3STWD
Project Close Out

DESCRIPTION:

This work segment captures activities related to the close out of the installation contract for electronic toll collection (ETC) system on the state operated toll bridges.

TYPICAL TASKS: (District)

- Manage and enforce the ETC contract including maintenance of the installation warranty.

TYPICAL TASKS: (Headquarters)

- None

TASKS NOT INCLUDED:

- N/A

PRODUCTION STANDARDS:

Output: (to be determined)

Production Unit: (to be determined)

Workload Standard: (to be determined)

Performance Measure: (to be determined)

PREVIOUS EA:

NOTES:

- (1) Use this EA for recording payments to the ETC installation contractor.

DATE MODIFIED: 06/30/08

OUTDOOR ADVERTISING
EA 937800
Sub Job: 3APPL
Application Review

DESCRIPTION:

This work segment captures workload to approve or deny new permit applications for the placement of outdoor advertising displays or license applications for companies whose primary function and source of revenue is outdoor advertising.

TYPICAL TASKS: (District)

▪

TYPICAL TASKS: (Headquarters)

- Process new outdoor advertising applications and licenses per statute, Business & Professions Code, section 5400.
- Verify permit application deficiencies.
- Verify license application deficiencies.
- Verify property owner consent.
- Verify city or county written permission (Building Permit and/or Conditional Use Permit).
- Verify Certificate of Sufficiency (Pending Construction Project).
- Verify property zoning with local jurisdiction.
- Conduct office and field review to verify application requests.
- Maintain accounts receivable for permits and licenses.

TASKS NOT INCLUDED:

- On going license and permit renewals.

WORKLOAD STANDARDS:

Output:

Production Unit = Approved or denied application.

Workload Standard = 10 hours

Performance Measures and Indicators = (to be determined)

SUB JOB DESCRIPTIONS:

- 3APPL - All above mentioned and otherwise routine outdoor advertising permit and/or license Application Review activities including all training and administrative activities directly related to application reviews.

PREVIOUS EXPENDITURE AUTHORIZATIONS: EA: 937800 Sub Job: 3APPL (revised)

NOTES:

F AE Code: 02

Object Code: 003

Utilize special designation fields to input assigned permit and/or license application number.

OUTDOOR ADVERTISING
EA 937800
Sub Job: 3APLS
Review Board

DESCRIPTION:

This work segment captures workload to administer the appeal process for violators of the Outdoor Advertising Act, Business & Professions Code 5400 et al. and California Code of Regulations 2240 et al.

TYPICAL TASKS: (District)

- Conduct administrative appeal hearings through the Office of Administrative Hearings (OAH).
- Conduct settlement hearings through the OAH utilizing a mediator.
- Partake in court cases administered by Superior Court.
- Answer interrogatories and compiling evidence for outdoor advertising cases.
- Appear for sworn testimony and/or deposition provided in mediation or court.
- Review of deposition transcripts for accuracy.
- Perform research and documentation for appeal hearings.
- Provide information and discuss facts of claim to the Division of Legal for appeal hearings.

TYPICAL TASKS: (Headquarters)

- Conduct administrative appeal hearings through the Office of Administrative Hearings (OAH).
- Conduct settlement hearings through the OAH utilizing a mediator.
- Partake in court cases administered by Superior Court.
- Answer interrogatories and compiling evidence for outdoor advertising cases.
- Appear for sworn testimony and/or deposition provided in mediation or court.
- Review of deposition transcripts for accuracy.
- Perform research and documentation for appeal hearings.
- Provide information and discuss facts of claim to the Division of Legal for appeal hearings.

TASKS NOT INCLUDED:

Response to California Public Records Act (CPRA) requests.

WORKLOAD STANDARDS:

Output: =

Production Unit = OAH recommendation or Superior Court Order.

Workload Standard = 45 hours

Performance Measures and Indicators = (to be determined)

SUB JOB DESCRIPTIONS:

3APLS – All above mentioned and otherwise routine appeal activities including administrative activities directly related to the Office of Administrative Hearings and Superior Court cases.

PREVIOUS EXPENDITURE AUTHORIZATIONS: EA: 937800 Sub Job: 3CORB

NOTES:

FA Code: 02
Object Code: 003

Utilize Special Designation Field with Appeal Number.

OUTDOOR ADVERTISING
EA 937800
Sub Job: 3PENF
Administration

DESCRIPTION:

This work segment captures administrative duties by headquarters staff to regulate the Outdoor Advertising Act, Business & Professions Code 5400 et al. and California Code of Regulations 2240 et al.

TYPICAL TASKS: (Districts)

- None.

TYPICAL TASKS: (Headquarters)

- Monitor allocations and expenditures of the program.
- Implement policies and maintain guidelines.
- Provide legislative bill analysis to upper management and Legislative Affairs.
- Provide training for new personnel and conduct continuous training for existing staff.
- Provide training for public and/or private organization affiliated with the Outdoor Advertising Program (ie. Division of Landscape Architecture, Division of Maintenance, Division of Right of Way, National Alliance of Highway Beautification Agencies).
- Conduct workshops to train staff and vendors.
- Maintain and review existing permits and licenses and perform annual renewal billings.
- Verify Display history to ensure legal status.
- Process Visual Improvement Request (VIR)
- Maintain Outdoor Advertising database.
- Meet with staff regarding various topics related to the Outdoor Advertising Program through video or phone conferences and quarterly meetings.
- Meet with Department personnel regarding the Outdoor Advertising Program and/or related topics (ie. Division of Maintenance and Landscape Architecture personnel, Legislative Affairs, Federal Highway Administration staff and the Director's Office).
- Attend Outdoor Advertising Conferences (i.e. National Alliance of Highway Beautification Agencies annual Outdoor Advertising Conference).

TASKS NOT INCLUDED:

- Activities by district liaisons that can be charged to specific Sub Jobs.
- Does not include meetings with the local governmental entity, city, county, meetings with local officials and division safety meetings. (Note: Division safety meetings will be charged to Expenditure Authorization codes provided by the division's resources staff.)

SUB JOB DESCRIPTIONS:

3PENF – All above mentioned and otherwise routine administrative activities.

WORKLOAD STANDARDS:

Output: =

Production Unit = (to be determined)

Workload Standard = (to be determined)

Performance Measures and Indicators = (to be determined)

PREVIOUS EXPENDITURE AUTHORIZATIONS: EA: 937800 Sub Job: 3ADMN

NOTES:

F AE Code: 02

Object Code: 003

OUTDOOR ADVERTISING
EA 937800
Sub Job: 3REMO
Removal

DESCRIPTION: This work segment captures workload to remove and/or abate displays not in compliance with the Business & Professions Code 5400 et al. and California Code of Regulations 2240 et al.

TYPICAL TASKS: (Districts)

- Physical removal of temporary displays (may include escort from the California Highway Patrol).
- Legal activities prior to removing outdoor advertising displays.
- Oversight of demolition activities by Department staff.
- Research and oversee service contracts for demolition of displays.
- Coordination with the Division of Maintenance regarding the housing and retrieval of displays.

TYPICAL TASKS: (Headquarters)

- Physical removal of temporary displays (may include escort from the California Highway Patrol).
- Legal activities prior to removing outdoor advertising displays.
- Oversight of demolition activities by Department staff.
- Research and oversee service contracts for demolition of displays.
- Coordination with the Division of Maintenance regarding the housing and retrieval of displays.

TASKS NOT INCLUDED:

- Travel component to and from display location.

WORKLOAD STANDARDS:

Output: =

Production Unit = A removed display.

Workload Standard = 15 hours

Performance Measures and Indicators = (to be determined)

SUB JOB DESCRIPTIONS:

3REMO - All above mentioned and otherwise routine Outdoor Advertising Removal activities including all training, **travel** and administrative activities directly related to Display removal.

PREVIOUS EXPENDITURE AUTHORIZATIONS: EA: 937800 Sub Job: 3REMO (revised)

NOTES:

FA Code: 02
Object Code: 003

Utilize Special Designation Field with Order of Removal Number.

OUTDOOR ADVERTISING
EA 937800
Sub Job: 3VIOL
Violations and Citations

DESCRIPTION:

This work segment captures workload to process violations of the Outdoor Advertising Act, Business & Professions Code 5400 et al. and California Code of Regulations 2240 et al.

TYPICAL TASKS: (Districts)

- Identify non-permitted displays.
- Utilize GPS and GIS equipment to identify precise location of display.
- Take photo of display.
- Apply all necessary criteria of the Outdoor Advertising Act and Highway Beautification Act to existing displays along the Interstate System and if not in compliance issue a Notice of Violation.
- Research County records to verify appropriate property ownership.
- Provide notifications via certified mail to appropriate display owners. When the owner of the Display is not plainly displayed and no permit exists, the notice of violation shall be issued to the property owner on record or the advertiser identified on the display.
- Follow-up with corrective actions for compliance to the Outdoor Advertising Act.
- Verbal communication with clients for corrective actions.

TYPICAL TASKS: (Headquarters)

- Identify non-permitted displays.
- Utilize GPS and GIS equipment to identify precise location of display.
- Take photo of display.
- Apply all necessary criteria of the Outdoor Advertising Act and Highway Beautification Act to existing displays along the Interstate System and if not in compliance issue a Notice of Violation.
- Research County records to verify appropriate property ownership.
- Provide notifications via certified mail to appropriate display owners. When the owner of the Display is not plainly displayed and no permit exists, the notice of violation shall be issued to the property owner on record or the advertiser identified on the display.
- Follow-up with corrective actions for compliance to the Outdoor Advertising Act.
- Verbal communication with clients for corrective actions.

TASKS NOT INCLUDED:

- Travel component to and from display location.

WORKLOAD STANDARDS:

Output: =

Production Unit = Issued violation.

Workload Standard = 25 hours

Performance Measures and Indicators = (to be determined)

SUB JOB DESCRIPTIONS:

3VIOL - All above mentioned and otherwise routine activities including all training and administrative activities directly related to violations.

PREVIOUS EXPENDITURE AUTHORIZATIONS: EA: 937800 Sub Job: 3VIOL (revised)

NOTES:

FA Code: 02

Object Code: 003

Utilize Special Designation fields to input assigned violation number.

ENCROACHMENT PERMITS

EA 937700

Sub Job: 3EPCS

Customer Service

DESCRIPTION:

This work segment captures production and time sheet charges for customer service activities to support the issuance of encroachment permits prior to the beginning of the 60 day period for reviewing and approving applications. These activities occur prior to the submission of a complete application, as defined by the assignment of a Simplex number to the permit application.

TYPICAL TASKS: (District)

- Respond to pre-application questions from customers
- Participate in pre-application project meetings
 - Meet with customer prior to submittal of application to discuss project concepts and permit requirements
 - Visit site prior to submission of application
 - Training of customers in application process
- Receive submitted application and enter into office correspondence log
- Review application for completeness including signatures, correct number of copies, and correct fee amount
 - Verify initial fee included (except for exempt or utility with deferred billing) with application
 - Verify required documents are included in applications, such as PEER, Fact Sheet, TIS, initial site assessments
 - Verify the correct number of copies of the application and plans are included
- Return incomplete applications to applicant with instructions for resubmittal
- Assign Simplex number and date and time stamp applications that have complete information
- Respond to inquiries (not project or location specific) from internal Caltrans departments
- Training staff for permit related activities

TYPICAL TASKS: (Headquarters), None

TASKS NOT INCLUDED:

- Requests from Legal, Public Affairs to support their cases (Charge to appropriate Legal or Public Affairs EA)
- Respond to project or location specific information requests from other Caltrans departments (Charge to appropriate EA)
- Film projects (Charge to 3FILM)
- Official or unofficial appeal and dispute inquiries (Charge to 3EPAD)
- Permit review activities: any activities associated with the permit that occur after the Simplex number has been assigned (Charge to appropriate Encroachment Permits Sub Job)

PRODUCTION STANDARDS:

Output: Customer service response to pre-application inquiries.

Production Unit: To be determined.

Workload Standard: 2.3 hours per permit.

Performance Measure: To be determined

PREVIOUS EA:

NOTES: Does not need a special designation

DATE MODIFIED: 06/23/08

ENCROACHMENT PERMITS
EA 937700
Sub Job: 3EPPR
Permit Review

DESCRIPTION:

This work segment captures production and time sheet charges for activities to review and approve or deny encroachment permits, track the permit through the review process and send permits to the applicant. Design exceptions are included in these activities. This work segment begins at the assignment of the Simplex number, and concludes at the distribution of the written permit to the applicant and the Field Permit Engineer (Inspector).

TYPICAL TASKS: (District)

- Log fee payment and photocopy check
- Carry fee payments to cashier
- Enter application information into the Encroachment Permits Management System (EPMS)
- Add application to review queue
- Contact applicant for clarification or additional information
- Conduct initial review of application to determine additional required reviews
 - Prepare documents to send other reviewers
 - Complete review checklist
 - Complete cover sheet with instructions for other reviewers
 - Distribute documents to functional reviewers and Field Inspector
- Review documents
- Prepare comments from review
 - Written review of application and documents
 - Redline plans
- Receive comments from functional reviews and Field Inspector
- Enter reviewer comments into EPMS
- Follow-up on functional reviews not yet received
- Send non-approval letter to applicant with progress bill, if applicable
- Receive revised plans
 - Stamp revised plans with date
 - Process fees
- Prepare and distribute supporting documentation for exception review
- Review application, plans and supporting documentation for exception review
- Meetings or other communications of the Encroachment Exception Committee
- Receive comments from exception reviewers
- Review recommendations for longitudinal encroachments
- Receive package to process administrative permit
- Check administrative permit packages for completeness
- Write permits for approved applications
- Obtain District (e.g. Permit Engineer or other delegate) signature for permits
- Send notification of approval and plans to Field Inspector
- Send approved permit to applicant with copy of approved plans
- Research and respond to inquiries from applicant (e.g., phone calls, meetings)
- Communications and meetings with functional unit and HQ design exception reviewers

TYPICAL TASKS: (Headquarters), None

TASKS NOT INCLUDED:

- Review applications for projects worth more than 1 million dollars (Charge to Capital EA)
- Film projects (Charge to 3FILM)
- Travel to and from the job site (Charge to EA 936603 - Travel)
- Any activities that occur once the permit has been written (Charge to appropriate Encroachment Permits Sub Job)

PRODUCTION STANDARDS:

Output: Written permit

Production Unit: To be determined.

