

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Rail Planning & Implementation/Integration & Network Planning	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 900-075-4721-006	REVISION DATE 11/21/2024

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 Chief, "Integration and Network Planning" Branch in the Division of Rail (DOR), the Associate Transportation Planner undertakes complex statewide planning responsibilities at full journey person level. Responsibilities include development of the California State Rail Plan as well as participating in network integration activities and coordinating with partner agencies, other Caltrans Divisions, the California High Speed Rail Authority, and CalSTA.

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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation, Pride)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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 - Engagement, Equity, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation, Pride)
- **Diagnostic Information Gathering:** Identify information needed to clarify a situation, seeking that information from appropriate sources. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)

TYPICAL DUTIES:

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

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35%	E	Responsible for planning tasks included in the scope of work for development of the State Rail Plan at least every four years. This includes but is not limited to public engagement (coordination with, and presentations to, stakeholder agencies and interested parties; public meetings and outreach specific to Native American Tribes; responses to public comments and inquiries, and maintenance of correspondence and response logs).
30%	E	Participate in service development planning tasks with partner agencies, including studies funded through the Federal Railroad Administration Corridor Identification and Development Program. Serve as a subject matter expert for a variety of possible areas of the Integration & Network Planning team, including but not limited to; passenger rail service planning and capital project identification, freight rail trends analysis and policy, transit planning and policy, and program effects analysis (ridership forecasting, economic benefits, air quality and greenhouse gas emissions reduction, land use and station design, etc.), spatial analysis, passenger rail operations modeling, and ridership and revenue forecasting.
20%	E	Provide technical assistance to senior planning staff to conduct stakeholder engagement meetings for service studies, perform research and technical analysis supporting review and input on regional plans and studies; and capital program and grant application development.
10%	E	Coordinate within other Offices within the Division of Rail and other Caltrans Divisions to develop the California Transportation Plan and other Modal Plans, review State and federal legislation related to rail, participate in research studies and proposals.
5%	M	Respond to inquiries from the legislature and Caltrans management for legislative analysis. Actively communicate with, and maintain positive working relationships with stakeholders to support Department and program goals, objectives, and outcomes.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires knowledge and understanding of rail and transit planning and programs and more generally federal and state multi-modal planning requirements and practices; transportation; air quality, land use and environmental planning principles and practices; transportation plan, program and project financing mechanisms.

Basic knowledge of passenger and freight rail systems and transit, including: funding, operations, equipment, equity issues, capital projects; and policy issues.

Knowledge of contract management tools and techniques, including Smartsheets, MS Excel and Word.

Ability to speak and write effectively and prepare clear and concise reports.

Ability to work cooperatively and speak knowledgeably with representatives of other Caltrans units, other governmental agencies, legislative staff, and individual citizens.

Ability to reason creatively; use a variety of analytical techniques to resolve or contribute to the resolution of issues; develop and evaluate alternatives; work effectively with others; and stimulate public participation in transportation programs and services.

Ability to gather, compile, analyze, and interpret data.

Ability to take initiative, and bring assignments to completion.

Ability to work with a variety of consultants, stakeholders, experts, and staff persons to jointly complete a project.

Ability to manage a number of tasks at the same time and be organized.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by his/her supervisor.

Decisions may be made in the absence of supervisor in situations where immediate action is required. Consequences of errors

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in judgment or inadequacies in analysis could cause project delays or negative impression of the Department with other agencies.

PUBLIC AND INTERNAL CONTACTS

May have contact with various governmental agency employees at local, state and federal levels; private industry representatives including railroad and transit agencies; consultants and special interest groups. These contacts will be written or verbal as needed to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must maintain an excellent attendance record.

Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.

Must have the ability to work on a keyboard; manual dexterity; sit for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. Requires occasional bending, stooping and kneeling.

Develop new insights into situations and apply innovative solutions to make organizational improvements. Formulate effective strategies consistent with the Department's vision and goals.

WORK ENVIRONMENT

This position is primarily telework based. 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 headquarterd 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 headquarterd location will be the responsibility of the selected candidate. Employee may be required to travel. May need to extend day to complete vital projects.

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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GENERAL STATEMENT:

Under the direction of the Chief, "Integration and Network Planning" Branch in the Division of Rail (DOR), the Transportation Planner undertakes statewide planning responsibilities of varying complexity as part of a team. Responsibilities include development of the California State Rail Plan as well as participating in network integration activities and coordinating with partner agencies, other Caltrans Divisions, the California High Speed Rail Authority, and CalSTA.

CORE COMPETENCIES:

As a 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.

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30%	E	Participate in service development planning tasks with partner agencies, including studies funded through the Federal Railroad Administration Corridor Identification and Development Program. Gain knowledge to become a subject matter expert for a variety of possible areas of the Integration & Network Planning team, including but not limited to; passenger rail service planning and capital project identification, freight rail trends analysis and policy, transit planning and policy, and program effects analysis (ridership forecasting, economic benefits, air quality and greenhouse gas emissions reduction, land use and station design, etc.), spatial analysis, passenger rail operations modeling, and ridership and revenue forecasting.
20%	E	Provide technical assistance to senior planning staff to conduct stakeholder engagement meetings for service studies, perform research and technical analysis supporting review and input on regional plans and studies; and capital program and grant application development.
10%	E	Coordinate within other Offices within the Division of Rail and other Caltrans Divisions to develop the California Transportation Plan and other Modal Plans, review State and federal legislation related to rail, participate in research studies and proposals.
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