

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION 74/Office of Regional & Comm Planning/Grants Mgmt Branch	
WORKING TITLE District Grant Liaison	POSITION NUMBER 900-074-4721-921	REVISION DATE 02/20/2024

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 Senior Transportation Planner in the Office of Regional and Community Planning (ORCP), the incumbent is responsible for completed staff work to prepare, administer, and monitor transportation plans, programs, grants, and projects, including analyzing issues and developing recommendations. The incumbent is the primary regional planning contact with one or more districts. The incumbent assists district planners to carry out and comply with federal and State planning and programming procedures, laws and regulations, develops technical analysis, and responds to administrative requirements. The incumbent is also responsible for implementing policies relating to the Overall Work Program (OWP), Regional Transportation Plan (RTP), Consolidated Planning Grant (CPG), State Rural Planning Assistance (RPA) funding program, and the Sustainable Transportation Planning Grant Program.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (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 - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
45% E	Responsible at the journey level, for providing technical expertise to Caltrans districts on the oversight of Strategic Partnership and Sustainable Transportation Planning grants. Ensure grant resources are utilized consistent with policy direction and are kept within scope, budget, and schedule. Ensure administrative and formal amendments are processed consistent with Program policy. Communicate and coordinate with internal and external partners to ensure grants are monitored and closed out by required due dates. Review Strategic Partnership and Sustainable Transportation Planning Grant applications.

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25%	E	In a lead role, develop and deliver regional planning guidance and training. Ensure that legislatively mandated milestones, regional planning guidance, and funding information is communicated with both external and internal partners. Lead and/or assist in the statewide teleconferences to communicate grant updates, important milestones, tools and resources, and roles and responsibilities.
20%	E	Provide guidance to district Liaisons on State and federal surface transportation planning legislation implementation and coordination. Monitor, review and assess regional planning and programming activities and funds administration undertaken by the districts, grant recipients, Regional Transportation Planning Agencies and Metropolitan Planning Organizations. Evaluate required plans, programs, Overall Work Programs, and Regional Transportation Plans consistent with applicable laws, regulations, guidelines, directions, and administrative requirements. Integrate complete streets, smart mobility, bicycle and pedestrian, health, transportation equity, freight, and climate change planning policies and strategies into the regional planning process.
10%	M	Assist other ORP staff with general administrative duties. This may include general note taking at key meetings, assist during the preparation of key meetings or training activities as well as assisting with Department goals and objectives alignment. Provides assistance to Fund Specialists in paying and processing invoices from grantees. Act as branch representative for technical advisory committees and task forces as needed.

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 incumbent does not supervise. Receives direction and supervision from the Regional Coordination Branch Chief in the Office of Regional and Community Planning. Occasionally receives direction from other Branch Chiefs (i.e., Grant Management, Fiscal Management, and Community Planning).

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge and understanding of: federal and State planning and programming requirements; transportation, air quality, land use and environmental planning principles and practices; transportation plan, program and project financing mechanisms; Departmental policies and procedures; contemporary transportation, land use, social economic, environmental, financial, technical, legal, and political issues.

Knowledge and understanding of: Department resource procedures, current Departmental policies, organizational programs and practices in strategic, operations, and business plans.

Ability to recognize and understand evolving issues; gather, analyze and present data; reason logically and creatively; identify trends; recommend pragmatic courses of action; work proactively and cooperatively with others, independently, as a team member or a team leader; prioritize competing assignments, quickly provide completed staff work; consult and advise managers, make determinations, and resolve problems.

Ability to initiate effective partnerships and work cooperatively with federal, State, regional and local agencies, Caltrans districts and other Programs.

Ability to speak and write clearly, recommend programmatic courses of action; work cooperatively and effectively as: project team member, and in providing guidance to Branch staff as well as all Caltrans staff and representatives of other State, regional, local agencies, and represent the Division to Directorate and Agency staff on politically sensitive planning and environmental issues.

Ability to use databases and information and word-processing systems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Recommendations and decisions made by this position to Directorate and Agency management directly impact the budgets and programs to the Department, local, regional, State and federal agencies. The position has responsibility to ensure that the principles and practices of early regional and environmental planning coordination 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 and local agencies with which the Department interacts. Failure could result in project delays and increased costs.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts regularly with other staff throughout the Department, and with representatives of local, regional, State and federal agencies, and may also interact with non-agency 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, etc.), accessing information in files and folders, interacting with co-workers and other customers and suppliers.

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.

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