Workload Standard: 6.4 hours per permit.

Performance Measure: To be determined.

PREVIOUS EA:**NOTES:**

Special designation format: 7DDYYBPC####. Where DD = 2 digit District number, YY = 2 digit year code, B = 1 digit Billing type code (6, 7, or N), PC= Permit type code, #### = chronological (simplex) number. Billing type code "6" denotes a Caltrans fee permit, "7" denotes a permit issued by a City or County on behalf of Caltrans and "N" denotes that the permit is statutorily or administratively exempt from fees.

DATE MODIFIED: 06/23/08

ENCROACHMENT PERMITS
EA 937700
Sub Job: 3EPIC
Permit Inspection

DESCRIPTION:

This work segment captures production and time sheet charges for activities to inspect the job site to ensure the work does not deviate from approved plans. This work segment begins at the receipt of the approved permit and plans by the Field Permit Engineer (Inspector) and concludes at the submission of the completed and cleaned up permit file, including fully signed Progress Billing/Permit Closure, to the administrative staff for final accounting.

TYPICAL TASKS: (District)

- Receive copy of approved permit and plans
- Make copies of approved plans, as needed for files or inspection
- Provide construction oversight (Construction staff - for projects costing \$300,000 – \$1 million)
- Meet with permittee to explain process
 - Answer questions
 - Review schedule
- Communicate with TMC regarding lane closure activities to support the job
 - Request lane closure
 - Verify lane closure approval
 - Communicate with TMC regarding actual closing of lane
 - Communicate with TMC regarding completion of activities to re-open lane
 - Communicate with applicant regarding lane closures activities
- Update field notes and diary entries into EPMS
- Inspect job
 - Conduct site visit
 - Enter notes into diary
 - Identify unauthorized encroachments
- Receive completion card from permittee
- Determine if progress bill should be sent to permittee
- Communicate progress bill information to the administrative staff
- Complete final inspection
 - Identify additional work to be completed
 - Notify permittee of additional work to be completed
 - Contact Caltrans maintenance to perform final inspection for Caltrans maintained jobs
- Receive construction oversight documentation (Encroachment Permit staff)
- Receive as-built plans from permittee
 - Document receipt
 - File documents
- Distribute as-built plans to appropriate functional units
- Complete and finalize Completion Notice with appropriate signatures
- Clean-up permit file
 - Remove duplicate or unnecessary material
 - Prepare the contents for scanning (remove staples, paper clips, ensure clean copies)
 - Organize completed plans
 - Ensure correct number of completed plans available in file
- Submit all documentation to Permit Writer/Permit Engineer/Administrative Staff

TYPICAL TASKS: (Headquarters), None

TASKS NOT INCLUDED:

- Inspection of projects worth more than 300,000 dollars (Charge to Capital EA)
- Caltrans Maintenance final inspection activities (Charge to Maintenance EA)
- Film projects (Charge to 3FILM)

- Travel to and from the job site to perform inspection (Charge to EA 936603 - Travel)
- Unauthorized encroachment activities (Charge to 3EPUE)
- Activities to complete the accounting process with permittee (Charge to 3EPPC)

PRODUCTION STANDARDS:

Output: Signed Notice of Completion and cleaned-up permit file

Production Unit: To be determined.

Workload Standard: 3.3 hours per permit.

Performance Measure: To be determined.

PREVIOUS EA:**NOTES:**

Special designation format: 7DDYYBPC####. Where DD = 2 digit District number, YY = 2 digit year code, B = 1 digit Billing type code (6, 7, or N), PC= Permit type code, #### = chronological (simplex) number. Billing type code "6" denotes a Caltrans fee permit, "7" denotes a permit issued by a City or County on behalf of Caltrans and "N" denotes that the permit is statutorily or administratively exempt from fees.

DATE MODIFIED: 06/23/08

ENCROACHMENT PERMITS

EA 937700

Sub Job: 3EPPC

Permit Closure

DESCRIPTION:

This work segment captures production and time sheet charges for activities to finalize the accounting for the permittee. These activities also support the preparation of Progress Bills to permittee. This work segment begins at the receipt by Administrative staff of the completed and cleaned up permit file, or the receipt of information necessary to produce a progress bill, and concludes with the payment of any bill by the permittee, the payment of any refund to the permittee, and the completed archival of the permit file.

TYPICAL TASKS: (District)

- Mail Completion Card to permittee
- File paper copies of plans and permit documentation
- Prepare billing for permittee
 - Tally hours worked on the encroachment permit
 - Enter billing information into system
 - Print copies of bill
 - Print accounting log
 - Produce transmittal report
 - Send documents to HQ Accounting
- Send final permit documents to vendor for scanning
- Receive electronic and microfilm permit files
- Research expired applications and permits
- Send notice of expiration
- Receive billing inquiries from permittee
 - Research permit file
 - Respond to inquiries
- Receive and review monthly Collections Report
- Any activities to follow-up with permittee regarding unpaid bills

TYPICAL TASKS: (Headquarters), None

TASKS NOT INCLUDED:

- Projects worth more than 1 million dollars (Charge to Capital EA)
- Film projects (Charge to 3FILM)
- Any activities that are attributable to a specific permit prior to the Administrative staff receiving the completed and cleaned-up file (Charge to appropriate Encroachment Permits Sub Job)

PRODUCTION STANDARDS:

Output: Permittee bill or refund and archived permit file

Production Unit: To be determined.

Workload Standard: 1 hour per permit.

Performance Measure: To be determined.

PREVIOUS EA:

NOTES:

Special designation format: 7DDYYBPC####. Where DD = 2 digit District number, YY = 2 digit year code, B = 1 digit Billing type code (6, 7, or N), PC= Permit type code, #### = chronological (simplex) number. Billing type code "6" denotes a Caltrans fee permit, "7" denotes a permit issued by a City or County on behalf of Caltrans and "N" denotes that the permit is statutorily or administratively exempt from fees.

DATE MODIFIED: 06/23/08

ENCROACHMENT PERMITS
EA 937700
Sub Job: 3EPAP
Dispute Resolution and Appeals

DESCRIPTION:

This work segment captures production and time sheet charges for activities to research and respond to appeals from applicants or disputes from applicants that reach the Encroachment Permits office via third parties.

TYPICAL TASKS: (District)

- Receive appeal from applicant
- Provide documentation from file to District management
 - Research files for permit documentation
 - Copy necessary documentation
 - Package and send documentation
 - Briefing to District management
- Evaluate appeal
 - Review appeal from applicant
 - Review any additional information submitted with the appeal
 - Review documentation from permit file
 - Make ruling on appeal
- Communicate ruling to District and HQ management and staff
- Respond to inquiries for denied permits (from third parties such as political, governmental bodies, Caltrans management)
- Notify applicant of ruling and provide instructions

TYPICAL TASKS: (Headquarters), None

TASKS NOT INCLUDED:

- Projects worth more than 1 million dollars (Charge to Capital EA)
- Film projects (Charge to 3FILM)

PRODUCTION STANDARDS:

Output: Applicant notified of decision.

Production Unit: To be determined.

Workload Standard: 24 hours per dispute or appeal

Performance Measure: To be determined.

PREVIOUS EA: 937700, 3EPAD

NOTES: Special designation format: 7DDYYBPC####. Where DD = 2 digit District number, YY = 2 digit year code, B = 1 digit Billing type code (6, 7, or N), PC= Permit type code, #### = chronological (simplex) number. Billing type code "6" denotes a Caltrans fee permit, "7" denotes a permit issued by a City or County on behalf of Caltrans and "N" denotes that the permit is statutorily or administratively exempt from fees.

DATE MODIFIED: 06/23/08

ENCROACHMENT PERMITS
EA 937700
Sub Job: 3EPUE
Unauthorized Encroachments

DESCRIPTION:

This work segment captures production and time sheet charges for activities to research and correspond with others regarding unauthorized encroachments.

TYPICAL TASKS: (District)

- Receive inquiries regarding encroachment status
- Investigate physical location of encroachment
 - Visual inspection of encroachment site
 - Document findings
- Research to determine if permit has been issued
- Notify District and Maintenance staff of findings
- Provide recommendation to Maintenance staff regarding need to Red Tag encroachment
- Notify person/organization that inquired about the encroachment
- Follow up communications on unauthorized encroachments, with encroacher, property owner, and/or other functional units

TYPICAL TASKS: (Headquarters), None

TASKS NOT INCLUDED:

- Film projects (Charge to 3FILM)
- Maintenance activities to clean-up encroachment and to bill property owner (Charge to Maintenance EA)

PRODUCTION STANDARDS:

Output: Red-tagged encroachment.

Production Unit: To be determined.

Workload Standard: 2.9 hours per (red-tag) unauthorized encroachment

Performance Measure: To be determined.

PREVIOUS EA:

NOTES:

Special designation format: 7DDYYBPC####. Where DD = 2 digit District number, YY = 2 digit year code, B = 1 digit Billing type code (6, 7, or N), PC= Permit type code, #### = chronological (simplex) number. Billing type code "6" denotes a Caltrans fee permit, "7" denotes a permit issued by a City or County on behalf of Caltrans and "N" denotes that the permit is statutorily or administratively exempt from fees.

DATE MODIFIED: 06/23/08

ENCROACHMENT PERMITS

EA 937700

Sub Job: 3FILM

Film Permits

DESCRIPTION:

This work segment captures production and time sheet charges to process Film permit applications received from the California Filming Commission (CFC). The activities are inclusive of all tasks for Film permits, including customer service, application review, issuing the permit, inspection, closing the permit and finalizing the accounting aspects of Film projects. This Sub Job also includes travel related activities for Film projects.

TYPICAL TASKS: (District)

- Receive permit application from CFC
- Fax copy of permit application to appropriate District
- Conduct initial review of application to determine additional required reviews
 - Prepare documents to send other reviewers
 - Distribute documents to functional reviewers and other District offices
- Review documents
- Review logistics with applicant
- Respond to inquiries from applicant
- Document findings from review
- Receive comments from reviewers
- Assign Simplex number and date and time stamp application
- Document special provisions
- Calculate fees
- Write permit, including special provisions and fees
- Distribute permit
- Receive and file permit in districts
- Inspect filming operations
- Conduct post-filming inspection
 - Conduct site visit
 - Document results of visit
- Update EPMS
- Close permit
- Archive permit file
- Calculate fee adjustments
- Notify CFC of fee adjustments
- Travel

TYPICAL TASKS: (Headquarters), None

TASKS NOT INCLUDED:

- Permit activities for Non-film projects (Charge to appropriate Encroachment Permits Sub Job)

PRODUCTION STANDARDS:

Output: Film permit.

Production Unit: To be determined.

Workload Standard: 9.8 hours per film permit.

Performance Measure: To be determined.

NOTES: Special designation format: 7DDYYBPC####. Where DD = 2 digit District number, YY = 2 digit year code, B = 1 digit Billing type code (6, 7, or N), PC= Permit type code, #### = chronological (simplex) number. Billing type code "6" denotes a Caltrans fee permit, "7" denotes a permit issued by a City or County on behalf of Caltrans and "N" denotes that the permit is statutorily or administratively exempt from fees.

DATE MODIFIED: 06/23/08

ENCROACHMENT PERMITS
STORMWATER
EA 937700
Sub Job: 3ESWR
Permit Application Review

DESCRIPTION:

This work segment captures production and time sheet charges for activities to review and approve or deny applications for Storm Water permits. This work segment begins after an encroachment permit application has been assigned a Simplex number and a storm water component has been identified. The work segment concludes when the Storm Water Coordinator has reviewed the application and documented the decision to approve or deny the application.

TYPICAL TASKS: (District)

- Contact applicant for clarification or additional information
- Conduct initial review of application
 - Ensure appropriate documents are included with the application
 - Review plans
- Conduct field review
- Determine if construction related
- Identify size of Disturbed Soil Area and construction projects
- Review Storm Water Pollution Prevention Plan (SWPPP)
- Review Water Pollution Control Program (WPCP)
- Review Erosion and Sediment Control Plan
- Review Best Management Practices (BMP) plan
- Review checklists and other documentation to determine if plan should be approved
 - Verify dewatering needs an plans
 - Verify proximity to water bodies
 - Verify proximity to Caltrans high risk areas
 - Verify unique RWQCB requirements
- Document comments and result of review
- Prepare documentation to send PW/PE

TYPICAL TASKS: (Headquarters), None

TASKS NOT INCLUDED:

- Any activities (e.g. meetings, communications) prior to an application receiving a Simplex stamp (Charge to Encroachment Permits Customer Service 3EPCS with a Special Designation)
- Review of applications without Storm Water component (Charge to 3EPPR)
- Film projects (Charge to 3FILM)
- Travel (Charge to EA 936603 - Travel)
- Any Storm Water activities that occur once the permit has been written (Charge to 3ESWF)

PRODUCTION STANDARDS:

Output: Reviewed permit application.

Production Unit: To be determined.

Workload Standard: 1 hour per permit.

Performance Measure: To be determined.

PREVIOUS EA:

NOTES: EA/Sub Job added during Fiscal Year 02/03.

