

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION 03/Planning & Local Asst./Office of Planning & Modal Prog	
WORKING TITLE System Planning Coordinator	POSITION NUMBER 903-800-4721-XXX	REVISION DATE

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, as a Transportation Planner you perform planning work related to transportation planning with a focus on system planning. The incumbent will lead the development of long-term planning documents which can include comprehensive multimodal corridor plans (CMCPs), feasibility studies, preliminary investigations, freight and mobility hub activities, and relinquishments which support the development of local, regional, and statewide plans related to the state highway system. The incumbent will provide leadership in coordinating with internal and external partners for daily and long-term activities to ensure plans, studies, reports, and information are accurate and consistent with state goals and policies. Assignments may have very short deadlines or become long-lead efforts as program requirements fluctuate. Activities may include data gathering and research, analysis of transportation system performance outputs and outcomes including accessibility, equity, air quality, environment, and reliability. Additional work may include providing technical assistance in core planning areas such as competitive grant applications, local development reviews, project initiation documents, regional planning, etc. The position requires excellent analytical, writing, and communication skills. The incumbent supports the Department's and District's strategic goals and vision. Possession of a California Driver's License is required when operating a state owned or leased vehicle.

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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence - Engagement, 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 - Engagement, Integrity)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Innovation, 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. (Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Integrity)

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TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Lead system planning activities in the District, that includes the development of plans related to corridors on the State Transportation System. Plans can include CMCPs, feasibility studies, preliminary investigations, freight and mobility hub activities, and relinquishments. Provide technical assistance on corridor planning for the State Transportation System consistent with Department's and District's strategic goals and vision. These tasks involve working closely with District's divisions and Caltrans Headquarters (HQ) offices such as Multi-Modal System Planning, Air Quality & Climate Change, Sustainability, Active Transportation & Complete Streets, Project Planning, Strategic Freight Planning, Division of Rail and Mass Transportation, and Data Analytics Services.
30%	E	Lead the District in specialty areas within system planning which can include freight and mobility hub activities. The incumbent would act as the in-house subject matter expert (SME) on specialty area(s). Work includes contributing to the development of corridor plans, project development documents, and internal/external plans and requests. These tasks involve working closely with District's divisions and Caltrans HQ offices such as Multi-Modal System Planning, Air Quality & Climate Change, Sustainability, Active Transportation & Complete Streets, Project Planning, Strategic Freight Planning, Division of Rail and Mass Transportation, and Data Analytics Services.
10%	E	Coordinate internally and externally with city, county and other public stakeholders on local, regional, and statewide plans that affect the State Transportation System. Act as in-house SME on specialty area(s) and system planning corridor plans to respond to technical inquiries. Participate on various local and regional agency committees and groups as well as serve on internal statewide committees. Review and provide comments on internal/external projects, plans, and documents as applicable.
10%	E	Lead in the development of relinquishment activities related to the State Transportation System. This includes working with internal and external partners.
10%	E	Analyze, develop, and manage a variety transportation system performance measures including but not limited to: freight and transportation system factors, equity, environmental and air quality factors, and accessibility and economic factors.
5%	M	Serve on technical committees. Provide committees with expert responses and information, compile committee information for provision to Caltrans staff and management, provide analysis as needed.
5%	M	Other duties include activities such as scheduling and coordinating meetings, maintaining files, preparing correspondence, presentations, and other written materials as required.

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

This position does not directly supervise other staff but may act in a lead role for assignments or serve as the Acting Office Chief, and must exercise appropriate communication, leadership, and organizational skills and abilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must be knowledgeable of the Caltrans mission, vision, goals, strategic objectives, programs, laws, rules and policies of the State of California and federal government regarding System Planning, with a focus on the areas outlined in the Typical Duties section above. Must be able to communicate effectively and work cooperatively with staff from a variety of District and HQ divisions, as well as with staff from other public agencies, and the general public. Must possess the ability to prepare clear and concise reports, make presentations, communicate effectively (both written and orally) with all levels of staff to develop consensus among stakeholders. Must be able to perform effectively under rigid time constraints and pressure.

Incumbent must be familiar with Caltrans principles and practices of transportation planning, asset management, performance management, the project delivery process, as well as the maintenance and operation of transportation projects and facilities.

Must also have knowledge of general knowledge of planning methods related to climate change and active transportation, as well as the status of current research, trends, assessment techniques, performance measurement and statistical analysis.

Must have the ability to analyze, interpret and apply analytical techniques; work independently and as core member on complex planning projects/assignments; and work with databases. Be capable of identifying, assessing and resolving difficult

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environmental and transportation problems and prioritize projects/assignments based on various constraints.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failing to meet deadlines could result in impacts to the Department's credibility and ability to deliver studies and projects according to schedules. Errors in guidance, implementation, coordination to the previously identified planning responsibilities could lead to Caltrans' management not having sufficient information to make informed decisions.

PUBLIC AND INTERNAL CONTACTS

Internal and external coordination is required with staff and management at all levels, and with public, non-governmental and private stakeholders. Coordination of and attendance at various meetings representing the Department is key to open communication and collaboration with partners. Frequent reporting and coordination is required with District's management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

While at the base of operation, the employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel to meetings in other office buildings and district offices.

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.

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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