

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Office of Aviation Planning	
WORKING TITLE Aviation Planner	POSITION NUMBER 900-063-4721-001	REVISION DATE 06/28/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the direction of the Chief, Office of Aviation Planning, Division of Aeronautics (Division), this position is responsible for the review of Airport Land Use Compatibility Plans and providing technical assistance on the Airport Land Use Commission (ALUC) process. Periodic travel is required.

**CORE COMPETENCIES:**

As an Associate Transportation Planner, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety First - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Strengthen Stewardship and Drive Efficiency - Innovation)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
30% E	Responsible for the review of Airport Land Use Compatibility Plans (ALUCPs) for accuracy and completeness. Maintains current information regarding status of Airport Land Use Commissions (ALUCs) and ALUCPs in California for the purpose of maintaining consistency with the California Airport Land Use Planning Handbook. Responsible for monitoring and ensuring that the Public Utilities Code (PUC) law regarding airport land use is being followed. Review public agency's overrule proposals of ALUCP's and prepare documentation commenting on overrule findings.

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25%	E	Provides technical assistance to local planning agencies, airport managers and the general public on questions relating to the ALUC process. Plans, organizes and conducts airport land use planning workshops. Make oral and power point presentations to governmental and local agencies on the ALUC process and land use compatibility concepts and philosophy. Provides content knowledge and skill regarding Advanced Air Mobility and related technologies.
25%	E	Provides review of Airport Land Use Compatibility Plans (ALUCPs) for accuracy and completeness. Maintains current information regarding status of Airport Land Use Commissions (ALUCs) and ALUCPs in California for the purpose of maintaining consistency with the California Airport Land Use Planning Handbook (Handbook). Monitors and ensures that the Public Utilities Code (PUC) law regarding airport land use is being followed. Review public agency's overrule proposals of ALUCP's and prepare documentation commenting on overrule findings.
15%	E	The incumbent represents the Division of Aeronautics at local advisory committee meetings, public hearings and workshops and responds to technical - questions as needed. The incumbent reviews draft proposals of new ALUCPs and processes invoicing of existing grant contracts for ALUCPs funded by the Division. Provides content knowledge and skill regarding Advanced Air Mobility and related technologies.
5%	M	Conduct special studies as assigned by the Office Chief. Represent the Division on project teams. Coordinate the participation of interdisciplinary teams in planning studies that lead to project - Programming and priority setting. Contributes articles for publication in the Division newsletter.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

Provide assistance to Office Chief in guiding and training student assistants.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Knowledge of aviation and airport operations.
- Knowledge of State and Federal laws and regulations which apply to aviation planning, Public Utilities Code Sections 21670 to 21676; transportation planning, community planning studies, land use planning and development; personal computers.
- Familiarity with the California Airport Land Use Planning Handbook.
- Ability to communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with partners and customers; be tactful and diplomatic in dealing with others; serve as a consultant to Federal, State, regional and local agencies.
- Ability to work with Microsoft Office Suite, including Excel, Word and Power Point, and able to work with various office databases.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by his/her supervisor. The incumbent will work independently and provide recommendations. Decisions may be made in the absence of his/her supervisor in situations where immediate action is required.

Consequences of errors can be serious and far-reaching, including violation of statutes and regulations, negatively impacting Caltrans, as well as harm Caltrans reputation.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent will have contacts with Airport Land Use Commission representatives, local government planning agencies, airport proprietors, community groups, Federal Aviation Administration representatives, Caltrans headquarters and district planning staff, consultants, and staff of legislative committees. The purpose of these contacts vary from gathering information to disseminating information.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

- The ability to work on a keyboard; manual dexterity; sitting for long periods.
- The ability to bend, stoop, and kneel
- The ability to develop and maintain personal relationships
- The ability to perform tasks utilizing a personal computer
- The ability to multi-task, adapt to changes in priorities, and complete tasks or projects on short notice.
- The ability to concentrate for long periods in order to review and create documents.
- Be open to change and new information, adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

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### WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate. Overtime may be required and/or restricted, and vacations may be restricted during peak workload periods, fiscal uncertainty, and fiscal year-end closing.

Employees may be required to travel.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE