

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Office of Multimodal System Planning, System Planning Branch	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 904-121-4721-XXX	REVISION DATE 11/04/2024

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 Branch Chief, within the Division of Transportation Planning and Local Assistance, the incumbent is an interdisciplinary team member at full journey-person level. Incumbent will work independently 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, equitable, and multimodal State Transportation System. The incumbent will perform a wide variety of transportation planning tasks and activities related to District 4's System Planning program. The incumbent will mainly be in a lead capacity in the development and coordination of long-range System Planning documents for the State Transportation System including writing, researching, and communicating various elements of these reports.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Cultivate Excellence - Innovation)
- **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 - 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 - 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. (Cultivate Excellence - Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Advance Equity and Livability in all Communities - Engagement, Equity)
- **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. (Advance Equity and Livability in all Communities - Engagement, Equity)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence - 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. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Diagnostic Information Gathering:** Identify information needed to clarify a situation, seeking that information from appropriate sources. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, Integrity)

TYPICAL DUTIES:

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

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40%	E	TRANSPORTATION PLANNING DOCUMENT PREPARATION: A core responsibility is the preparation of the Department's System Planning documents including Comprehensive Multimodal Corridor Plans (CMCPs), Corridor Plans (CPs), Transportation Concept Reports (TCRs), Corridor System Management Plans (CSMPs), District System Management Plan (DSMP) and Project Lists. The incumbent takes a lead role in the development of these Planning efforts and documents with minimal supervision; seeks input from internal functional units and external stakeholders; circulates the draft document for review; incorporates comments and addresses questions and concerns, if necessary. This involves research and analysis of information related to existing transportation facilities, land use, travel demand, highway congestion, operations, collision data, environmental indicators, and the development of a concept and long-term vision for the corridor based on the data collection and analysis as well as the input from others.
25%	E	LOCAL AGENCY REPRESENTATION: The incumbent may represent the Department on various county and regional transportation advisory committees and other forums related to local agency Planning efforts. Duties include, but are not limited to, the following: *Providing data, expertise, and assistance to local agencies; *Coordinating the Department's participation in local corridor studies, including working with Divisions of Program/Project Management, Traffic Operations, Environmental Planning, Right of Way and other functional units; *Representing the Department at various County Transportation Agency meetings on an as-needed basis; this includes agenda review, sharing of information on Department projects and plans, and disseminating information to relevant units within the District.
25%	E	The incumbent provides System Planning information and analysis on excess lands, functional classification, LDR projects, Project Reports; coordinates the development of in-house Planning studies and grant proposals; coordinates freeway and expressway rescission activities; coordinates and provides input on the PID work plan development and represents System Planning at Project Development Team meetings; serves as staff lead in the development of project lists for prioritization and future programming; responds to request for information and analysis from District management and Headquarters; supports strategic investment planning activities; and participates in public outreach activities pertaining to the Regional Transportation Plan (RTP), Caltrans grant programs and other planning efforts. Incumbent may lead in the development of policies and strategies to implement State goals for freight and system planning.
10%	M	CORRIDOR/FEASIBILITY STUDY: Incumbent provides contractual and project management of corridor feasibility studies and the preparation of study proposals based on priority corridor needs and planning emphasis areas developed during the System Planning process and in partnership with local and regional agencies. The incumbent takes a lead role in the coordination of these studies with minimal supervision; seeks input from internal functional units and external stakeholders; and performs contract management duties.

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. However, the Associate Transportation Planner may function as a lead-worker and/or lead the work of Transportation Planners, as determined by the Senior Transportation Planner on an as-needed basis.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

*Department's Mission, Vision, and Goals;

*Role, responsibilities, and objectives of the Department's Transportation Planning Program;

*Department policies and directives pertaining to the role and implementation of Planning functions;

*State and federal laws governing the Transportation Planning and programming process and the relationship between the various levels of government;

*Transportation research and analysis methods and techniques;

*Contemporary and cutting-edge transportation, environmental, land use, social, economic, fiscal, transportation equity, legal and political issues;

*Bay Area and California transportation issues and challenges.

Abilities:

*Maintain effective and cooperative working relationships with others as an inter-disciplinary team member in developing System Planning documents and products;

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- *Communicate clearly and precisely in appropriate style, format and content with internal and external stakeholders and partners;
 - *Gather, compile, analyze and critically interpret data and information; identify problems and develop solutions or recommend effective courses of action;
 - *Effectively present and display data, information, and analysis, orally and in writing.

Desired Skills:

- *Experience with using Microsoft Outlook, Teams, Word, Excel, PowerPoint and Publisher programs;
 - *Experience working with data, collecting and verifying information, and conducting research via the Internet and various other sources;
 - *Understanding of transportation forecasting and modeling concepts;
 - *Knowledge of ArcView/GIS, Adobe Illustrator, and Microsoft Access programs are desirable.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment may require work to be redone and deadlines in producing/delivering a product would not be achieved. Errors in judgment or poorly developed corridor concepts could result in a future scenario in inefficient expenditure of public funds and a failure to develop an efficient and safe multi-modal transportation system.

PUBLIC AND INTERNAL CONTACTS

Public: Incumbent will be responsible for effective working relationship with staff from federal, State, regional, county, local agencies as well as the public and shall conduct themselves in a manner that does not embarrass or negatively impact the Department.

Internal Contact: Incumbent has continuing personal contact with staff of other functional units in the District, other Caltrans Districts and Headquarters.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Desirable Qualifications:

Awareness and sensitivity to social, economic and environmental conditions which affect Transportation Planning; ability to inspire the confidence of others, ability to further the recognition of the Department as a multimodal transportation organization, and value equity and diversity. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under the demands of providing project data related products with very short notice. Must be open to change and incorporating new information/technology, which create changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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.

The employee will either work in a climate-controlled office following COVID-19 safety protocols under artificial and natural lighting while extensively using computers or their home environment when teleworking. Employee will be given a State laptop and cell phone for telework and is responsible for setting up a safe and non-disruptive work station at home. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m although, occasionally the incumbent will need to work later. Intermittent travel for work-related activities or training opportunities may be required.

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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.)

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
