

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Office of Sustainable Freight Planning/ Freight Planning	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 900-074-4721-921	REVISION DATE 05/06/2022

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:

Depending on the specific activity, this position may serve in a lead capacity, as a team member, or in a support role. The Associate Transportation Planner, being a journey level position, is expected to exercise initiative, be proactive, and take responsibility to fully understand assigned responsibility areas.

Under general direction of a Branch Chief (a Senior Transportation Planner), the incumbent leads in the development and updating of the State Freight Plan, implementation of the California Sustainable Freight Action Plan, the coordination of the freight outreach activities, and other actions supporting the Department's freight planning responsibilities. The incumbent serves as a liaison to assigned Caltrans District(s) and partner agencies within those Districts, an assigned freight mode, and/or focused topic area(s).

Additional duties may include the preparation of written reports and analyses for use by management and external customers, development of presentations, giving presentations to internal and external audiences, representing the Department on multi-agency committees that may also include advocacy groups and the freight industry, reviewing and commenting on freight-related legislation, and participating in research projects. The incumbent may serve in a lead capacity for oversight of consultant contracts.

The incumbent may represent the Office of Freight Planning on a variety of freight multidisciplinary, multimodal freight corridor, or related study groups and technical advisory committees. The incumbent will take the initiative and work directly with Division staff and management, other headquarters divisions, Districts, federal oversight agencies, partner agencies, advocacy groups, stakeholders, the public, and consultants.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (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, 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, 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, Integrity, Pride)
- **Initiative**: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (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, Integrity, Pride)
- **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, Integrity, Pride)
- **Teamwork and Collaboration**: Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (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, Integrity, Pride)

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- **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, Integrity, Pride)
- **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, Integrity, Pride)
- **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, Integrity, Pride)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (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, Integrity, Pride)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Leads in the development and updating of the State Freight Plan and/or implementation of the California Sustainable Freight Action Plan, consistent with the Federal and State Guidance, by researching and drafting a work plan to implement State agency actions, monitor pilot projects, develop illustrative graphics, and conducting analysis to inform Plan chapters or chapter subsections for modal, regional, and other related topics. Distill consultant reports and incorporate regional freight plan content. Collect and analyze data for inclusion in the plan via graphic representation. Review and edit draft plan content prepared by other staff. Revise draft plan chapters to respond to committee, stakeholder, and public comments. Incumbent may serve in a support and monitoring role and assist with outreach and technical assistance.
20%	E	Duties include, but not limited to, coordination and implementation of complex and interdisciplinary work plans; facilitating committee communications, meetings, and workshops; leading research projects and investigation panels. and coordinate websites updates.
20%	E	Leads in coordinating the Division's freight activities with other planning activities within Caltrans or within other agencies or private organizations as assigned. Such activities may include the State Rail Plan, and activities of the National Freight Advisory Committee, the State Freight Model, Marine Highways, Complete Streets, integrated corridor management, and others.
20%	E	Serves as modal and/or topical liaison by developing expertise relating to assigned freight mode(s) or topics. Responsible to gather freight modal-related data including identification of trends, trade flows and significant issues, and for preparing written analyses and policy recommendations. Responsible for developing and maintaining professional relationships with internal and external stakeholders associated with mode. May represent the Department on technical committees sponsored by Caltrans and others.
10%	M	Serves as liaison to assigned Caltrans Districts. Duties include, but are not limited to reviewing and commenting on the freight related content of annual Overall Work Programs, Regional Transportation Plans, and other planning documents. Provide technical assistance to district planning staff. Prepare presentations, spreadsheets or other special assignments.

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

This position does not supervise other employees but may serve in a lead capacity, directing activities of other staff for some assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Basic knowledge of Federal and State laws and regulations related to transportation planning and programming, particularly those affecting freight transport.
- Basic knowledge of Department guidelines and manuals, which provide the basis for carrying out planning activities and for programming and funding of improvements.

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- Basic knowledge of domestic and international freight movement trade trends and shipper/carrier needs, with specific emphasis on freight movement by ship, rail, and commercial vehicles.
 - Basic knowledge of the various elements that comprise the Department's planning program, including System and Regional Planning, and how they relate to freight planning.
 - Basic knowledge of the interrelationship between the Department's planning program and other Caltrans program elements including Office of Truck Safety, Project Development, Programming, Research and Traffic Operations, etc.
 - Knowledge of the State/Department's contracting practices and quality concepts.
 - Knowledge of data analysis methods and techniques.
 - Knowledge of engagement and outreach methods and techniques.
 - Understanding of planning practices and principles.
 - Knowledge of planning laws and the intergovernmental framework for planning.
 - Knowledge of the historical, current, and likely future influences shaping cities and regions, including design, land use, environmental, social, economic, financial, legal, and institutional dimensions.
 - Understanding of the concepts of completed staff work and ability to deliver completed staff work.
 - Knowledge of those physical, social, and political factors, including economic, environmental and fiscal issues, which may affect or be affected by Departmental policies and programs.
 - Ability to complete staff work in a professional, timely manner that meets quality and quantity requirements for Associate-level work.
 - Ability to create and maintain positive working relationships, and build consensus with internal and external contacts.
 - Ability to analyze issues, identify solution alternatives, determine potential impacts, and recommend course(s) of action.
 - Ability to prepare and present reports and analyses using word processing, spreadsheet, and presentation software.

The incumbent must be able to work closely with internal and external partners. Must be able to perform technical analyses, identify issues and suggest recommendations to address issues and must be able to complete assignments on time and accurately.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions made by this position could impact Caltrans' policies and its programs. Failure to consider the political sensitivity or to fully evaluate the fiscal, economic, social and environmental impacts or technological constraints on Caltrans programs could result in delays in program delivery and subsequent losses of funding. Failure to complete analyses according to project scope and schedule could result in project or program delays and decreased credibility with the Legislature, the freight industry, and/or other agencies or customers.

PUBLIC AND INTERNAL CONTACTS

Considerable internal and external contact is required of this position, including occasional public presentations and working with elected officials.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

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.

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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