Special designation format: 7DDYYBPC####. Where DD = 2 digit District number, YY = 2 digit year code, B = 1 digit Billing type code (6, 7, or N), PC= Permit type code, #### = chronological (simplex) number. Billing type code "6" denotes a Caltrans fee permit, "7" denotes a permit issued by a City or County on behalf of Caltrans and "N" denotes that the permit is statutorily or administratively exempt from fees.

DATE MODIFIED: 06/23/08

ENCROACHMENT PERMITS
STORMWATER
EA 937700
Sub Job: 3ESWF
Permit Inspection

DESCRIPTION:

This work segment captures production and time sheet charges for activities to inspect the job site to ensure the work does not deviate from approved plans and permit. This work segment begins once the permit has been issued and concludes with documenting completion of the storm water components.

TYPICAL TASKS: (District)

- Meet with permittee to explain process
 - Answer questions
 - Review schedule
 - Review requirements
- Inspect job
 - Conduct site visit
 - Enter notes into diary
 - Identify required changes to the SWPPP, WPCP, BMP
- Review updated SWPPP, WPCP, BMP, or Erosion and Sediment Control Plan
- Determine if SWPPP, WPCP, BMP requirements met
- Review SWPPP, WPCP, BMP non-conformance with Field Inspector
- Identify and document unauthorized discharges
- Report unauthorized discharges to NPDES
- Concurrence with Field Inspector to suspend encroachment activities at job site
- Meet with Field Inspector and permittee (or representatives e.g. Water Pollution Control Manager) to correct deficiencies
- Document inspection and submit findings to relevant parties

TYPICAL TASKS: (Headquarters), None

TASKS NOT INCLUDED:

- Activities to review submitted application prior to approval (Charge to ESWR)
- Film projects (Charge to 3FILM)
- Inspection of permits without Storm Water component (Charge to 3EPIC)
- Travel to the job site to perform inspection (Charge to EA 936603 - EPTR)

PRODUCTION STANDARDS:

Output: Completed storm water component of permit.

Production Unit: To be determined.

Workload Standard: 1 hour per permit.

Performance Measure: To be determined.

PREVIOUS EA:

NOTES: EA/Sub Job added during Fiscal Year 02/03.

Special designation format: 7DDYYBPC####. Where DD = 2 digit District number, YY = 2 digit year code, B = 1 digit Billing type code (6, 7, or N), PC= Permit type code, #### = chronological (simplex) number. Billing type code "6" denotes a Caltrans fee permit, "7" denotes a permit issued by a City or County on behalf of Caltrans and "N" denotes that the permit is statutorily or administratively exempt from fees.

DATE MODIFIED: 06/23/08

ENCROACHMENT PERMITS

EA 936603

Sub Job: 3EPTR

Travel for Encroachment Permits

DESCRIPTION:

This work segment captures time sheet charges for travel to and from the field site related to Encroachment Permit application reviews and inspection.

TYPICAL TASKS: (District)

- Travel time from the office to work site and back again to conduct permit reviews and inspections

TYPICAL TASKS: (Headquarters)

- None

TASKS NOT INCLUDED:

- Film projects (Charge to 3FILM)
- Time to conduct meetings, application reviews, and inspections (Charge to appropriate Encroachment Permits Sub Job)
- Travel to activities that support potential permit applications (Simplex number not yet assigned to a completed permit application) (Charge to 3EPCS Customer Service)

PRODUCTION STANDARDS:

Output: Travel required to and from job sites to perform permit application reviews and inspections.

Production Unit: To be determined.

Workload Standard: 2.5 hours per permit.

Performance Measure: N/A.

PREVIOUS EA:

937700, 3TRVL

936603, 3EPAD, 3EPCS, 3EPIC, EPPR, 3EPUE, 3ESWF, 3ESWR, 3FILM

NOTES: EA/Sub Job added during Fiscal Year 08/09. Does not need a special designation.

DATE MODIFIED: 06/23/08

TRANSPORTATION PERMITS
EA 937600
SUB JOB: 3TPER
Routine

DESCRIPTION:

This work segment captures timesheet charges, and operating expenses for the administration of the Transportation Permit Program.

- 3TPER – Routine Transportation Permit activities
- 3TPVR – Variance loads, loads over 15 feet wide, over 17 feet high, over 135 feet long, or over 250,000 pounds

TASKS:

District Tasks:

- None (3TPER and 3TPVR are a Headquarters allocation)

HQ Tasks:

- Administration, supervision and program management.
- Develop and administer permit policies and exceptions.
- Develop and maintain highway routing and reference materials.
- Review and analyze legislative bills and regulations relating to extralegal vehicles and loads.
- Provide training, liaison, monitoring and review to ensure uniform application of policy.
- Issue transportation permits and perform related activities.
- Inspect extralegal vehicles and perform related activities.
- Coordinate and collaborate with the CHP, cities, counties, permitting agencies, and industry on all extralegal size & weight issues.
- Ensure permit compliance by monitoring CHP citations (including suspension of permit privileges).
- Initiate, develop, and revise methods to issue permits.
- Maintain a manual of current policies and practice.
- Track production units.

TASKS NOT INCLUDED:

District Tasks:

- None (3TPER and 3TPVR are a Headquarters allocation)

HQ Tasks:

- Hazardous materials permits (call CHP).
- Encroachment permits (use EA 937700 with appropriate Sub Job).
- US Department of Transportation licensing and USDOT number.
- Motor Carrier permits, trip permits (no longer issued) (call DMV).

OUTPUT: Transportation Permits

WORKLOAD STANDARD:

- 3TPER = 0.50 hour/permit
- 3TPVR = 2.9 hours/permit

PERFORMANCE MEASURES:

- TBD

PREVIOUS EA#:

937076 TRAFFIC OPERATIONS OVERHEAD
937176 TRANSPORTATION PERMIT – ROUTINE LOADS
937177 TRANSPORTATION PERMIT – VARIANCE LOADS

TRANSPORTATION PERMITS
EA 937600
SUB JOB: 3TPVR
Variance Load

DESCRIPTION:

This work segment captures timesheet charges, and operating expenses for the administration of the Transportation Permit Program.

- 3TPER – Routine Transportation Permit activities
- 3TPVR – Variance loads, loads over 15 feet wide, over 17 feet high, over 135 feet long, or over 250,000 pounds

TASKS:

District Tasks:

- None (3TPER and 3TPVR are a Headquarters allocation)

HQ Tasks:

- Administration, supervision and program management.
- Develop and administer permit policies and exceptions.
- Develop and maintain highway routing and reference materials.
- Review and analyze legislative bills and regulations relating to extralegal vehicles and loads.
- Provide training, liaison, monitoring and review to ensure uniform application of policy.
- Issue transportation permits and perform related activities.
- Inspect extralegal vehicles and perform related activities.
- Coordinate and collaborate with the CHP, cities, counties, permitting agencies, and industry on all extralegal size & weight issues.
- Ensure permit compliance by monitoring CHP citations (including suspension of permit privileges).
- Initiate, develop, and revise methods to issue permits.
- Maintain a manual of current policies and practice.
- Track production units.

TASKS NOT INCLUDED:

District Tasks:

- None (3TPER and 3TPVR are a Headquarters allocation)

HQ Tasks:

- Hazardous materials permits (call CHP).
- Encroachment permits (use EA 937700 with appropriate Sub Job).
- US Department of Transportation licensing and USDOT number.
- Motor Carrier permits, trip permits (no longer issued) (call DMV).

OUTPUT: Transportation Permits

WORKLOAD STANDARD:

- 3TPER = 0.50 hour/permit
- 3TPVR = 2.9 hours/permit

PERFORMANCE MEASURES:

- TBD

PREVIOUS EA#:

937076 TRAFFIC OPERATIONS OVERHEAD
937176 TRANSPORTATION PERMIT – ROUTINE LOADS
937177 TRANSPORTATION PERMIT – VARIANCE LOADS

ACTIVITIES FUNDED BY OTHERS
40.10.020
PLANNING
EA: 984511
CONGESTION MONITORING

DESCRIPTION:

This EA is for service contract operating expenses; No staff charges should be made to this EA.

TYPICAL TASKS:

- N/A

TASKS NOT INCLUDED:

- N/A

WORKLOAD STANDARDS:

Production Units = See Work Breakdown Structure, (WBS)

Performance Indicator = See Work Breakdown Structure, (WBS)

SUB JOB DESCRIPTIONS:

PREVIOUS EXPENDITURE AUTHORIZATIONS:

NOTES:

- (1) No personal services allowed under this EA.

ACTIVITIES FUNDED BY OTHERS

40.10.020

PLANNING

EA: 984512

AUTOMATED SYSTEM PERFORMANCE DATA AND MEASUREMENT

DESCRIPTION:

This work segment captures production and time sheet charges for supporting the research and development the Performance Measurement System (PeMS) which collects detector data on the transportation system and provides a readily accessible database including system performance data by district.

TYPICAL TASKS:

- Work with District and HQ staff to assist in the use of PeMS data.
- Work with District and HQ staff to identify PeMS functional requirements.
-
- Monitor PeMS performance.
- Provide assistance and training, as needed to new and continuing users.
- Prepare performance measure reports using PeMS.
- Develop and present training materials as needed.

TASKS NOT INCLUDED:

- Congestion monitoring using “tach runs”. (System Monitoring)
- Operation of the production version of PeMS in Caltrans.

WORKLOAD STANDARDS:

Production Units = See Work Breakdown Structure, (WBS)

Performance Indicator = See Work Breakdown Structure, (WBS)

SUB JOB DESCRIPTIONS:**PREVIOUS EXPENDITURE AUTHORIZATIONS:****NOTES:**

- (1) The PeMS system will eventually replace the traditional Congestion Monitoring activity.
- (2) PeMS applications will be expanded to include local transportation system data and transit data.

ACTIVITIES FUNDED BY OTHERS
PLANNING
EA: xxxxxK (PSRs, PSSRs)
TRAFFIC IMPROVEMENT PROJECT STUDY REPORTS

DESCRIPTION:

This work segment captures time sheet charges for gathering traffic improvement project data in the preparation of Project Study Reports/ Project Scope Summary Reports that may recommend a construction project.

TYPICAL TASKS:

- Review accident records, and prepare summaries and diagrams (excludes Table C work).
- Make manual or mechanical traffic counts, and prepare traffic flow diagrams.
- Record and report video surveillance.
- Conduct studies of signal systems.
- Make time-space diagrams and time-phase diagrams.
- Collect and analyze special traffic count data.
- Prepare a condition and improvement diagram showing:
 - Existing conditions;
 - Recommend improvements;
 - Proposed special details;
 - Proposed signs;
 - Striping;
 - Pavement markers;
 - Electrical work.
- Prepare cooperative agreements for traffic safety projects.
- Negotiate and obtain departmental reviews, and obtain executive signatures from the cooperating governmental units.
- Prepare PSR/PSSR

TASKS NOT INCLUDED:

- Time spent on studies prior to project commitment and PSR/PSSR development (use appropriate Traffic Operations EA Sub Job).

WORKLOAD STANDARDS:

Production Units = See Work Breakdown Structure, (WBS)

SUB JOB DESCRIPTIONS:

PREVIOUS EXPENDITURE AUTHORIZATIONS:

NOTES:

ACTIVITIES FUNDED BY OTHERS

20.80.040

MAINTENANCE

EA: 930559

TOSNET

DESCRIPTION:

Traffic Operation System NETwork (TOSNET) - Maintenance and Technical Support Services for the Communications infrastructure System of the Freeways and Highways, Statewide.

TYPICAL TASKS:

- Statewide Fiber Optic and Copper Plant Maintenance, Restoration, and Recovery.
- Statewide Bench repair Service Contract for repair of Caltrans' TOSNET equipment.
- Preventive and Corrective and Maintenance of Hub facilities in State Highways and Freeways.
- Technical Support for Maintenance of the Communication Infrastructure Systems and related Networks and Equipment.
- Statewide Procurement of spare and test equipment for TOSNET Communication System.

TASKS NOT INCLUDED:

- Design and development of Systems utilized in Caltrans' central traffic surveillance and management system (CTNET) (use EA 936501, Sub Job 3SIGL).
- Detector Fitness Program (use EA 936601, Sub Job 3TMSU, Special Designation 6DFP).

WORKLOAD STANDARDS:

Production Units = See Work Breakdown Structure, (WBS)

Performance Indicator = See Work Breakdown Structure, (WBS)

SUB JOB DESCRIPTIONS:

PREVIOUS EXPENDITURE AUTHORIZATIONS:

NOTES:

ACTIVITIES FUNDED BY OTHERS
20.80.040
MAINTENANCE
EA: 930560
WEIGH IN MOTION

DESCRIPTION:

This EA is for a service contract for operating expenses; No staff charges should be made to this EA.
Personnel services paid by FHWA.

TYPICAL TASKS:

- N/A

TASKS NOT INCLUDED:

- N/A

WORKLOAD STANDARDS: See Work Breakdown Structure, (WBS)

SUB JOB DESCRIPTIONS:

PREVIOUS EXPENDITURE AUTHORIZATIONS:

NOTES:

- (1) No personal services allowed under this EA.

ACTIVITIES FUNDED BY OTHERS

20.40.020

HIGHWAY SYSTEM MANAGEMENT

EA: 908118

Weigh in Motion (WIM) Data/WIM Installation & Maintenance Activity

DESCRIPTION:

This work segment captures time sheet charges for maintaining the statewide WIM program. This includes field operations, which consists of inspection of installations, maintenance, and rehabilitation. Office functions include data management, remote diagnostics, and in-office calibrations.

TYPICAL TASKS: (District)

- None

TYPICAL TASKS: (Headquarters)

- Field maintenance of approximately 109 WIM systems located statewide including travel.
- Reviewing plans and special provisions.
- Inspection of contractor's installation of new and retrofit sites located statewide.
- Supervision of contractor maintenance of WIM site equipment during lane closures.
- Download and review of data produced by WIM sites.
- Office calibration of sites by remote adjustment of weight factors at field controllers.
- Troubleshooting problems with field elements through data analysis.
- Processing of data reports for customers including CT Pavement, CT Structures, CHP, ARB, Universities, and Private Sector.

