

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION District 7/Planning/System Planning	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 907-162-4721-XXX	REVISION DATE 09/30/2024

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 supervision of a Senior Transportation Planner, the Associate Transportation Planner (ATP) will assist in the development of guideline documents, projects, and public engagement activities associated with the 2028 Summer Olympics and Paralympic Games, commonly known as LA 28. The incumbent will gather and analyze data, work with the LA28 project team - as well as other internal and external stakeholders, and lead other tasks associated with achieving the general goals and objectives provided by the LA 28 District Liaison. Additionally, the incumbent will support in the development of other System Planning deliverables such as Comprehensive Multimodal Corridor Plans (CMCPs), District System Management Plan (DSMP), and Geographic Information System (GIS) mapping.

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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	Assist in the development of a guideline document that details improvements to the local road system and mobility hubs for the LA 28 Games. The guidance document will focus on developing project scope requirements, budgets, schedules, and fund requirements for local arterials (off the State Highway System) that are required to make the Games Route Network successful. This will also include communicating new Manual on Uniform Traffic Control Devices (MUTCD) requirements, developing a guidance document that will be used for future local engagement, and reporting back to LA 28 on the status of local improvements.
25%	E	Lead the development and planning of various public engagement activities related to LA 28. The incumbent will be tasked to plan and facilitate the logistics of public engagement events, as well as develop public engagement documents such as flyers, powerpoints, speaking points, GIS maps, and fact sheets.
20%	E	Coordinate activities with the LA 28 project team and local agencies in the delivery of on- and off-State Highway System projects. Work will include overseeing and collaborating with other agencies and facilitating meetings with internal and external stakeholders, including but not limited to Headquarters, LA Metro, City of Los Angeles, the Federal Highway Administration (FHWA), United States Department of Transportation (USDOT), and other jurisdiction with a LA28 related project. Facilitate communication among internal team members. Provide direction and support to resolve any issues that may occur during each phase of the project from initiation to closeout.
10%	E	Analyze transportation system operations and support the System Planning team in the preparation of CMCPs, DSMP, and other Planning documents. Work in partnership with stakeholders and collect data from internal and external partners.
10%	M	Produce GIS maps to support the development of Planning documents. This includes creating, analyzing, and consolidating various GIS datasets.

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 does not have any supervisory responsibilities. The incumbent may direct the work of one or more individuals for a specific project or act as a team leader.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should possess a working knowledge of transportation planning best practices, policies, and regulations related to long-range transportation plans, studies, and reports; active transportation improvements; population and transportation data analyses; sources of funding for transportation programs; grant management; public engagement; and transportation equity.

The incumbent should possess the ability to work and communicate independently and effectively with staff at all levels and in a variety of group settings; gather, analyze, and interpret data; present data or information in a professional, timely, understandable, and accurate manner; analyze and assess problems, draw logical conclusions, and adopt an effective course of action; effectively manage time and multiple tasks of varying complexities at a given time; establish positive working relationships with internal and external staff; and handle sensitive tasks with tact, discretion, and mature judgment.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent, under the direction of the Senior Transportation Planner, is responsible for independently conducting the aforementioned typical duties and other possible assignments in a professional, timely, and accurate manner. Consequences of error could result in delays in decision making, additional costs to revise and correct studies or information, and loss of Department credibility.

PUBLIC AND INTERNAL CONTACTS

The incumbent may have frequent contact with internal and external high-level management, technical professionals, and members of the general public who are involved in transportation decision making.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The workload is

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occasionally subject to substantial and unexpected changes within a short time period which requires that the incumbent quickly adapt behavior and work methods in response to new information/priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with short notice. The incumbent should be able to deal effectively with pressure, maintain focus, and intensity yet remains optimistic and persistent.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a commitment to public service; develop new insights into situations and apply innovative solutions to make organizational improvements; grasp the essence of new information and master new technical and business knowledge; and value equity and diversity in the workforce.

Occasional travel may be required. Possession of a valid driver's license is required when operating a State-owned or leased vehicle.

WORK ENVIRONMENT

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.

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and attend meetings outside the district office in-state. The work environment characteristics described here are representative of what an employee encounters while performing the essential functions of his job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work will occur in an office and field environment. Employee may work at workstations within shared cubicles. While performing the duties and responsibilities, the employee may be exposed to loud noise, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations.

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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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