

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION District 5/Transportation Planning/System Planning	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 905-800-4721-xxx	REVISION DATE 12/16/2022

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:**

Under the general direction of a Sr. Transportation Planner the Associate Transportation Planner is the primary liaison between Caltrans and the local transit and rail operators in the district. The incumbent will provide input into Caltrans oversight and maintenance of funded projects in the region as well as input into the development of major policy documents and reporting requirements impacting both federally and State funded transit programs administered by Caltrans. The documents include, but are not limited to, reports, handbooks, manuals and policy guidance supporting State transit and rail programs. The incumbent works with other functional units to ensure compliance with the applicable federal and State statutes as they relate to transit projects, and will take action, as necessary, to maintain compliance with program requirements.

This position accomplishes these responsibilities through the collaboration and coordination of key stakeholders, including the Federal Transit Administration (FTA), Caltrans' headquarters and district programs, regional and local transportation agencies, and numerous State departments concerned with transportation services.

**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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Strengthen Stewardship and Drive Efficiency - 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, Advance Equity and Livability in all Communities - Engagement, 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 - Equity, 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)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, 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 - Equity, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)

**ADA Notice**

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**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	<p><b>Transit Planning</b></p> <p>Respond to transit-related inquiries, issues, and opportunities that arise from transit agency partners. Facilitate the integration of transit planning into the multi-modal corridor planning process. Develop district transit planning tools and resources to support delivery of transit improvements in Caltrans rights of way. Collaborate and engage with local and regional partners to identify transit and other modal needs on the State Highway System. Participate in the development of districtwide, regional, and local transit and active transportation planning efforts affecting the State Highway System. Lead Districtwide or systemwide planning efforts aimed at increasing the viability, convenience, and effectiveness of transit service. Develop a range of local, regional, District, or statewide efforts including the statewide transit plan, state rail plan, intercity bus plan, short range transit plans, and other efforts. Participating in coordinated transportation planning efforts across the district; identifying and helping facilitate opportunities for improving service (i.e. stop consolidation across agencies / reduction in overlapping service, etc.).</p>
25%	E	<p><b>Program Evaluation and Compliance</b></p> <p>Evaluate and monitor programs to ensure conformity with FTA requirements and coordination with local planning processes. Accurately interpret federal and state guidelines to develop program policies, procedures, and documents. Provide guidance and technical support to District staff, planning agencies and transit operators regarding program requirements, relevant state legislation that may require producing data, participating in fare systems, way-finding standards, etc.. schedules. Serve as a liaison between local transit agencies and Cal-ITP to advance statewide technology improvement campaigns. Prepare reports and documents in response to audits and other program related reviews.</p>
15%	E	<p><b>Technical Analysis</b></p> <p>Provide technical assistance to internal and external partners on key local transit projects not necessarily on the State Highway System. This includes assessing public transportation gaps in the region to provide recommendations for filling those gaps, aiding with transit zero emission technology transition activities, and providing technical assistance to local transit operators as they apply for State or FTA funded grant opportunities. Catalog and tabulate up-to-date contact information of staff at transit agencies in a statewide database.</p>
10%	E	<p><b>Cal-ITP Implementation and GTFS Oversight</b></p> <p>Closely coordinate with the transit agencies and the Caltrans Division of Rail and Mass Transportation to support statewide Cal-ITP implementation. Includes using the Mobility Data GTFS Grading Scheme, commercial trip planning applications, and internal tools, routinely and to systematically evaluate branding and information consistency between district GTFS feeds and other transit agency materials working within Cal-ITP framework. Maintaining schedules and/or GTFS data for agencies in the district and doing outreach to local agencies to help them publish.</p>
10%	M	<p><b>Outreach</b></p> <p>Routinely conduct and coordinate transit rider experience audits on an equity-prioritized sample of district transit stops and routes. These will include evaluations of transit stop accessibility, safety, and comfort, physical stop consistency with GTFS location data, and rider experience and traffic delay on-board transit vehicles. Assist local transit agencies with finding grant opportunities, pre-negotiated procurement options and other applicable resources.</p>

<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**

None

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Ability to maintain current knowledge of pertinent State and Federal policies, procedures, and regulations regarding public transit.

Requires knowledge of local planning processes, project management techniques, and negotiating skill in working with stakeholders and meeting project

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent has a responsibility to help ensure the principles and practices of transportation planning are carried out and implemented in accordance with the 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 District 5 and throughout the Department, and with representatives of local, regional, state and federal agencies, stakeholders, advocacy groups, tribal governments, the general public.

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### 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.

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### WORK ENVIRONMENT

The incumbent works in a typical florescent-lighted, climate-controlled, office environment in an older multi-story state office building. The incumbent must operate usual office equipment. On occasion, the incumbent will need to travel to other locations to attend meetings, make presentations, etc., in different offices, conference and convention facilities, and the like. If overnight stays were involved, these would generally be in hotel/motels or accommodations in Department facilities (e.g., lodging at Maintenance Stations). Travel would generally be via plane, train, car, public transit, bicycle, ferry or foot.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. 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. Business travel reimbursements considers an employee's designated Headquarters 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.

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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.)

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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