TASKS NOT INCLUDED:

- Provide maintenance or installation support for PrePass® WIM. (EA# 936701 / Sub Job 3WMBP)
- Provide maintenance support for in-station WIMs at Weigh Station. (Field investigation should be charged to EA# 936701, Sub Job 3CVWS. Maintenance is not done for in-station WIMs, but should be done.)
- Review PR and PS&E for WIM projects that have an EA charged to specific project

PRODUCTION STANDARDS:Output:

- The main "product" of the office portion of tasks is WIM Data that has been validated and filtered.
- Fully functional and operable field systems.

Production Unit: TBD

Workload Standard: TBD

Performance Measure: Percentage of serviceable WIM sites producing acceptable data.

Maximum acceptable down-time of WIM system without major damage: 2 weeks.

PREVIOUS EA: 908118, SUB JOB NONE

NOTES: Headquarters Allocation 2 PY

DATE MODIFIED: 06/26/2008

ACTIVITIES FUNDED BY OTHERS
20.40.020
HIGHWAY SYSTEM MANAGEMENT
EA: 908117
TRAFFIC CENSUS OPERATIONS AND EQUIPMENT

DESCRIPTION:

This work segment captures production and time sheet charges for taking traffic census counts and making truck classifications.

TYPICAL TASKS:

- Gather and distribute traffic census data.
- Determine traffic count locations.
- Set, retrieve, and maintain traffic census equipment.
- Classify vehicle (truck counts).
- Enter collected data into the computer database.
- Give instructions on the use of output reports.
- Respond to inquiries from other Caltrans units, government agencies, and the public.

TASKS NOT INCLUDED:

- N/A

WORKLOAD STANDARDS:

Production Units = Number of locations at which traffic census counts are made.

Routine monthly reporting represents counts at:

- Continuous and quarterly count sites.
- All other count locations (e.g., profile, ramp, classifications, and intersections) are entered into the system once a year.

Performance Indicator = An average of 5.2 hours is required for each census count.

SUB JOB DESCRIPTIONS:

PREVIOUS EXPENDITURE AUTHORIZATIONS:

908117 (No Change)

Work Segment TE09

Traffic Census

NOTES:

ACTIVITIES FUNDED BY OTHERS
20.40.020
HIGHWAY SYSTEM MANAGEMENT
EA: 908119
TASAS HIGHWAY DATABASE

DESCRIPTION:

This work segment captures time sheet charges for updating the TASAS Highway Data Base records.

TYPICAL TASKS: (Districts)

- Maintain the district's roadway files.
- Provide data for projects not advertised through HQ.
- Monitor HQ post mile computations.
- Check newly entered data.
- Initiate the correction of erroneous data.
- Assist others in the use of California Highway Log information.
- Prepare plans and installation orders for post mile markers.
- Review as-built plans for possible changes in the data base.
- District and HQ communications relative to traffic improvement opening dates.
- Review and notify HQ of all plans and installation orders that may affect the data base, but for which the information is not included in HQ advertised plans.
- Respond to inquiries on specific information from the file.

TYPICAL TASKS: (Headquarters)

- Maintain the TASAS Highway Data Base.
- Provide post mile computations for projects advertised through HQ.
- Monitor data submitted by the districts.
- Enter revisions into the computer file.
- Produce the California Highway Log from the file data.
- Respond to inquiries on specific information from the file.
- Prepare and distribute instructions.
- Train in the use of the system.
- Review, monitor, and report the use of the system.

TASKS NOT INCLUDED:

- Does not include EA 908145 activities. (use EA 908145)

WORKLOAD STANDARDS:

Production Units = See Work Breakdown Structure, (WBS)

Performance Indicator = See Work Breakdown Structure, (WBS)

SUB JOB DESCRIPTIONS:

PREVIOUS EXPENDITURE AUTHORIZATIONS:

908119 (No Change)

Work Segment TE07

TASAS Highway Data Base

ACTIVITIES FUNDED BY OTHERS
20.40.020
HIGHWAY SYSTEM MANAGEMENT
EA: 908145
TASAS ACCIDENT DATABASE

DESCRIPTION:

This work segment captures production and time sheet charges for updating the TASAS Accident Data records.

TYPICAL TASKS: (Districts)

- Maintain liaison with HQ, local offices of the CHP Liaison, and local police departments in pursuit of accurate and complete reporting.
- Maintain the TASAS accident data base:
 - Review and spot-check the input information (HQ and district);
 - Receive and review accident reports, prepare corrections and submit to HQ TASAS for entry into the computer file.
- Maintain district accident files.
- Monitor HQ coding accuracy.
- Respond to inquiries on specific information from the file.

TYPICAL TASKS: (Headquarters)

- Code post miles of all accidents.
- Maintain the TASAS accident data base:
 - Review and spot-check the input information (HQ and district);
 - Receive, code, and enter applicable accident data into the computer file.
- Produce and distribute periodic and special reports.
- Provide training in the use of the system.
- Respond to inquiries on specific information from the file.
- Prepare and distribute instructions.
- Review, monitor, and report the use of the system.
- Monitor accident costs.
- Publish the annual report, "Accident Data on California Highways."

While both district and HQ staff provide data for the files, HQ staff enters the accident data into the computer file and the districts review those entries.

TASKS NOT INCLUDED:

- Does not include 908119 activities.

WORKLOAD STANDARDS:

Production Units = Number of accidents entered into the computer data base file.

Performance Indicator = See Work Breakdown Structure, (WBS)

SUB JOB DESCRIPTIONS:

PREVIOUS EXPENDITURE AUTHORIZATIONS:

908145 (No Change) Work Segment TE08 TASAS Accident Data Base

ACTIVITIES FUNDED BY OTHERS
20.40.020
HIGHWAY SYSTEM MANAGEMENT
EA: 908167
PEDESTRIAN AND BICYCLE PROGRAM

DESCRIPTION:

This work segment captures the typical activities of the Pedestrian and Bicycle Safety Branch.

TYPICAL TASKS:

- Training delivery for bike/pedestrian best practices.
-
- Responding to requests for information and guidance regarding pedestrian/bike issues.
- Review and comment on documents and legislative referrals affecting pedestrian/bike safety.
- Implementing pedestrian/bike safety performance measures .
- Coordination with districts, divisions and local agencies on pedestrian/bike issues.
- Serving as staff liaison to CalPed (California Pedestrian Advisory Committee).
- Facilitate resolution of issues raised in the California Bicycle Advisory Committee.
- Developing and maintaining the branch intranet site and two public web sites.

TASKS NOT INCLUDED:

- Anything other than the above, except general activities necessary for accomplishing the tasks of the Pedestrian & Bicycle Safety Branch.

WORKLOAD STANDARDS:

Production Units = See Work Breakdown Structure, (WBS)

Performance Indicator = See Work Breakdown Structure, (WBS)

SUB JOB DESCRIPTIONS:

PREVIOUS EXPENDITURE AUTHORIZATIONS:

NOTES:

- (1) No EA/Sub Jobs were added during Fiscal Year 05/06.

ACTIVITIES FUNDED BY OTHERS
20.40.020
HIGHWAY SYSTEM MANAGEMENT
EA: 908009
OVERHEAD

DESCRIPTION:

This is an operating expense EA to support TASAS and Traffic Census Programs; No staff charges should be made to this EA.

TYPICAL TASKS:

- purchase equipment and services to support SPR activities in Traffic Operations.

TASKS NOT INCLUDED:

- N/A

WORKLOAD STANDARDS:

Production Units = See Work Breakdown Structure, (WBS)

Performance Indicator = See Work Breakdown Structure, (WBS)

SUB JOB DESCRIPTIONS:

PREVIOUS EXPENDITURE AUTHORIZATIONS:

NOTES:

- (1) No personal services allowed under this EA.

ACTIVITIES FUNDED BY OTHERS

20.65.010

LEGAL

EA: 942105

TRAFFIC OPERATIONS LEGAL SUPPORT TO LEGAL DIVISION

Sub Job: (See Note 1)

DESCRIPTION:

This work segment captures the Senior Specialist's time, production, and training for support to the Legal Division on specific cases.

TYPICAL TASKS:

- Develop, teach and implement statewide expert witness training program.
- Consult with districts and legal on issues pertaining to civil lawsuits and potential tort claims.
- Monitor statewide usage of Legal Support EA 937500 Sub Job 3LEGL.
- Review Departmental Policy and guidance manuals for tort claim issues.
- Produce documents, facts and data requested for an investigation.
- Provide information to answer interrogatories.
- Provide information for preparation of affidavits and exhibits.

TASKS NOT INCLUDED:

- Day Labor activities.
- Routine documentation.
- Provision of readily available data (ex. Traffic counts).
- Activities related to creation of Project Initiation Documents or specific project reports or plans.
- Project related case support (i.e., inverse condemnations and contract work).

WORKLOAD STANDARDS:

Production Units = See Work Breakdown Structure, (WBS)

Performance Indicator = See Work Breakdown Structure, (WBS)

SUB JOB DESCRIPTIONS:**PREVIOUS EXPENDITURE AUTHORIZATIONS:****NOTES:**

- (1) A Special Designation for each case, provided by the Legal Division, is needed to charge time or resources to this Work Segment.

ACTIVITIES FUNDED BY OTHERS
PROJECT OVERSIGHT
EA: 965100
LOCAL PROJECT REVIEW

DESCRIPTION:

This work segment captures production and time sheet charges for the oversight review of those major projects (over \$1,000,000) associated with special funding, local agencies, consultants, or developers who will be preparing plans, specifications, and estimates (PS&E) for projects on the state highways.

TYPICAL TASKS:

Personnel and support charges to project development expenditure authorizations (EAs) are to include all project-oriented activities from initiation of studies through completion of PS&E.

If projects are to be constructed under an encroachment permit, those projects over \$1,000,000 should be charged to the project EA and not to the encroachment permit EA (except for the time needed to issue the permit).

- Staff review and approve plans and specifications (prepared under state or federal programs), which require review by Caltrans personnel. EA numbers will be provided by Local Assistance Branch or District Accounting at the time the request is made.
- Provide policy and procedure guidance to local agencies, consultants, and developers.
- Prepare, negotiate, process, coordinate, and administer agreements and contracts.
- Review project reports, PS&E, right-of-way mapping appraisals, acquisition and construction change orders, and inspection methods.
- Provide technical guidance, consultation, manuals, and Caltrans-developed project information.
- Participate in encroachment activities dealing with the oversight review of those projects over \$1,000,000 (associated with special funding, local agencies, and developers) done by encroachment permit.
- Assure compliance with state and federal regulations and process.
- Monitor or inspect construction activities.
- Include time spent on Project Study Reports and Internal Government Reports, if related to project oversight activities.
- Can include project management activities.

TASKS NOT INCLUDED:

- Time spent in preparing plans, special provisions, and estimate for local projects when Caltrans staff perform such work at cost and after a local agency request (that effort is to be charged to PS&E phase).
- The cost of preparing plans, special clause, and estimate for local agencies when that work is done as a part of a joint project covered by a cooperative agreement (that effort is to be charged to PS&E phase).
- Time spent on non-project development EAs (that time is properly charged to the work segments that best fit the appropriate stage of the work effort at the time).
- Projects receiving local funding participation to complete state highway projects (we are not reviewing others' work in this instance; this time would generally be charged to the "0" or "1" EA phase).

WORKLOAD STANDARDS:

Production Units = See Work Breakdown Structure, (WBS)

Performance Indicator = See Work Breakdown Structure, (WBS)

PREVIOUS EXPENDITURE AUTHORIZATIONS:

965100 (Local Project Review)	Work Segment TE21	Project Oversight
909076 (Overhead)	Work Segment TE21	Project Oversight

ACTIVITIES FUNDED BY OTHERS
PROJECT OVERSIGHT
EA: 909076
OVERHEAD

DESCRIPTION:

This work segment captures production and time sheet charges for the oversight review of those major projects (over \$1,000,000) associated with special funding, local agencies, consultants, or developers who will be preparing plans, specifications, and estimates (PS&E) for projects on the state highways.

TYPICAL TASKS:

Personnel and support charges to project development expenditure authorizations (EAs) are to include all project-oriented activities from initiation of studies through completion of PS&E.

If projects are to be constructed under an encroachment permit, those projects over \$1,000,000 should be charged to the project EA and not to the encroachment permit EA (except for the time needed to issue the permit).

- Staff review and approve plans and specifications (prepared under state or federal programs), which require review by Caltrans personnel. EA numbers will be provided by Local Assistance Branch or District Accounting at the time the request is made.
- Provide policy and procedure guidance to local agencies, consultants, and developers.
- Prepare, negotiate, process, coordinate, and administer agreements and contracts.
- Review project reports, PS&E, right-of-way mapping appraisals, acquisition and construction change orders, and inspection methods.
- Provide technical guidance, consultation, manuals, and Caltrans-developed project information.
- Participate in encroachment activities dealing with the oversight review of those projects over \$1,000,000 (associated with special funding, local agencies, and developers) done by encroachment permit.
- Assure compliance with state and federal regulations and process.
- Monitor or inspect construction activities.
- Include time spent on Project Study Reports and Internal Government Reports, if related to project oversight activities.
- Can include project management activities.

TASKS NOT INCLUDED:

- Time spent in preparing plans, special provisions, and estimate for local projects when Caltrans staff perform such work at cost and after a local agency request (that effort is to be charged to PS&E phase).
- The cost of preparing plans, special clause, and estimate for local agencies when that work is done as a part of a joint project covered by a cooperative agreement (that effort is to be charged to PS&E phase).
- Time spent on non-project development EAs (that time is properly charged to the work segments that best fit the appropriate stage of the work effort at the time).
- Projects receiving local funding participation to complete state highway projects (we are not reviewing others' work in this instance; this time would generally be charged to the "0" or "1" EA phase).

