

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION District 7/Office of Community, Climate and Modal Planning	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 907-162-4721-xxx	REVISION DATE 07/29/2024

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 general direction of a Sr. Transportation Planner the Associate Transportation Planner, is the liaison between Caltrans and the local transit and rail operators in the district. This program includes development, implementation, external outreach, internal coordination, and reporting in alignment with the State's objectives, goals, and vision for making public transit and rail a priority. The incumbent is responsible for assessing needs, establishing workplans, and developing and maintaining partnerships. The incumbent will provide input into Caltrans oversight and maintenance of funded projects in the region as well as input into the development of major policy documents and reporting requirements impacting both federally and State funded transit programs administered by Caltrans. The documents include, but are not limited to, reports, handbooks, manuals, and policy guidance supporting State transit and rail programs. The incumbent will also assist in System Planning ensure that climate change, equity, transit, rail, and other modes of transportation are integrated in the System Planning activities and document development.

**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.

**TYPICAL DUTIES:**

Percentage		Job Description
30%	E	Assists in responding to transit-related inquiries, issues, and opportunities that arise from transit agency partners. Assist in the integration of transit planning into the multi-modal corridor planning process. Support development of district transit planning tools and resources to support delivery of transit improvements in Caltrans rights of way. Communicate with local and regional partners to identify transit and other modal needs on the State Highway System. Participate in the development of District-wide, regional, and local transit and active transportation planning efforts affecting the State Highway System. Assist in District-wide or system-wide planning efforts aimed at increasing the viability, convenience, and effectiveness of transit service. Assist in developing a range of local, regional, District, or statewide efforts including the statewide transit plan, state rail plan, intercity bus plan, short range transit plans, and other efforts. Participating in coordinated transportation planning efforts across the district; identifying and helping facilitate opportunities for improving service (i.e. stop consolidation across agencies / reduction in overlapping service, etc.).
25%	E	Help provide technical assistance to internal and external partners on key local transit projects, on or off the state highway system. This includes assessing gaps in the public transportation system and providing recommendations for filling those gaps, and aiding with transit zero emission technology transition activities. Assist local transit providers with finding grant opportunities and other applicable resources to advance transit planning and implementation. Assist with contributions to the Headquarters transit database.
20%	E	Assists in coordinating with other district divisions to identify and nominate public transit projects that can be incorporated into various Caltrans programs, including the State Highway Operation and Protection Program (SHOPP) and non-SHOPP programs. Pursues opportunities to identify and prioritize investments to that facilitate frequent, reliable transit service on the State Highway System.

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15%	E	Under the guidance and review of the Senior Transportation Planner, evaluate and monitor programs to ensure conformity with FTA requirements and coordination with local planning processes. Under the guidance of the Office Chief, interpret federal and state guidelines to develop program policies, procedures, and documents. Provide guidance and technical support to District staff, planning agencies and transit operators regarding program requirements, relevant state legislation that may require producing data, participating in fare systems, way-finding standards, etc.. schedules. May serve as a liaison between local transit agencies and Cal-ITP to advance statewide technology improvement campaigns. Prepare reports and documents in response to audits and other program related reviews.
10%	E	Assist in coordinating with transit agencies and Caltrans internal divisions to support statewide Cal-ITP implementation. Using the Mobility Data GTFS Grading Scheme, commercial trip planning applications, and internal tools, routinely and systematically evaluate branding and information consistency between district GTFS feeds and other transit agency materials working within Cal-ITP framework.

<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**

None

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Ability to maintain current knowledge of pertinent State and Federal policies, procedures, and regulations regarding public transit. Requires knowledge of local planning processes, project management techniques, and negotiating skill in working with stakeholders and meeting project

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent has a responsibility to help ensure the principles and practices of transportation planning are carried out and implemented in accordance with the Federal and State laws. Errors could result in loss of credibility with federal, state, local agencies, stakeholders, advocacy group, tribal governments, and the public with which the Department interacts. Failure could result in delays and increased costs to the Department and to state and local partners.

**PUBLIC AND INTERNAL CONTACTS**

Communicates within the Division, with other District staff, and with Headquarters staff. Have frequent contact with transit providers, state, county, city, Native American Tribal Governments, Regional Transportation Planning Agencies, NGO/nonprofits, and other local agencies on transportation project and program matters. Contact is through telephone, e-mail, on-line platforms, and in person. Represents the Department at meetings involving internal and external partners.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Incumbent will be required to sit for long periods using a keyboard and video display monitor or while attending meetings. Frequent travel by car, for distances up to 350 miles one way, with some overnight trips will be required. Travel to different floors of the District Office to communicate with departmental or other divisional staff or attend meetings will also be required. May be required to transport heavy boxes to various locations throughout the District. Incumbent must have good organizational skills and be able to focus and multitask in order to answer agency inquiries, review documents, maintain project schedules, and meet strict deadlines. Will be required to respond tactfully and courteously and resolve emotionally charged issues reasonably and diplomatically.

**WORK ENVIRONMENT**

While at their base of operations, incumbent will work in an office under artificial lighting. Incumbent may also be required to drive to field sites and meetings, work outdoors and may be exposed to dirt, noise, uneven surfaces and/or extreme temperatures. TELEWORK - 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 headquarterd location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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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