

Highway Finance Office/Transportation Planning Responsibility Chart

The attached chart delineates the roles and responsibilities of Oregon Department of Transportation (ODOT) staff, leadership, and stakeholders regarding Statewide Transportation Improvement Program (STIP) development. It is intended to be a tool for ODOT staff, especially those involved in developing the STIP, to define the necessary tasks, their sequence, and responsible parties. The chart was developed at the statewide level to describe the usual duties of staff. However, it is understood that each region is unique, due to the characteristics of the area it serves. Since there may be sharing or delegation of tasks, duties may vary. However, this chart can be utilized to indicate who the responsible party should be. It is assumed that the person in that position is the contact for that task.

Tasks are described at a broad level, following the expanded timeline created to define the major steps in STIP development (encompassing both the Development STIP and the Construction STIP). The first two columns, Line Number and Estimated Calendar, link the responsibility chart to the timeline. Both the responsibility chart and the timeline are intended to be living documents, and will be updated as STIP development activities change over time.

Further details about the overall STIP development process and the rules, regulations, and procedures for regions and programs will be available in the *STIP Process Manual* to be published in the summer of 2005. Specific information and procedures regarding development of the STIP document are available in the *STIP Development Manual* published by the Highway Finance Office. The *STIP Process Manual* will be available on ODOT's Internet site. The *STIP Development Manual* is available on ODOT's Intranet site.

Tasks and activities are listed along the left side of the chart. ODOT staff, leadership, and stakeholders are listed across the top of the chart. The activities in the chart are listed in chronological order. Letters are assigned to the appropriate intersecting square, indicating the role of the person or group assigned to each task. Reading across a task shows the responsibilities of ODOT staff and leadership, and indicates where Metropolitan Planning Organizations (MPOs), Area Commissions on Transportation (ACTs), and other stakeholders participate in the process.

The Line Number column indicates the sequence of tasks as shown in the Timeline. The Estimated Calendar column indicates the approximate month and year each activity occurs. The date reflects the years before the first year of the STIP cycle. For example, 03/3rd indicates March of the third calendar year before the first year of the STIP cycle, or March 2003 for the 2006-2009 STIP. The Category column can be used to sort the tasks by topic area, by keying a topic with a particular letter or abbreviation. For example, PI = tasks included in the public involvement process.

Roles are defined as follows:

- ◆ **A = Authority** -- Authority to make the final decision, signature authority
- ◆ **R = Responsibility** -- Responsible for making sure the activity is completed
- ◆ **C = Coordination** -- Responsible for coordinating all elements necessary to complete an activity
- ◆ **S = Support** -- Provide administrative or technical support necessary to complete an activity
- ◆ **I = Input/Information** -- Provide input and/or information necessary to complete an activity

The following assumptions guide the assignment of roles:

- ◆ Every task has a responsible person.
- ◆ Direct roles are listed, while assumed roles and implied duties are not. For example, it is assumed that the STIP Coordinator will have a support role in many activities, and the Region Manager will have approval authority for many tasks.
- ◆ Some activities apply to both statewide program staff and region staff. There will be more than one R for these tasks.
- ◆ Staff can have more than one role for a task. If so, the appropriate letters will be listed in alphabetical order.
- ◆ Programs managed at the statewide level are Bicycle/Pedestrian, Bridge, Culverts, Fish Passage, Interstate Maintenance, Transit, and Transportation Enhancement.
- ◆ Area Managers are ODOT's liaison to the ACTs and MPOs.
- ◆ Region Planning Managers oversee the STIP in the regions.
- ◆ ACTs can establish additional criteria beyond those approved by the Oregon Transportation Commission (OTC), but they must be consistent with OTC criteria.

Staff members are grouped by ODOT organizational unit: Highway Finance Office (HFO), Statewide Program or Region, Transportation Development Division (TDD), Executive staff, or External stakeholders, as follows:

HFO

Highway Finance Office leads, coordinates, and oversees department and region activities regarding program management, project selection and prioritization, project programming, and funding decisions related to the STIP. Staff is also responsible for the inclusion of the statewide programs into the STIP, and provides regional oversight and consistency. Staff includes:

- ◆ Statewide STIP Coordinator
- ◆ Statewide STIP Manager
- ◆ Program and Funding Services Manager
- ◆ Highway Finance Office Manager

Program/Region

Statewide program staff oversees and coordinates the development of the STIP project list for their statewide program. Region staff oversees and coordinates the development of the STIP project list for their regional programs. Region STIP Coordinators coordinate all elements of the STIP in their region. Staff includes:

- ◆ Statewide Program Manager
- ◆ Region STIP Coordinator
- ◆ Area Manager
- ◆ Region Planning Manager
- ◆ Region Manager

TDD

With regard to the STIP, Transportation Development Division staff coordinates the development and implementation of statewide STIP policy and criteria, provides mapping of STIP projects for the STIP, and reviews and provides regions' reports of criteria compliance for major projects to the OTC. Staff includes:

- ◆ Geographic Information Systems (GIS) Unit
- ◆ Transportation Planner
- ◆ Planning Section Management
- ◆ Business Plan Manager

Executive

The Oregon Transportation Commission directs ODOT's work and has the final authority to approve the STIP funding levels, project list for all programs and regions, and final STIP. Staff includes:

- ◆ Executive Staff (includes ODOT Director, Deputy Directors, and Division Administrators)
- ◆ Oregon Transportation Commission

External

External parties are not a part of ODOT, but participate in development of the STIP. External parties include:

- ◆ Metropolitan Planning Organizations. MPOs are federally designated transportation planning bodies in urban areas with more than 50,000 residents.
- ◆ Area Commissions on Transportation. ACTs are approved by the OTC to prioritize and represent area interests to ODOT and the OTC.