WORKLOAD STANDARDS:

Production Units = See Work Breakdown Structure, (WBS)

Performance Indicator = See Work Breakdown Structure, (WBS)

PREVIOUS EXPENDITURE AUTHORIZATIONS:

965100 (Local Project Review)	Work Segment TE21	Project Oversight
909076 (Overhead)	Work Segment TE21	Project Oversight

ACTIVITIES FUNDED BY OTHERS
20.10 (use Project EAs)
CAPITAL OUTLAY SUPPORT
EA: xxxxx0
(Minor A, Minor B, and Major Projects)
TRAFFIC IMPROVEMENT PROJECT REPORTS

DESCRIPTION:

This work segment captures time sheet charges for gathering traffic improvement project data in the preparation of Project Reports that sets the scope, schedule, and cost of a construction project.

TYPICAL TASKS:

- Review accident records, and prepare summaries and diagrams (excludes Table C work).
- Make manual or mechanical traffic counts, and prepare traffic flow diagrams.
- Record and report video surveillance.
- Conduct studies of signal systems.
- Make time-space diagrams and time-phase diagrams.
- Collect and analyze special traffic count data.
- Prepare a condition and improvement diagram showing:
 - Existing conditions;
 - Recommend improvements;
 - Proposed special details;
 - Proposed signs;
 - Striping;
 - Pavement markers;
 - Electrical work.
- Prepare cooperative agreements for traffic safety projects.
- Negotiate and obtain departmental reviews, and obtain executive signatures from the cooperating governmental units.
- Prepare PR.

TASKS NOT INCLUDED:

- Time spent on studies prior to project commitment, including PSR development.

WORKLOAD STANDARDS:

Production Units = See Work Breakdown Structure, (WBS)

SUB JOB DESCRIPTIONS:

PREVIOUS EXPENDITURE AUTHORIZATIONS:

NOTES:

ACTIVITIES FUNDED BY OTHERS
20.10 (use Project EAs)
CAPITAL OUTLAY SUPPORT
EA: xxxxx1
(Minor A, Minor B, and Major Projects)
PREPARATION OF PS&E

DESCRIPTION:

This work segment captures time sheet charges for the preparation of contract plans, specifications, and estimates (PS&E) and the review of trial (dummy) special provisions reported by Traffic personnel.

TYPICAL TASKS:

The Traffic Branch completes the entire project for which the PS&E is prepared and produces project elements such as highway lighting, traffic signals, electrical work, signs, delineation, ramp meter systems, energy attenuators, median barriers, and guardrails.

- Prepare normal PS&E for discrete portions of projects.
- Prepare the preliminary report, including the special clauses to be included in the contract.
- Determine contract items.
- Compile quantities, and estimate costs.
- Coordinate the estimates with other agencies and Caltrans departments.
- Prepare narrative description of the Traffic portion of the work.
- Review the report and its transmittal to HQ with the PS&E.
- Review the HQ-prepared trial (dummy) special provisions.
- Review the existing utility locations for possible conflicts below ground and overhead.
- Modify signal controller programs, and develop programs for projects that are under construction, even though the modifications or developments are done after construction has started, including custom programming of the 170 controller units.
- Provide PS&E liaison with Caltrans branches and other agencies.
- Make standard service agreements with utility companies involving PS&E activities.
- Provide technical assistance to the Office of Office Engineer during the preparation of the special provisions.

TASKS NOT INCLUDED:

- The review and completion of the special provision (performed by the Office of Office Engineer).
- Work done in the development of the Project Report.

PRODUCTION STANDARDS:

Output:

Production Units = See Work Breakdown Structure, (WBS)

Workload Standard:

Performance Measure: = See Work Breakdown Structure, (WBS)

SUB JOB DESCRIPTIONS:

PREVIOUS EXPENDITURE AUTHORIZATIONS:

NOTES:

DATE MODIFIED:

ACTIVITIES FUNDED BY OTHERS
20.10 (use Project EAs)
CAPITAL OUTLAY SUPPORT
EA: xxxxxx3 (Construction Projects)
(Minor A, Minor B, and Major Projects)
CONSULTATION TO CONSTRUCTION

DESCRIPTION:

This work segment captures time sheet charges for Traffic Operations staff that provide assistance to the Construction Branch.

TYPICAL TASKS:

- Assist resident engineer.
- Develop and review contract change orders for traffic safety and traffic operations items.
- Prepare necessary drawings and calculations for traffic items.
- Coordinate with others and obtain necessary approvals.
- Monitor and review the installation of traffic advisory or traffic control equipment and devices.
 - Includes monitoring new 170 controller units.
- Compile traffic advisory or traffic control equipment request package, and assist with initial start-up.
- Review sign and delineation plans.
- Assist with sign location and orders.
- Assist with phase traffic control.
 - Includes planned lane closures during construction phase.

TASKS NOT INCLUDED:

- Work done in the development of the Plans, Specifications, and Estimates.

PRODUCTION STANDARDS:

Output:

Production Unit = See Work Breakdown Structure, (WBS)

Workload Standard:

Performance Measure = See Work Breakdown Structure, (WBS)

PREVIOUS EAs:

NOTES:

DATE MODIFIED:

ACTIVITIES FUNDED BY OTHERS
20.10 (use Project EAs)
CAPITAL OUTLAY SUPPORT
EA: xxxxxK, xxxxx0, xxxxx1 (Project EAs)
TRAFFIC MANAGEMENT PLANS

DESCRIPTION:

This work segment captures time sheet charges for the design, implementation, and monitoring of Transportation Management Plans (TMP).

TMPs are needed for traffic congestion mitigation on large, long-term construction projects. TMP activities may exist in all phases of a project, from planning through construction.

TYPICAL TASKS: (District)

- Determine project traffic delays.
- Review projects and determine TMP needs.
- Estimate TMP cost and scope.
- Establish TMP team.
- Report to and advise project manager on TMP activities.
- Coordinate and monitor all TMP phases.
- Complete TMP recommendations for Project Study Report.

TYPICAL TASKS: (Headquarters)

- Prepare and update TMP guidelines.
- Advise districts on TMP development.
- Participate in TMP team when requested by districts.
- Provide liaison with other agencies, FHWA, and CHP on generic and statewide TMP issues.
- Review TMP reports.
- Evaluate TMP implementation by the districts.
- Recommend district TMP PY allocations.

TASKS NOT INCLUDED:

- N/A

PRODUCTION STANDARDS:

Output:

Production Unit = See Work Breakdown Structure, (WBS)

Workload Standard:

Performance Measure = See Work Breakdown Structure, (WBS)

PREVIOUS EAs:

NOTES:

DATE MODIFIED:

**SYSTEM MANAGEMENT
INCIDENT MANAGEMENT
EA 936219
Sub Job: 3ELSU
ELECTRICAL EQUIPMENT SUPPORT**

DESCRIPTION:

This work segment captures production and time sheet charges for electrical standards plans, specifications, standard special provisions, and the Transportation Electrical Equipment Program. These are Headquarters only functions.

TYPICAL TASKS: (District)

None

TYPICAL TASKS: (Headquarters)

Standard Plans and Specifications Program

- Provide technical expertise to Districts for the evaluation, development, and deployment of electrical systems.
- Develop, review, and establish new electrical specifications for the Districts.
- Review and evaluate new electrical products presented by vendors and manufacturers.
- Maintain and update existing standard plans, specifications, and special provisions.
- Review, negotiate, and approve non-standard special provisions for the Districts.
- Provide statewide traffic signal design support and training.
- Develop, update and maintain electrical design manuals and provide training.
- Chair electrical specifications committee and implement proposed changes to the standards.

Transportation Electrical Equipment Program

- Publish and maintain the Transportation Electrical Equipment Specifications (TEES).
- Modify existing specifications for electrical equipment as issues identified and resolved.
- Write new specifications for electrical equipment when needs are identified.
- Publish and maintain a Qualified Products List (QPL) for electrical equipment.
- Assist vendors seeking to have their equipment listed on the Caltrans QPL.
- Provide technical support Caltrans' Engineers, other DOTs and local agencies.
- Provide Diagnostic & Acceptance testing procedures and software to the LAB.
- Provide technical clarifications and interpretation of TEES to the LAB and vendors.
- Oversee and approve LAB QPL testing results and communicate results and issues with vendors.
- Maintain and support CMS specifications, LAB testing, and acceptance.
- Execute Master Purchase Agreements and Purchase Orders for electrical state furnished materials.
- Manage and authorize the delivery of state-furnished materials to HQ, Translab and districts.
- Authorize state furnished materials vendor payments.
- Survey the districts and develop state-furnished materials usage forecasts.
- Provide technical support to National ITS Standards Committees.

TASKS NOT INCLUDED:

- All activities captured by EA 936501 3SIGL, 936601 all subjobs, and 936501 3RAMP

PRODUCTION STANDARDS:

Output: Plans, Specifications, Special Provisions, design guidelines, and electrical equipment for projects.

Production Unit: Not applicable

Workload Standard: 8 PY a year

Performance Measure:

PREVIOUS EA: 936601, 3ELSU

NOTES:

DATE MODIFIED: July 2, 2008

GENERAL

20.70

OVERHEAD

EA: 936076

DESCRIPTION:

This work segment captures time expended by **one Deputy District Director, One district budget staff, and HQ Budget staff** for administration, budgeting, management, and supervision services needed to support Traffic Operations program activities **NOT** identified by specific Sub Jobs.

TYPICAL TASKS: (District & Headquarters)

- Administering, managing and supervising Administrative and Budget staff
- Preparation and monitoring of District/HQ budget and resource allocations & expenditures.
- Administrative Time Off (ATO), (All staff are required to utilize an overhead EA for ATO)

TASKS NOT INCLUDED:

- Any activity that can be charged as a direct cost of the work it supports (Use activity sub job).
- Activities related to 10-Year SHOPP development. (Use EA 606728)
- Project Initiation Document development (Use Planning/K Phase Project EA).
- Any Capital Outlay Support-related work (Use COS Project EA, with appropriate WBS activity code).
- Claims/Legal activities (Use EA 937500, Sub job 3LEGA, 3LEGB, or 3LEGC).
- Work by District Liaisons and Headquarters staff shall be charged to specific Traffic Operations Sub Jobs or to specific project EAs as appropriate.
- Preparation and attendance at Tailgate Safety Meetings (Use activity sub job)
- **All** Training (Use activity sub job)
- Clerical support related to specific activities (Use activity sub job).
- Administration and management of HR related activities. (Use activity sub job)
- Staff Meetings (Use activity sub job)
- Email and Customer Service (Use activity sub job)
- Prepare for, and participate in, quarterly all staff safety meetings and stand-downs. (Use activity sub job)

PRODUCTION STANDARDS:

Output: Not Applicable

Production Unit: Not Applicable

Workload Standard: Not Applicable

Performance Measure: Overhead should be less than 10% of each district or headquarters program allocation and expenditures.

PREVIOUS EXPENDITURE AUTHORIZATIONS:

Traffic Safety – EA 937010, Encroachment Permits – EA 937050

Outdoor Advertising – EA 937040, Transportation Permits – EA 937060

NOTES:

For administrative time off- use Activity Code 099

DATE MODIFIED: 6/30/08

APPENDIX B - Activity Code Summary

The following Activity Codes can be used in completing your time reporting to better describe the work completed. Others not listed may also be applicable.

COMMONLY USED ACTIVITY CODES

FA ELIGIBLE	ACTIVITY CODE	DESCRIPTION
1,2	001	Management
1,2	002	Supervision
1,2	003	Staff/Administration Services
1	005	Auditing Services
1	007	Clerical and Allied Services
1	009	Photogrammetry – Non Project
1	010	Surveying – Non Project
1	011	Mapping, Drafting, Delineation – Non Project
1,2	012	Investigations and Review
1,2	013	Traffic (General)
2	014	Examination – Chairperson
2	015	Examination – Consulting Advisor
2	016	Examination State Service Representative
1	025	Materials, Investigations and Testing
2	037	Permit Review, Issuance and Inspection
1	041	Liaison
1,2	042	Research
2	049	Safety
2	056	Public Liability and Personal Law
2	058	Training – Instructor
2	059	Training – Trainee
1,2	063	Legal Services
2	078	Toll Collections
2	080	Union Officer/Steward Representation Time Off
2	095	Development of Standards and Specifications
2	096	New Products – Procedures
2	098	Oversight of Reimbursed Work
2	099	Administrative Time Off
1,2	100-300	Used for Support Activities on Capital Projects

For complete activity code listing, with descriptions, please refer to [The Accounting Coding Manual, Volume 1, Chapter 6](#).

