

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION D 10 Planning -Metropolitan Planning	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 910-155-4721-xxx	REVISION DATE 2/28/2024

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 direction of the Metropolitan Office Chief, within District 10 Division of Transportation Planning the incumbent is an interdisciplinary team member at full journey person level. Incumbent will work independently and/or part of a team to perform difficult and complex planning work to plan, develop, organize, and direct activities which integrate various social, economic, environmental, transportation, and land use, factors to support implementation of a balanced, multimodal State transportation program. The incumbent will plan, develop, administer, evaluate, and monitor transportation plans, programs, and projects in the transportation planning process and may serve in lead capacity. This may include but not limited to, local development review, regional planning, multimodal system planning, community planning, state planning, freight planning, active transportation, and climate change.

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, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **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 - 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, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety First, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement, Integrity)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Advance Equity and Livability in all Communities - Engagement, Integrity, Pride)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Engagement, Integrity)

TYPICAL DUTIES:

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

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40%	E	Local Development Review (LDR)- Reviews California Environmental Quality Act documents other plans from local agencies and coordinate review by internal branches for land use projects submitted for LDR to determine the projects' impacts to the State Highway System. Consult various planning resources to become informed to assist other functional units within Caltrans with their review and comment. Prepares comment and response letters utilizing the comments from reviewing units. Maintain databases, complete project files and prepare reports. Tasks may include attendance and participation at public meetings on behalf of the Senior Transportation Planner.
25%	E	Serve as a Regional Planner by attending various meetings. Work closely with various local agencies such as the Metropolitan Planning Organizations on various plans such as the Overall Work Programs (OWP), Regional Transportation Plans, etc. Administers the OWP program quarterly reports and invoicing of the planning agencies, utilizing SMART sheets and other tsreadsheets and budget tools.
15%	E	Provides transit/community planning grant coordination and support to the local agencies and headquarters. Monitor grant activities, assist and provide guidance to local agencies and ensure consistency with current guidelines and procedures. Attend various transit meetings and conduct site visits and conduct transit audits of various transit operators recording inventory and findings.
10%	E	May assist the supervisor with various administrative tasks such as preparing speaking points, reports presentations and letters updating and maintaining the data base.
10%	M	May serve as a team leader or a member of a committee for various planning projects and activities. Will May assist in collecting and analyzing data, as well as preparing reports. Maintain various project records, files, maps and other related documents.

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 ATP in this position is not a supervisor, but may serve as the Acting Senior Transportation Planner for short periods while the Senior is out of the office or serve as a lead for others as needed for special projects or training purposes

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The ATP must have a knowledge reflecting a broad understanding of the transportation, environmental, and land use planning process and related statutes is required. Knowledge of the processes utilized by Caltrans in the planning of highways and highway improvements is also necessary to effectively understand and communicate with staff of various levels within and outside Caltrans.

The ATP is required to work independently and work effectively with others as an interdisciplinary team member, including maintaining effective and cooperative working relationships with those contacted during the course of the work. The ATP must be organized and able to review, comprehend, compile, analyze and interpret data and reports; reason basically and creatively; develop formats to present and display comments and data effectively; use a variety of analytical techniques to propose solutions to or provide information regarding planning and transportation problems; develop and evaluate alternatives; and present ideas effectively orally and in writing. In addition, the incumbent in this position must at a minimum have a working knowledge of Outlook, Word, and Excel computer applications. General principles and methods of public and business administration organization, fiscal budgeting and personnel management, training and administrative analysis; organization and functions of Caltrans is also helpful.

The ATP must gather, compile, analyze and interpret data; develop various formats of data for presentations and displays; use a variety of analytical techniques to propose solutions to problems, work effectively with budgets and monitor expenses and charging practices. Ability to present ideas effectively orally and in writing; work effectively alone or with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions required are normally limited to those areas related to the daily activities associated with this position. Failure to perform in a professional manner and provide accurate information could result in lost time, money and credibility. The incumbent has a major responsibility to help ensure the principles and practices of transportation planning are carried out and implemented in accordance with the Department's mission and 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.

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PUBLIC AND INTERNAL CONTACTS

The incumbent interacts regularly with other staff within DOTP and throughout the Department, and with representatives of local, regional, state and federal agencies, stakeholders, advocacy groups, tribal governments, the general 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 may be required which may involve overnight stays. This position utilizes computers and other types of office equipment as needed to complete the above listed duties. The ATP will be required to interact with members of various government agencies as well as the general public in a professional manner at all times. The ATP must be capable of dealing with the stress and pressure to respond appropriately to deadlines. The ATP must have the mental capacity to prioritize workload to ensure deadlines are met. The failure to respond in a timely manner may be very crucial and could result in financial loss to the state, local agencies or general public. The ATP must be capable of controlling personal emotions while completing their work and maintain a professional manner at all times.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Employees may be required to work outside to perform project field and site reviews during varying seasonal conditions following Caltrans Safety Requirements.

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.

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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