

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION D7 Planning Multimodal System Planning	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 907-163-4721-XXX	REVISION DATE 10/09/2024

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 take the lead in preparing various planning documents. The ATP gathers and analyzes data, take the lead in developing the Comprehensive Multi-Modal Corridor Plans (CMCP), develop the District System Management Plan (DSMP), prepare the DSMP Projects listing, Transportation Concept Reports (TCR), etc. Work with internal and external stakeholders and other duties as needed.

**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)
- **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 - 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)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (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)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (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) <sup>1</sup>	Job Description
50%	E	Analyze transportation system operations and take the lead in preparing Comprehensive Multi-modal Corridor Plans (CMCPs), Transportation Concept Reports (TCRs), District System Management Plans (DSMP), DSMP/Monster project lists, and other Planning documents. Work in partnership with stakeholders and collect data from internal and external partners.
20%	E	Review transportation studies, Project Study Reports, Project Studies, Transportation Planning and proposals for compliance with Federal, State, and Local Laws and regulations. Monitoring and reporting grants to consultants through Southern California Association of Governments (SCAG) and other agencies.
15%	E	Participate in inter-district and interdisciplinary studies including, but not limited to, the development of alternative corridor plans for highway and transit systems. Attend in-house and local regional, city meetings, taking Caltrans interests into consideration and reporting back to management on a regular basis. Collaborate with local agencies, SCAG, Metropolitan Transportation Authority (Metro), Ventura County Transportation Commission (VCTC), Council of Governments (COGs) to resolve and agree on transportation issues.
10%	E	Utilize appropriate methods to develop estimates of future movement of people and goods and to graphically display this information using appropriate computer software. Assist District planning staff at the application of Geographic Information System (GIS) mapping, development on GIS activities.
5%	M	Represents the unit at internal and external meetings. Other duties as assigned.

<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**

The ATP has no supervisory responsibilities, however, he/she may act as lead in the absence of the Branch Chief.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of:

- State and Federal laws and regulations related to transportation planning
- The planning process, principles, and general practices of transportation planning
- Research methods and techniques including conducting or participating in planning studies, contemporary transportation, environmental, land use, social, economic, fiscal, legal and political issues
- Effective public information and participation techniques
- Traffic and transit data and its use in analyzing travel patterns and the need for capacity improvements of the transportation system
- Transportation models and their application for forecasting
- Sources of funding for transportation programs

Ability to:

- Evaluate general planning proposals, establish effective, cooperative working relationships with all transportation agencies, work independently and act as an interdisciplinary team member
- Evaluate, prioritize and schedule workload to ensure timely completion
- Gather, analyze and interpret data
- Develop formats to present and display data
- Communicate effectively both orally and in writing
- Prepare written reports in a timely manner
- Work effectively with others as an interdisciplinary team member
- Establish and maintain cooperative relationships within the District and Department, and with the public and outside agencies
- Apply general techniques of insuring participation in the planning process
- Coordinate transportation planning, research and analysis of proposed projects

Evaluate the effectiveness of transportation models; write coherent technical reports; work independently on long range planning projects; and establish and maintain effective cooperative relationships with those contacted in the course of the work.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for conducting specific transportation studies; interpreting statistical data, laws, regulations, and procedural guides; evaluating and recommending study methods; accuracy of reports; and production of work characterized as professional in scope and quality. Failure to perform in a professional manner could result in lost time, money, and credibility.

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### PUBLIC AND INTERNAL CONTACTS

Frequent contact and coordination are required with personnel from various Caltrans units within the District, other Districts in the State, with SCAG, Metro, VCTC and other agencies. Frequent contacts are also required with private planning consultants and engineering and planning staff of other public agencies. Public contact is mostly maintained by mail and/or telephone.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time in training sessions, meetings, or using computer keyboard and display. Incumbent may also be required to move equipment and/or supplies.

- Incumbent may be required to move large or cumbersome reports from one location to another
  - Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice
  - Most of the jobs in the Division require interaction with many people; therefore it is important that the incumbent work with others in a cooperative manner
  - Values cultural diversity and other individual differences in the workforce
  - May be subject to and have the ability to handle irate or intense public or other project team members in a calm manner
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### 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.

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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.)

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.

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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

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