APPENDIX C - Headquarters Work Segment Managers

ACTIVITIES FUNDED BY THE DIVISION OF TRAFFIC OPERATIONS

OFFICE OF RESPONSIBILITY	EA DESCRIPTION	WORK SEGMENT MANAGER	UNIT NUMBER	PHONE # (CALNET #)
TRAFFIC SAFETY	Traffic Safety Studies	Craig Copelan	366	916-654-4682 (8-464-4682)
	SHSP Implementation	Jesse Bhullar	372	916-654-5026 (8-464-5026)
	Devices & Rumble Strips	Randell Hiatt	366	916-654-2465 (8-464-2465)
	Photolog Library	Joe Avis	370	916-654-3072 (8-464-3072)
	Signing & Marking Guidelines & Operations	Wayne Henley	365	916-654-6246 (8-464-6246)
	Sign & Marking Orders	Don Howe	365	916-654-2634 (8-464-2634)
	TODS AND LOGOS	Johnny Bhullar	365	916-654-7312 (8-464-7312)
	SPEED ZONES	Don Howe	365	916-654-2634 (8-464-2634)
	MULTIDISCIPLINARY ACCIDENT INVESTIGATION TEAM (MAIT)	Jim Pursell	354	916-631-4107
	TRAFFIC SAFETY IMPROVEMENT PROGRAM	Shaila Chowdhury	366	916-654-3748 (8-464-3748)
	LEGAL	Tom Persons	354	916-651-9057 (8-461-9057)
	HIGHWAY SAFETY	Tom Schriber	366	916-653-3661 (8-463-3661)
	OTS – SECTION 163	Kimberlee Handren	352	916-653-3099 (8-463-3099)
SYSTEM MGMT: DEMAND & CAPACITY MGMT.	RAMP METERING	Zongren Wang	367	916-654-6133 (8-464-6133)
	COMMUTER FACILITIES MANAGEMENT	Joe Rouse	392	916-651-6448 (8-461-6448)
	TMC SUPPORT	Mike Jenkinson	367	916-654-6912 (8-464-6912)
	TRAFFIC SIGNALS	Ahmad Rastegarpour	390	916-653-7125 (8-463-7125)
	LOCAL DEVELOPMENT REVIEW – IGR	Robert Ferwerda	354	916-654-5672 (8-464-5672)
SYSTEM MANAGEMENT: TMS SUPPORT	(All)	Steve Hancock	391	916-654-6007 (8-464-6007)

ACTIVITIES FUNDED BY THE DIVISION OF TRAFFIC OPERATIONS (Cont.)

OFFICE OF RESPONSIBILITY	EA DESCRIPTION	WORK SEGMENT MANAGER	UNIT NUMBER	PHONE # (CALNET #)
SYSTEM MANAGEMENT: INCIDENT MANAGEMENT	Highway Lane Closure Management	Jacqui Ghezzi	367	916-651-9050 (8-461-9050)
	FREEWAY SERVICE PATROL	Lisa Davies	367	916-654-6591 (8-464-6591)
	INCIDENT RESPONSE TEAMS	Peter Anderson	367	916-654-6104 (8-464-6104)
	TMC SUPPORT	Mike Jenkinson	367	916-654-6912 (8-464-6912)
SYSTEM MANAGEMENT: OP. INVESTIGATIONS	Performance Measurement Systems (PeMS)	Robert Ferwerda	370	916-654-5672 (8-464-5672)
	TRUCK SERVICES	Nader Ebrahimi	368	916-654-6914 (8-464-6914)
	CONGESTION MONITORING	David Van Dyken	356	916-654-4823 (8-464-4823)
	OPERATIONS INVESTIGATIONS	David Van Dyken	356	916-654-4823 (8-464-4823)
TOLL OPERATIONS	(All)	Kimberlee Handren	352	916-653-3099 (8-463-3099)
OUTDOOR ADVERTISING	(All)	James Arbis	373	916-654-6413 (8-464-6413)
ENCROACHMENT PERMITS	(All)	Dina El-Nakhhal	397	916-654-6232 (8-464-6232)
TRANSPORTATION PERMITS	(All)	Kien Le	398, 399, 831	916-322-6001

ACTIVITIES FUNDED BY OTHER DIVISIONS

OFFICE OF RESPONSIBILITY	EA DESCRIPTION	WORK SEGMENT MANAGER	UNIT NUMBER	PHONE # (CALNET #)
PLANNING	Congestion Monitoring	Monica Kress	356	916-651-9054 (8-461-9054)
	Automated System Performance Data and Measurement	Monica Kress	356	916-651-9054 (8-461-9054)
	Traffic Improvement Project Study Reports	Monica Kress	370	916-651-9054 (8-461-9054)
MAINTENANCE	TOSNET	Diana Gomez	367	
	Weigh in Motion	James Anderson	368	916-654-5548 (8-464-5548)
	Routine Activities & Permitted Response	Diana Gomez	367	
HIGHWAY SYSTEM MANAGEMENT	Truck Weight Study	James Anderson	368	916-654-5548 (8-464-5548)
	Traffic Census; Operations and Equipment	Monica Kress	356	916-651-9054 (8-461-9054)
	TASAS Highway Database	Brad Boehm	370	916-654-7271 (8-464-7271)
	TASAS Accident Database	Brad Boehm	370	916-654-7271 (8-464-7271)
	Bicycle Program	Janice Benton	366	916-654-5176 (8-464-5176)
	Overhead	Janice Benton	366	916-654-5176 (8-464-5176)
LEGAL	Traffic Operations Legal support to Legal Division	Tom Persons	354	916-651-9057 (8-461-9057)
PROJECT OVERSIGHT	Local Project Review			
	Overhead			
CAPITAL OUTLAY SUPPORT	Traffic Improvement Project Reports			
	Preparation of PS&E			
	Consultation to Construction			
	Traffic Management Plans			

APPENDIX D - Expenditure Authorization Change Summary

“OLD” and “NEW” EXPENDITURE AUTHORIZATION NUMBERS

(Use beginning July 1, 2001)

OLD EA	SUB JOB	DESCRIPTION	NEW EA	SUB JOB
936054		Overhead/Training	936076	
936100		Special Truck Studies	937500	3TSST
			936701	3OPIN
936161		HOV Monitoring	936501	3HOVM
936164		Signal Log	936501	3SIGL
936165		Development Review	936501	3LDRW
936166		Sign Log	937500	3TSSS
936167		Park & Ride	936501	3HOVM
936168		Traffic Signal Timing	936501	3SIGL
936169		Highway & Freeway Surveillance	936701	3SYMO
			936701	3OPIN
936171		Congestion Monitoring	936701	3SYMO
936174		Special Studies	936701	3OPIN
			937500	3TSST
936175		MAIT	937500	3MAIT
936176		Speed Zone Investigations	937500	3SZSI
936177		Traffic Safety Investigations	937500	3HT65
936178		Legal Support	937500	3LEGL
936179		Safety Improvement Program Mgmt	937500	3HSIP
936180		California Photolog Library	936701	3SYMO
936181		Signs and Delineation	937500	3TSTM
936182		LOGO and TODS program	937500	3TSTL
936183		Caltrans Traffic Manual	937500	3TSTM
936200		TMC Operations	936601	3TMOP
			936601	3DTMM
936201		Traffic Management Teams	936601	3TMTM
936202		TMC Support	936601	3TMSU
936203		Ramp Meter	936501	3RAMP
936206		Intelligent Transportation Systems	936601	3TMSU
936207		SMART Corridor	936601	3TMSU
936208		Freeway Service Patrol	936601	3FSPT
936209		New Technology & Research	936701	3OPIN
936210		SMART Traveler Operations	936601	3TMSU
936212		Software Development	936601	3TMSU
936501	3LDRW	Local Development - IGR	936501	3WSUP, 3WTPS
936501	3RINI	Ramp Metering	936501	3RACT
936602	3TRVL	TMS Support – Travel	936603	3TMSU
936603	3CCTV	TMS Support – Travel	936603	3TMSU
936603	3CMSF	TMS Support – Travel	936603	3TMSU
936603	3EMSF	TMS Support – Travel	936603	3TMSU

OLD EA		DESCRIPTION	NEW EA	SUB JOB
936603	3EPTV	Encroachment Permits – Travel	936603	3EPTR
936603	3FIBR	TMS Support – Travel	936603	3TMSU
936603	3HARF	TMS Support – Travel	936603	3TMSU
936603	3HUBC	TMS Support – Travel	936603	3TMSU
936603	3HUBL	TMS Support – Travel	936603	3TMSU
936603	3HUBM	TMS Support – Travel	936603	3TMSU
936603	3HUBS	TMS Support – Travel	936603	3TMSU
936603	3LCOM	TMS Support – Travel	936603	3TMSU
936603	3NCOM	TMS Support – Travel	936603	3TMSU
936603	3RAMT	Ramp Metering – Travel	936603	3RAMP
936603	3RLCS	TMS Support – Travel	936603	3TMSU
936603	3RWIS	TMS Support – Travel	936603	3TMSU
936603	3TMSF	TMS Support – Travel	936603	3TMSU
936612		Geographic Information System – Travel	936701	3SYMO
936613		SHOPP Operations Projections	936701	3OPIN
936614		Elect. Systems - Traffic Ops Program	936501	3SIGL
936615		Elect. Systems – State Furnished Mat'l	936601	3TMSU
936701	3SYMO	System Monitoring	936701	3SYMP, 3SYMR
936701	3TIWM	Program Admin. & Prelim. Proj. Inv.	936701	3CVWS
936701	3TRVB	Operations Investigations – Travel	936603	3OPIN
936701	3WIMM	WIM Data, Installation, and Maintenance	936701	3WMBP
937010		Permits Administration	937700	3ADMN
937176		Transportation Permits – Routine	937600	3TPER
937177		Transportation Permits – Variance Load	937600	3TPVR
937181		Encroachment Permit Review	937700	3EPPR
937182		Permit Inspection & Control	937700	3EPIC
937183		Permit Field Work	937700	3EPFW
937184		Unauthorized Encroachments	937700	3EPUE
937185		Permit Customer Service	937700	3EPCS
937188		Appeals to the Director	937700	3EPAD
937500	3ADAI	ADA Accessibility Investigations	937500	3ACCS
937500	3HSIP	Manage Traffic Safety Improvement Prog.	937500	3TSPC, 3TSPD
937500	3HT65	Investigations	937500	3TSNV
937500	3LEGL	Legal Support	937500	3LEGA, 3LEGB, 3LEGC
937500	3SHRP	SHSP Implementation	937500	3SHSP
937500	3SHTC	Traffic Safety	937500	3SHSP
937500	3SZS2	Speed Zones - Customer Service	937500	3SZSI
937500	3TSPI	Traffic Safety Improvement Program	937500	3SHSP
937700	3EPAD	Dispute Resolution and Appeal	937700	3EPAP
937700	3TRVL	Encroachment Permits – Travel	936603	3EPTR
937800	3CORB	Outdoor Advertising Review Board	937800	3APLS

APPENDIX E - Activities Funded by Others*

EA NUMBER	TITLE	PROGRAM
984511	Congestion Monitoring	Planning
984512	Automated System Performance Data and Measurement	Planning
xxxxxK	Traffic Improvement Project Study Reports	Planning
908118	Truck Weight Study	Highway System Management
908117	Traffic Census Operations and Equipment	Highway System Management
908119	TASAS Highway Database	Highway System Management
908145	TASAS Accident Database	Highway System Management
908167	Bicycle Program	Highway System Management
908009	Overhead	Highway System Management
942105	Traffic Operations Legal Support Division	Legal
Project K-Phase EA	Traffic Improvement Project Study Reports and Project Scope Summary Reports	Capital Outlay Support
Capital Project 0-Phase EA	Traffic Improvement Project Reports	Capital Outlay Support
Capital Project 1-Phase EA	Preparation of Plans, Specification & Estimates	Capital Outlay Support
Capital Project 3 Phase EA	Consultation to Construction	Capital Outlay Support
Capital Project EA	Transportation Management Plans	Capital Outlay Support
930559	TOSNET	Maintenance
930560	Weigh in Motion	Maintenance
5M9000	Routine Activities & Permitted Response	Maintenance
965100	Local Project Review	Project Oversight
909076	Overhead	Project Oversight

Note: No change from previous EA numbers.

* The Division of Traffic Operations receives resources from others for the activities stated above for the work described under each activity. Any additional work that is requested of Traffic Operations staff should be subject to internal district negotiations.

APPENDIX F - Revision History

June 26, 2008 Pp. 1-8, **Updated** all Production Unit Diagrams to align with prior June changes.

June 25, 2008 **Reapproved:**

EA	Subjob	Title	Page
936601	3TRAV	Traveler Information Systems	74
936601	3TMOP	Transportation Management System Operations	??
936701	3TSWO	Legal Truck Size and Weight	83

June 3, 2008 **Reapproved:**

EA	Subjob	Title	Page
936076		Overhead - Administration and management activities	137
936213		OTS : Section 163 - Roadside Safety	35
936214	(parent)	OTS : Section 163 - Traffic Safety	36
936501	3CBOP	Coronado Bay Bridge Removable Barriers	44
936501	3HOVM	High Occupancy Vehicle (HOV) Lane Management	42
936501	3PARK	Park & Ride Management	43
936501	3RACT	Initialization of Ramp Meters	37
936501	3RLOP	I-15 Removable Lane Operations	45
936501	3RPNT	System Planning & Implementation of New Technologies	38
936501	3RSUR	Surveillance & Adjustment of Ramp Meters	39
936501	3SIGL	Signal Timing	47
936501	3WSUP	Land Use & Development Coordination Support	49
936501	3WTPS	Traffic Impact Study Review	48
936601	3DTMM	Traffic Management	73
936601	3FSPT	Service Miles	75
936601	3TDET	TMC Detect & Verify Incident Operations	78
936601	3TEMS	TMC Event Management Support	79
936601	3TIRT	Incident Response	76
936601	3TMCR	TMC Reimbursement	80
936601	3TTMT	Non-permitted Event Response	77
936602	3CCTV	Video Camera Systems	55
936602	3CMSC	CMS/CCTV Central Control	69
936602	3CMSF	Changeable Message Signs	56
936602	3CMTT	Committee Support Activities	50
936602	3EMSF	Extinguishable Message Signs	57
936602	3FEPT	Front End Processor	65
936602	3FIBR	Fiber Optics	61
936602	3FRMS	Freeway Management System	68
936602	3HARF	Highway Advisory Radio	58
936602	3HQSU	HQ Support	51
936602	3HUBS	Communications Hub	67
936602	3LCOM	Leased Communications	64
936602	3NCOM	Non Leased Communications	63
936602	3PCAS	Process Control Application	52
936602	3RFAS	Ramp Metering Firmware and Central Application	53
936602	3RLCS	Reversible Lane Control	60
936602	3RTIN	Regional Traveler Information	71
936602	3RWIS	Roadway Weather Info System, (RWIS)	59
936602	3TMSF	Traffic Monitoring Stations	54
936602	3TNET	TMC Network	66

