

POSITION DUTY STATEMENT

PM-0924 (REV 12/2020)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Division of Transportation Planning/Climate Change Branch	
WORKING TITLE Climate Change Planner	POSITION NUMBER 900-074-4721-921	EFFECTIVE DATE 10/08/2024

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Climate Change Branch Chief, a Senior Transportation Planner, and as a member of the Climate Change Branch, the Associate Transportation Planner will work on a mix of team-oriented and independent assignments. The incumbent will assist in: coordinating, implementing, and mainstreaming climate change activities across Caltrans and with interagency partners. The incumbent will support activities related to climate change mitigation, adaptation, sustainability, and research and analysis to assist in activities which enhance the resiliency of the state's multimodal transportation system.

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, 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Stewardship and Efficiency, Sustainability, Livability and Economy, System Performance - Integrity, Commitment, Teamwork, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Stewardship and Efficiency, Sustainability, Livability and Economy, System Performance, Organizational Excellence - Integrity, Commitment, Teamwork, 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 and Health, Stewardship and Efficiency, Sustainability, Livability and Economy, System Performance, Organizational Excellence - Integrity, Commitment, Teamwork, 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. (Stewardship and Efficiency, Sustainability, Livability and Economy, System Performance - Integrity, Commitment, Teamwork, Innovation)
- **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. (Stewardship and Efficiency, Sustainability, Livability and Economy - Integrity, Commitment, Teamwork, 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. (Stewardship and Efficiency, Sustainability, Livability and Economy, Organizational Excellence - Integrity, Commitment, Teamwork, 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. (Stewardship and Efficiency, Sustainability, Livability and Economy, Organizational Excellence - Integrity, Commitment, Teamwork, Innovation)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Stewardship and Efficiency, Sustainability, Livability and Economy, System Performance, Organizational Excellence - Integrity, Commitment, Teamwork, Innovation)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Stewardship and Efficiency, Sustainability, Livability and Economy - Integrity, Commitment, Teamwork, Innovation)

TYPICAL DUTIES:

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

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45%	E	Lead and assist with climate change activities, including but not limited to, greenhouse gas mitigation, adaptation, and resilience, sustainability, multi-modal transportation, and climate science. The incumbent will lead data collection and review efforts, will conduct legislative analysis and report to the Legislative Affairs Office, develop and oversee contracts, develop presentations, and independently provide assistance to staff, work groups, and external partners as appropriate.
35%	E	Implement climate change, transportation planning, and Caltrans sustainability activities. Serve as a lead in, and works on developing Caltrans policies, guidelines, and strategies, and in developing white papers and presentations to support Caltrans' climate change related efforts. Conduct outreach and coordination duties, both verbally and written, with district and headquarters staff, metropolitan planning organizations, regional transportation planning agencies, local governments, regional agencies, and non-governmental agencies and other state agencies including the California State Transportation Agency, the California Environmental Protection Agency, California Air Resources Board, and other state and federal agencies.
15%	E	Prepare trainings, workshops, and presentations to promote awareness and advance the priorities of the Climate Change Branch. Act as a lead in data collection, and develop new climate change related information to be utilized for appropriate analysis, strategy and policy development. Lead and assist climate change related assignments as directed by the Branch and Office Chief.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

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 position may lead projects that involve other team members, and/or coordination with other offices in Caltrans.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The position requires knowledge of transportation planning and climate change. Familiarity with multi-modal transportation and sustainable planning theory is preferred. The position requires the ability to analyze technical information and apply it in a variety of contexts, including for policy development and implementation, and for planning and transportation project delivery. The incumbent should be able to execute project management skills to guide and complete projects, and should be able to communicate technical information clearly verbally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be held accountable for consequences of error based on the judgment of supervisors.

PUBLIC AND INTERNAL CONTACTS

The incumbent will interact with staff throughout the Department, and with representatives of local, regional, State and Federal agencies, research organizations, environmental organizations, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements are those usual to an office: use of office equipment (e.g., computers, phone, fax, etc.), accessing information in files and folders, interacting with co-workers and other customers and suppliers. Some travel, which may involve overnight stays, is required.

WORK ENVIRONMENT

The incumbent will be utilizing a laptop provided by the State of California. The work environment may be at home, or in the Headquarters building in a cubicle.

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.

ADA Notice

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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.

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