

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION ESTA/ Native American Liaison Branch	
WORKING TITLE Native American Liaison	POSITION NUMBER 900-074-4721-921	REVISION DATE 09/13/2023

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 general supervision of the Native American Liaison Branch Manager, the incumbent provides expertise and is an advocate for the Department's efforts concerning government-to-government relationships with Native American Tribal Governments and Native American communities.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **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, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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30%	E	<p>The incumbent provides technical assistance and guidance to Caltrans Districts, external agencies, tribal governments, and other units within the Department on engaging and consulting with Native American Tribes on transportation planning and programming activities. Reviews documents for compliance with state and federal law, and completes bill analysis. Acts as the HQ planning contact for Tribal Liaisons in assigned districts on Tribal transportation issues. Stays in touch with District Native American Liaisons on a regular basis to ensure their questions are answered and they are working in line with statewide policy guidelines.</p> <p>Coordinates outreach and consultation activities with relevant Tribes, Tribal Organizations, federal agencies, regional planning partners, and other stakeholders. Provides direction and guidance on the analysis and integration of tribal, regional, statewide, and federal planning and programming processes to Caltrans staff and helps them meaningfully reflect the transportation needs of tribal communities in their plans, projects, and other Caltrans activities.</p>
25%	E	<p>The incumbent provides staff work for the Director's Native American Advisory Committee (NAAC). Works effectively with the NAAC to develop policies, share information, receive input, address action items, and otherwise meet the established goals of the committee.</p> <p>The incumbent participates in projects or workgroups that will support government-to-government relationship building, state/tribal transportation planning and coordination, and collaboration on issues of importance to CA Native American Tribes. Develops fact sheets and other tools as needed to help coordinate Tribal, regional, and statewide transportation planning, programming, and collaboration activities. Helps Tribal Governments develop knowledge and access tools that will allow them to plan for and address their transportation needs.</p>
20%	E	<p>Reviews planning and programming documents and guidelines to ensure the required Native American consultation and coordination is incorporated into state and regional activities. Works toward equitable, mutually beneficial solutions to transportation challenges in CA.</p> <p>Prepares and implements special assignments, spreadsheets, reports, and contracts on tribal transportation issues. Meets with responsible individuals to identify and resolve issues as necessary. The incumbent may also be part of interdisciplinary teams working on tribal transportation related activities.</p>
15%	E	<p>Assists in the implementation of the Caltrans Equity Goal and other Caltrans Office of Race and Equity efforts to address the needs of indigenous and underrepresented community members. Activities will include helping with the development of the Caltrans Equity Index; participating in the facilitation of equity listening sessions and other collaborations; and facilitating inclusion of CA Native American community-specific concerns in other equity plans, projects, tools, and resources.</p>
5%	E	<p>Assists with preparing proposals, managing contracts monitoring reports, and developing other documents necessary for administering Native American Liaison Branch work</p>
5%	M	<p>Routinely updates the NALB web content, contact lists, and other tools to ensure internal consistency and up to date information.</p>

¹ESSENTIAL 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

The incumbent receives general direction from the Branch Manager, Native American Liaison Branch, and works independently exercising judgment and initiative in day-to-day activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should have knowledge of, and be able to articulate, federal, state, and department policies, programs, practices, laws, and issues related to transportation planning, with an emphasis on those affecting tribal transportation and engagement. The incumbent should also be able to work collaboratively in an interdisciplinary team; maintain effective communications and partnerships; and work cooperatively with Tribal Governments, federal agencies, Caltrans district and division staff, regional agencies, cities, counties, and other partner agencies. Previous experience working with Tribal Governments, Native American issues, and contracts is desirable.

The incumbent should have a comprehensive knowledge of California Native American Tribes, tribal transportation, and economic development issues as they relate to the Department and to Native American communities. The incumbent should also have a sensitivity to and understanding of tribal history, culture, traditions, and values.

ADA Notice

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Incumbent should have the ability to represent the Department with internal and external partners and to maintain cooperative relationships with individuals and organizations in the daily conduct of business. Must be able to work successfully both independently and as part of a team; to carry out assignments expeditiously and completely; to collect, develop, categorize, maintain, and summarize data; and to communicate clearly and effectively both verbally and in writing.

The ability to use a computer and associated software is essential. Incumbent should have a demonstrated ability to prepare and present reports and analyses using Microsoft Office Suites, including Word, Excel, PowerPoint, and Outlook.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position includes responsibility for helping to ensure that the principles and practices of the regional planning and programming process are carried out, particularly in relation to Native American Tribal Governments, and implemented in accordance with federal and State laws and with Caltrans policy. Errors could result in loss of credibility with the Tribal Governments with which the Department interacts. Failures could also jeopardize federal transportation funds received by California.

PUBLIC AND INTERNAL CONTACTS

The incumbent serves in a liaison role and must maintain effective professional working relationships with individuals from Caltrans, regional and federal agencies, and Tribal Governments. The incumbent should be able to interact effectively with administrators, Bureau of Indian Affairs Officials, and Native American tribal chairpersons. The incumbent should also be able to understand and communicate with the Native American community and to establish and maintain a high degree of credibility with that community.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Duties associated with working in a regular office environment and the ability to travel when necessary. The incumbent must also be able to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems, and acknowledge the various responses. Must be able to make decisions in a fair and ethical manner and demonstrate a sense of responsibility and commitment to public service.

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Requires occasional bending, stooping, and kneeling. Must have the ability to organize and prioritize large volumes of varied documents. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects adequately within deadlines and with short notice.

Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity. Must be open to change and new information. Must be able to adapt behavior and work methods in response to changing conditions or unexpected obstacles. Must be able to adjust rapidly to new situations warranting attention and resolution.

WORK ENVIRONMENT

The environment includes working in a routine office setting 95% of the time, and traveling to outside locations for district staff meetings, conducting briefings/training, attending and/or speaking engagements at conferences and other special events the remaining 5%.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered 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.

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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.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE

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