936602	3VINT	Video Display & Distribution	70
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June 3, 2008

Reapproved, (Cont.):

EA	Subjob	Title	Page
936701	3CVWS	CVEF and WIM Program	82
936701	3OPIN	Traffic Operational Investigations	85
936701	3PEMS	Performance Measurement System (PeMS)	81
936701	3SYMA	Automated Detector Monitoring	87
936701	3SYMP	Probe Vehicle Monitoring	89
936701	3SYMR	Data Analysis and Report Preparation	90
936701	3WMBP	WIM Data, Installation, and Maintenance	84
937500	3ACCS	ADA Accessibility Investigations	33
937500	3LEGA	Pre-Discovery Support	28
937500	3LEGB	Discovery Support	29
937500	3LEGC	Trial Support	30
937500	3MAIT	Investigations	23
937500	3MTNC	Training and Consultations	24
937500	3PLOG	Photolog Library	17
937500	3SHSP	SHSP Implementation	14
937500	3SZSI	Establish & Maintain Segments of Speed Zones	22
937500	3TSDR	Devices and Rumble Strips	16
937500	3TSMP	Reports and Plan Development	27
937500	3TSNV	Traffic Safety Investigations Report	31
937500	3TSPC	Project Initiation	25
937500	3TSPD	Project Delivery	26
937500	3TSPP	Traffic Safety Studies	13
937500	3TSSS	Signing & Marking Orders	19
937500	3TSTL	Permitted Signs to Businesses	21
937500	3TSTM	Signing and Marking Guidelines and Operations	18
937600	3TPER	Routine Transportation Permits	116
937600	3TPVR	Variance Load	117
937700	3EPAP	Dispute Resolution & Appeal	110
937700	3EPCS	Customer Service	104
937700	3EPIC	Permit Inspection and Control	107
937700	3EPPC	Permit Closure	109
937700	3EPPR	Permit Application Review	105
937700	3EPUE	Unauthorized Encroachment	111
937700	3ESWF	Stormwater Permit Inspection	115
937700	3ESWR	Stormwater Permit Application Review	114
937700	3FILM	Film Permits	112
937800	3APLS	Appeals	100
937800	3APPL	Application Review	99
937800	3PENF	Program Enforcement	101
937800	3REMO	Display Removal	102
937800	3VIOL	Violations	103
936602	3TNET	TMC Network	66

June 3, 2008

Added:

EA	Subjob	Title	Page
936603	3EPTR	Travel - Encroachment Permits	113
936603	3OPIN	Travel - Operations Investigations	86
936603	3RAMP	Travel - Ramp Metering	41

936603	3SIGL	Travel - Traffic Signals	46
936603	3TMSU	Travel - TMS Support	72
936603	3TSNV	Travel - Highway Safety	34

June 3, 2008

Removed:

EA	Subjob	Title
937010		Overhead - Administration and management activities
937040		Overhead - Administration and management activities
937050		Overhead - Administration and management activities
937060		Overhead - Administration and management activities
937500	3TRVA	Travel - TODS and Logos
937500	3TRVB	Travel - Highway Safety
937500	3TRVC	Travel - Speed Zones
936501	3TRVA	Travel - Traffic Signals
936501	3TRVB	Travel - Commuter Facilities Management
936501	3RTRV	Travel - Ramp Metering
936602	3TRVL	Travel - TMS Support
936602	3ENVS	Environment Visibility Sensors
936602	3HUBC	Communications - Central Comm HUB
936602	3HUBL	Communications - Large Comm HUB
936602	3HUBM	Communications - Medium Comm HUB
936602	3RWSC	RWIS Central System
936602	3HARC	HAR Central System
936602	3VEXT	Web & Media Video Feeds
936602	3WAND	WAN Devices
936601	3FSPT (th)	Freeway Service Patrol - Service Hours
936601	3ELSU	Electrical Equipment Support
936601	3TMOP	Transportation Management System Operations
936701	3SHPP	HQ SHOPP activities
936701	3TRVA	Travel - Congestion Monitoring
936701	3TRVB	Travel - Operations Investigations
937700	3TRVL	Travel - Encroachment Permits

May 1, 2008

Updated all Traffic Ops. Production Unit Diagrams.
Reformatted entire document to align Production Unit Diagrams, table of contents, and TOMIS sheets.
Reviewed and Updated all Traffic Ops. Production Units, Work Load Standards, and EAs/Sub jobs.

June 18, 2003

Page 2, **Modified** Safety chart by adding additional boxes for California Film Commission Permits.

June 18, 2003

Page 3, **Modified** System Management chart by adding additional boxes for Electronic Toll Collection for Violation Review, Contracts, Project Close Out, System Support and Administration, and the following toll bridges:

- Dumbarton Bridge
- Carquinez Bridge
- Benicia-Martinez Bridge
- San Mateo-Hayward Bridge
- Richmond-San Rafael Bridge
- Antioch Bridge

- San Francisco-Oakland Bay Bridge
- June 18, 2003 Page 20, EA 937700 Sub Job 3FILM; **Added** task sheet for “CALIFORNIA FILM COMMISSION PERMITS”
- June 18, 2003 Page 45, EA 977088 Sub Job 30RVW; **Added** task sheet for Toll Operations “ELECTRONIC TOLL COLLECTION – VIOLATION REVIEW”
- June 18, 2003 Page 46, EA 977088 Sub Job 3CONT; **Added** task sheet for Toll Operations “ELECTRONIC TOLL COLLECTION - CONTRACTS”
- June 18, 2003 Page 47, EA 977088 Sub Job 3STWD; **Added** task sheet for Toll Operations “ELECTRONIC TOLL COLLECTION – PROJECT CLOSE OUT”
- June 18, 2003 Page 48, EA 977088 Sub Job 300IT; **Added** task sheet for Toll Operations “ELECTRONIC TOLL COLLECTION – SYSTEM SUPPORT AND ADMINISTRATION”
- June 18, 2003 Page 49, EA 977088; **Modified** task sheet for Toll Operations “ELECTRONIC TOLL COLLECTION” to add Sub Jobs for the State toll bridges, as follows:
- Sub Job 30356 Dumbarton Bridge
 - Sub Job 30357 Carquinez Bridge
 - Sub Job 30358 Benicia-Martinez Bridge
 - Sub Job 30359 San Mateo-Hayward Bridge
 - Sub Job 30362 Richmond-San Rafael Bridge
 - Sub Job 30363 Antioch Bridge
 - Sub Job 30364 San Francisco-Oakland Bay Bridge
- June 2, 2003 Page 33, EA 936601 Sub Job 3TMSU; **Added** under Note 2 directions for the use of Special Designation 6DFP for activities related to the loop Detector Fitness Program.
- May 28, 2003 Page 11, EA 937500 Sub Job 3TSTM; **Added** Note 2 to direct Headquarters electrical staff to charge Special Designation 6TRAFMAN9 when performing activities related to maintaining and revising Chapter 9 of the Traffic Manual, and the Manual on Uniform Traffic Control Device (MUTCD) supplement.
- May 28, 2003 Page 30, EA 936501 Sub Job 3SIGL; **Added** Note 2 to direct Headquarters staff to charge Special Designation 6Support51 when performing activities related to:
- Responding to complaints and inquiries concerning traffic signals;
 - Managing the supply of state-furnished electrical traffic control devices;
 - Sustaining specifications, manuals, guidelines and managing procurement contracts;
 - Developing and maintaining standards, specifications, policies, and procedures for existing and proposed electrical traffic control devices and systems
- May 28, 2003 Page 33, EA 936601 Sub Job 3TMSU; **Modified** “Notes” section by **adding** a new Note 2, directing the use of a Special Designation for five types of activities, as follows:
- Software development charges for this activity should include Special Designation “6SOFTWARE”.
 - Charges for Field Element activities should include Special Designation “6FIELD”

- Charges for Communication System activities should include Special Designation “6COMMUNICATION”
- Charges for Central Applications activities should include Special Designation “6CENTRAL”
- Charges for Information Delivery System activities should include Special Designation “6INFOSYSTEMS”

- May 28, 2003 Page 36, EA 936601 Sub Job 3TMTM; **Revised** Typical Tasks. **Added** tasks under Tasks Not Included. **Revised** Production Units and Performance Indicator under Workload Standards. **Deleted** previous notes. **Added** two notes on the use of Special Designations.
- May 22, 2003 Page 7, EA 937500, Sub Job 3HSIP; **Added** “Run-Off Road Monitoring” to list of reports under Typical Tasks bullets four and five.
- May 22, 2003 Page 8, EA 937500, Sub Job 3HT65; **Added** “Run-Off Road Monitoring” as the fourth monitoring program under Typical Tasks bullet three.
- May 22, 2003 Page 11, EA 937500; **Changed** title from “Highway Signing And Delineation Management” to “Highway Signing And Pavement Markings”.
- May 22, 2003 Page 17, EA 937600, Sub Job 3TPER, 3TPVR; **Reworded** Description and several Typical Tasks. **Added** “Maintain a manual of current policies and practice” to Typical Tasks. **Deleted** “Training, travel and administrative activities directly related to these tasks” from Typical Tasks. **Deleted** “Issuing special permits for oversize/overweight vehicles on State highways” from Tasks Not Included. **Added** “Hazardous materials permits”, “Encroachment permits”, “US Department of Transportation licensing and USDOT number”, and “Motor Carrier permits, trip permits (no longer issued)” to Tasks Not Included.
- May 22, 2003 Page 40, EA 936701, Sub Job 3OPIN; **Added** “WIMs used as sorter scales within weigh scale facilities” to Tasks Not Included.
- May 22, 2003 Page 43, EA 977027; **Added** notes for District 4 Toll Bridge Accounting personnel.
- May 22, 2003 Page 51, EA 908118; **Added** “weigh in motion data systems” to description. **Deleted** “Measure axle spacing” from Typical Tasks. **Added** WIM construction and maintenance activities” to Typical Tasks. **Added** “Service to PrePass™ WIM” and “Service to WIM sorter scales associated with weigh stations” to Tasks Not Included. **Modified** Workload Standards. **Added** a note about resource sharing.
- May 22, 2003 Page 72-73, Appendix C; **Revised** names of Work Segment Managers
- May 14, 2003 Page 72, Appendix C, Headquarters Work Segment Managers; **Updated** “Work Segment Managers” names. **Added** “Office of Responsibility”, “EA Description”, and “Work Segment Managers” for:
- OTS –Section 163 – Roadside Safety
 - OTS –Section 163 – Roadside Safety
 - Stormwater Review
 - Stormwater Inspection
 - Application Review/Review Board
 - Removal/Violations and Citations
 - Incident Management – TMC Reimbursement

- Truck Weight Study
- Traffic Census; Operations and Equipment
- TASAS Highway Database
- TASAS Accident Database
- Bicycle Program
- Congestion Monitoring
- Automated System Performance Data and Measurement
- TOSNET
- Weigh in Motion
- Traffic Operations Legal support to Legal Division

May 9, 2003 Page 68, EA 937500, 937600, & 937700, 936501, 936601 & 936701, Sub Job 3ADMN; **Added** a consolidated task sheet for all administration tasks, **except** for EA 937800 – Outdoor Advertising Administration. EA 937800 has a separate task sheet for administration activities.

May 9, 2003 Page 69, 936076, 937060, & 937050; **Added** a consolidated task sheet for overhead.

May 8, 2003 EA 623xxx; **Deleted** task sheet for “FORMAL RESEARCH STUDIES” because Traffic Operations no longer receives funds from the Division of Innovation and Research for research.

May 8, 2003 Page 55, EA 908167; **Added** task sheet for “HIGHWAY SYSTEM ANAGEMENT- BICYCLE PROGRAM”

May 7, 2003 Page 60, EA 930559; **Added** task sheet for “MAINTENANCE – TOSNET”

May 6, 2003 Page 4, **Added** chart “ACTIVITIES FUNDED BY OTHERS “

May 6, 2003 Page 14, EA 937500 Sub Job 3PLOG; **Added** task sheet for “PHOTOLOG LIBRARY”

May 6, 2003 Page 57, EA 984511; **Added** task sheet for “PLANNING - CONGESTION MONITORING”

May 5, 2003 Page 21, EA 937700, Sub Job 3ESWR; **Added** task sheet for “STORMWATER REVIEW”

May 5, 2003 Page 22, EA 937700, Sub Job 3ESWF; **Added** task sheet for “STORMWATER INSPECTION”

May 5, 2003 Page 23, EA 937800, Sub Job 3APPL; **Added** task sheet for Outdoor Advertising “APPLICATION REVIEW”

May 5, 2003 Page 24, EA 937800, Sub Job 3CORB; **Added** task sheet for Outdoor Advertising “REVIEW BOARD”

May 5, 2003 Page 25, EA 937800, Sub Job 3REMO; **Added** task sheet for Outdoor Advertising “REMOVAL”

May 5, 2003 Page 26, EA 937800, Sub Job 3VIOL; **Added** task sheet for Outdoor Advertising “VIOLATIONS AND CITATIONS”

- May 5, 2003 Page 27, EA 937800, Sub Job 3ADMN; **Added** task sheet for Outdoor Advertising “ADMINISTRATION”
- May 2, 2003 Page 1, **Modified** chart by adding “Other Programs”; **Added** Component 20.70.040 in the “Safety” box.
- May 2, 2003 Page 2, **Added** Component 20.70.040 in the “Safety” box; **Modified** Safety chart by adding additional boxes for:
- OTS - Section 163 - Roadside Safety
 - Photolog Library
 - OTS - Section 163 - Traffic Safety
 - Traffic Operations Overhead
 - Transportation Permits Overhead
 - Stormwater Review
 - Stormwater Inspection
 - Encroachment Permits Overhead
 - Outdoor Advertising
 - Application Review
 - Review Board
 - Removal
 - Violations and Citations
 - Administration
 - Encroachment Permits Overhead
- May 2, 2003 Page 3, **Modified** System Management chart by adding additional boxes for:
- Traffic Operations Overhead
 - TMC Reimbursement
 - Toll Ticket – Contract Only
 - Management and Support Services
 - Insurance
 - Electronic Toll Collection
- May 2, 2003 Page 71, **Added** activity codes 100-300, used for support activities on capital projects
- May 2, 2003 Page 76, **Added** the following to the ACTIVITIES FUNDED BY OTHERS chart:
- Traffic Improvement Project Reports, Develop GVW Fee Structure
 - Bicycle Program
 - TOPS Planning
 - Congestion Monitoring
 - Automated System Performance Data and Measurement
 - Traffic Operations Legal Support to Legal Program
 - Tort Claims and Actions - Legal Support
 - TOSNET
 - Weigh in Motion
- May 2, 2003 Page 59, EA xxxxxK; **Modified** task sheet to reflect tasks only related to K-Phase, Traffic Improvement Project Study Reports
- May 2, 2003 Page 63, EA xxxxx0; **Added** task sheet to reflect tasks related to 0-Phase, Traffic Improvement Project Reports

May 2, 2003 Page 63, EA xxxxx1; **Added** the task “Work done in the development of the Project Report” under Tasks Not Included

May 2, 2003 Page 63, EA xxxxx3; **Added** the task “Work done in the development of the Plans, Specifications, and Estimates” under Tasks Not Included

May 2, 2003 Page 61, EA 930560; **Added** task sheet for “MAINTENANCE WEIGH IN MOTION”

May 2, 2003 Page 56, EA 908009; **Added** task sheet for “HIGHWAY SYSTEM MANAGEMENT HIGHWAY SYSTEM OVERHEAD”

May 2, 2003 Page 58, EA 984512; **Added** task sheet for “PLANNING - AUTOMATED SYSTEM PERFORMANCE DATA & MEASURE”

April 30, 2003 Page 15, EA 936213; **Added** task sheet for “ OTS – SECTION 163 ROADSIDE SAFETY”

April 30, 2003 Page 16, EA 936214; **Added** task sheet for “ OTS – SECTION 163 TRAFFIC SAFETY”

April 30, 2003 Page 38, EA 936601 Sub Job 3TMCR; **Added** task sheet for “INCIDENT MANAGEMENT TMC REIMBURSEMENT”

April 30, 2003 Page 42, EA 970027; **Added** task sheet for Toll Operations “TOLL TICKET CONTRACT ONLY”

April 30, 2003 Page 43, EA 977027; **Added** task sheet for Toll Operations “MANAGEMENT AND SUPPORT SERVICES”

April 30, 2003 Page 44, EA 977060; **Added** task sheet for Toll Operations “INSURANCE”

April 30, 2003 Page 49, EA 977088; **Added** task sheet for Toll Operations “ELECTRONIC TOLL COLLECTION”

April 29, 2003 Page 62, EA 942105; **Added** task sheet for LEGAL TRAFFIC OPERATIONS LEGAL SUPPORT TO LEGAL PROGRAM (aka. LEGAL LIAISON)

April 28, 2003 Page 17, EA 937600 Sub Job: 3TPER, 3TPVR; **Deleted** task “Managing transportation permit moves”, and **added** “Issuing special permits for oversize/overweight vehicles on State highways” under Tasks Not Included

April 28, 2003 Page 28, EA 936501 Sub Job 3HOVM; **Added** task “Value pricing demonstration projects and studies” to Typical Tasks; **Added** reference to Division of Mass Transportation under Tasks Not Included; **Deleted** task “Congestion pricing and value pricing studies (funded by Planning Program). [See Note 1]” from Tasks Not Included; **Deleted** Note 1 related to congestion pricing.

April 28, 2003 Page 33, EA 936601 Sub Job 3TMSU; **Added** task “Field element or communication system maintenance and service (charged to TOSNET EA 930559)” to Tasks Not Included; **Deleted** task

“Manage contracts for TMS/TMC maintenance and service (charged to Maintenance EA) from Tasks Not Included

- March 4, 2003 All task sheets; **Added** reference to appropriate charging EA to tasks listed under Tasks Not Included
- March 4, 2003 Page 8, EA 937500 Sub Job 3HT65; **Added** “HT65” to Workload Standard definition
- March 4, 2003 Page 10, EA 937500 Sub Job 3LEGL; **Changed** “Traffic Legal/Claims Support” to “Legal/Claims Support” under Sub Job Description
- March 4, 2003 Page 53, EA 908119; **Added** task “Does not include EA 908145 activities” to Tasks Not Included
- March 4, 2003 Page 54, EA 908145; **Added** task “Does not include 908199 activities” to Tasks Not Included
- January 6, 2003 Page 73, **Changed** EA 936054 – Overhead/Training –to EA 936076
- January 6, 2003 Page 74, EA Summary; **Modified** Note 2
- January 6, 2003 Page 68, EA 937500, 937600 & 937700 Sub Job 3ADMN; **Deleted** task “Safety meetings” from Typical Tasks
- January 6, 2003 Page 32, EA 936601 Sub Job 3TMOP; **Deleted** all Production Units except “Number of incidents logged”
- August 23, 2002 Page 71, **Added** “Safety” (2-049) to Commonly Used Activity Code List
- August 23, 2002 Page 74, EA Summary; **Added** Note 3
- August 23, 2002 Page 10, EA 937500 Sub Job 3LEGL; **Deleted** tasks “Board of Control Claims”, and “Civil Action (Contract) Case Support” from tasks not included. **Modified** “Previous Expenditure Authorization” text to reflect name change of Legal Division.
- August 23, 2002 Page 69, EA 937060; **Added** task sheet for Transportation Permits Overhead
- August 23, 2002 Page 69, EA 937050; **Added** task sheet for Encroachment Permits Overhead
- August 23, 2002 Page 29, EA 936501 Sub Job 3RAMP; **Deleted** task “Development of new software necessary for the operation of ramp meter controllers (COS)” from Tasks Not Included
- August 23, 2002 Page 30, EA 936501 Sub Job 3SIGL; **Deleted** task “Development of new traffic signal software (funded by COS)” from Tasks Not Included
- August 23, 2002 Page 33, EA 936601 Sub Job 3TMSU; **Deleted** tasks “Field element or communication system maintenance and service” and “Develop hardware and software for the TMS” from Tasks Not Included

August 23, 2002 Page 36, EA 936601 Sub Job 3TMTM; **Deleted** all Production Units except “Number of TMT Responses”

August 23, 2002 Page 37, EA 936601 Sub Job 3FSPT; **Deleted** “Change in number of miles covered by FSP” from Production Units

August 23, 2002 Page 69, EA 936076; **Added** task sheet for Traffic Safety and Systems Management Overhead

December 4, 2001 Page 10, EA 937500 Sub Job 3LEGL; **Revised** work segment title. **Deleted** typical task “Investigate and research pertinent facts and data, produce requested documents”. **Added** task “Production of documents, facts and data requested for an investigation.” Under Task Not Included **deleted** “Board of Control claims” and “Civil Action (contract) case support”; **added** “Project related case support”. **Added** workload standard. Deleted performance measure.

December 3, 2001 Page 72, **Revised** Headquarters Work Segment Managers listing.

December 3, 2001 Page 10, EA 937500 Sub Job 3LEGL; **Added** draft workload standard “**26.5 hours per civil action supported.**”

December 3, 2001 Page 12, EA 937500 Sub Job 3SZSI; **Added** draft workload standard “**79 hours per engineering and traffic survey.**”

December 3, 2001 Page 28, EA 936501 Sub Job 3HOVM; **Revised** HOV Lane production unit to “**Number of HOV lane monitoring units**”. **Added** workload standard “**598 hours per HOV lane monitoring unit**”.

December 3, 2001 Page 29, EA 936501 Sub Job 3RAMP; **Added** workload standard “**50 hours per ramp meter reviewed/adjusted**”.

December 3, 2001 Page 30, EA 936501 Sub Job 3SIGL; **Added** workload standard “**26.5 hours per signal reviewed/adjusted**”.

December 3, 2001 Page 32, EA 936601 Sub Job 3TMOP; **Deleted** all previous production units except for “Number of incidents logged.” **Added** workload standards “**1.12 hours per incident logged with duration greater than 1 hour**” and “**0.11 hours per incident logged with duration less than 1 hour.**”

December 3, 2001 Page 35, EA 936601 Sub Job 3DTMM; **Added** workload standard “**0.03 hours per lane closure reviewed.**”

December 3, 2001 Page 36, EA 936601 Sub Job 3TMTM; **Deleted** all previous production units. **Added** new production unit “**Number of TMT responses**”. **Added** workload standards “**15 hours per TMT response to incidents**” and “**30 hours per TMT response to planned events**”.

December 3, 2001 Page 37, EA 936601 Sub Job 3FSPT; **Deleted** “Change in number of miles covered by FSP.” **Added** workload standard “**307 hours per FSP beat.**”

August 10, 2001 Page 74, Expenditure Authorization Summary:
Added EA/Sub Job for California Photolog Library (EA 936701 Sub Job 3SYMO).

Deleted references to “old” EAs 936213 and 936214, which are used for Section 163 Safety Program.

- August 10, 2001 Page 33, EA 936601 Sub Job 3TMSU; **Added** under Typical Tasks “**Administration of 1-800-COMMUTE/Smart-Traveler service**”.
- Page 34, **Added** under Notes: “**Charges for 1-800-COMMUTE and Smart-Traveler.com work should include Special Designation “6TRVLRINFO”**”.
- August 10, 2001 Page 35, EA 936601 Sub Job 3DTMM; **Added** Special Designations related to District Traffic Manager work.
- August 1, 2001 Page 40, EA 936701 Sub Job 3OPIN; **Revised** production unit “Number of **operational** investigations conducted”.
- August 1, 2001 EA 936701 Sub Job 3OPIN; Made several additions related to work of truck size unit.
- Page 40, **added** under Typical Tasks:
- **Legislative bill analysis on commercial vehicle issues.**
 - **Telephone hotline service for trucking and tour bus operators.**
 - **Determine highway access designation for legal size vehicles through highway engineering analysis.**
 - **Prepare and publish commercial vehicle maps, fact sheets, spreadsheets, web site.**
 - **Design, construction coordination, maintenance, and program administration of weigh-in-motion weigh station bypass systems.**
- Page 40, **added** under Tasks Not Included: **Data WIM activities (continue to use EA 908118).**
- Page 32, **added** the following production units:
- = **Number of operational investigations conducted.**
 - = **Number of legislative bill analyses on commercial vehicle issues.**
 - = **Number of telephone hotline calls.**
 - = **Number of analyses to determine highway access designations.**
 - = **Number of weigh-in-motion bypass systems installed.**
 - = **Number of weigh-in-motion system service calls.**
- Page 41, **added** Special Designations for truck size and WIM work.
- July 6, 2001 Page 68, Encroachment Permits Sub Job for administration **corrected** to **3ADMN** (instead of 3ADMIN as originally listed).
- July 6, 2001 Page 72, Work Segment Managers: **Corrected** phone numbers for Jim Pursell, Wayne Henley and Martha Styer.
- July 6, 2001 Page 74, Old vs. New EA matrix. “Signs and Delineation” **reverts** to **3TSTM** as the correct Sub Job (supercedes 7/3/01 revision).
- July 5, 2001 Page 2, SAFETY organization chart. **Revised** “Highway Signing & Delineation Management” box to include Sub Jobs 3TSTL, **3TSTL**, and **3TSTM**.
- July 3, 2001 Page 74, Old vs. New EA matrix. “Signs and Delineation” **revised** to list “3TSSS” as the correct Sub Job (not 3TSTM as was originally listed).

July 3, 2001

Page 30, Signals. **Modified** activity description;

“This work segment captures production and time sheet charges for work related to traffic signal timing **support**, maintaining signal logs **and electrical traffic control equipment**.”

Page 30 Signals. **Added and revised** “electrical traffic control equipment” activities under Typical Tasks;

- **Managing the supply of state furnished electrical traffic control devices.**
- **Sustaining specifications, manuals, guidelines and managing procurement contracts.**
- **Developing hardware and software for traffic signals.**

July 3, 2001

Page 33, Transportation Management System Support.

Modified activity title to include “**Electrical Traffic Control**”.

Modified activity description:

“This work segment captures production and time sheet charges for the maintenance and support of Transportation Management Systems (TMS), **which include electrical system & electrical traffic control devices, changeable message signs, highway advisory radio, closed circuit television cameras, weather stations and other field elements.**”

Modified Typical Tasks:

Revised “Provide technical expertise to **Districts, Programs, local and federal agencies, other States, construction contractors, manufacturers and** Maintenance on supported field systems.”

Added “**Manage the supply of state furnished electrical traffic control devices**”.

Revised “Contribute to and participate in TMS standards committees (**including but not limited to Specifications, Traffic Signals, New Products, California Traffic Control Device CTCDC committees**).”

Added “**Manage contracts for TMS/TMC maintenance and service**”.

Added “**Develop hardware and software for the TMS**”.

Added “**Review research and engineering studies of electrical system issues that impact policies and practices.**”

Added “**Develop and initiate policies resolving TMC and Electrical traffic control issues.**”

Added “**Analyze and prepare comments on proposed legislation.**”

Modified Tasks Not Included:

Added “**Ramp meters (use EA 936501 Sub Job 3RAMP)**”.

Added “**Traffic signals (use EA 936501 Sub Job 3SIGL)**”.