

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION D03 / DPLAS / Regional Planning - North	
WORKING TITLE Regional Planner	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 direction of a Senior Transportation Planner, as an Associate Transportation Planner you are expected to work independently when performing planning work related to transportation planning with a focus in regional planning. You review and comment on local and regional agencies plans and projects, which could impact the State transportation system, including monitoring the results of our recommendations. You are the lead for comprehensive transportation planning duties for assigned geographic areas, including the administration and managing of planning grants and representing Caltrans in an advocacy role at local and regional committee/Board meetings on behalf of Caltrans. You provide staff support for a variety of activities, including planning documents and capital projects. You participate in multi-function and multi-agency project teams. You work on specified assignments and represent the Department's policies, programs and projects in those assignments. The incumbent will work on a variety of analytical functions in support of District 3 Planning, Local Assistance and Sustainability Program related to programming and other items critical to the success of the District's Project Initiation Document Program activities. Possession of a valid 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, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Strengthen Stewardship and Drive Efficiency - 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. ( Advance Equity and Livability in all Communities - Engagement, Innovation)
- **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, 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. (Cultivate Excellence - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Engagement, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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40%	E	In a lead capacity, the position is a liaison for local, regional, and State transportation partners, some of which can include a Regional Transportation Planning Agency (RTPA), Metropolitan Planning Organization (MPO), transit agency, Congestion Management Agency (CMA), counties, cities, State agencies, and joint power organizations. Attend and participate in Technical Advisory Committees (TAC), governing board meetings, and other meetings as the liaison for your respective transportation partner(s). Advocate to regional and local agencies for projects and programs that serve the Department's interests and mission. Serve as a District liaison and information resource regarding transportation planning issues in your assigned jurisdiction. Act in a lead role regarding the administration and development of the Overall Work program (OWP) for assigned RTPA or MPO, ensuring that the OWP is implemented within State guidelines.
25%	E	Coordinate OWP invoice review, payment, and tracking. Coordinate, review, and monitor payment of invoices on Restricted Grant Agreements (RGA's) awarded to local and State agencies. Review OWP work activities and associated expenditures. Review and process OWP amendments and perform the annual OWP development review.
20%	E	Attend and participate in Project Development Team (PDT) and committee meetings for projects located in assigned geographical area. Lead the development of Transportation Project Scoping Information Sheets (TPSIS) and assist in the development and review Project Initiation Documents (PIDs) required for programming major projects. Coordinate PID activities with functional units in the District, Headquarters, Regional and Local agencies, and the Federal Highway Administration to ensure compliance with State and Federal goals, policies, and requirements. Identify stakeholders and opportunities for public engagement; make written recommendations for initial public engagement strategies on PID projects. Coordinate with subject matter experts to compile information relevant to PID projects such as complete streets, climate change, transit and freight gaps and opportunities appropriate to the context and function of the facility, relinquishments, strategies to reduce vehicle miles traveled and greenhouse gas emissions, climate vulnerabilities and adaptation strategies.
5%	E	Back up the system planning coordinator with work products, some of which can include the District System Management Plan, Corridor Studies, Special Studies and other System Planning products.
5%	M	Backup Local Development Review (LDR) Coordinators, the LDR coordinator coordinates the District review of local development environmental and planning documents to assess the impacts to the State transportation system and needed mitigations.
5%	M	Lead in the development of graphics or maps related to planning projects and reports. Basic knowledge of programs such as Adobe InDesign and Geospatial Information Systems (GIS). Utilize Project Management skills to assist in the development of planning projects and reports.

<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**

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**

Knowledge of: The planning process and general practices of transportation planning; research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques; the Department's mission, organization, policies, and procedures; Federal and State laws and regulations; database management and design software; concepts and terminology relating to transportation planning; sources of funding transportation programs.

Ability to: Gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish communication and maintain effective and cooperative working relationships with those contacted during the course of the work, perform all of the above and conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals.

Analytical Requirements: 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

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transportation organization.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Transportation Planners work under the direction of the Senior Transportation Planner and sometimes under the lead of an Associate Transportation Planner. Depending on assignment, the Transportation Planner may work independently or under the lead of other staff. Independent decision making is limited. However, decisions that are made can have broad implications on workload and eventual impacts to the State transportation system. Therefore, such decisions can be discussed with the supervisor. Transportation Planners do not transmit formal comments from the District without the approval of their supervisor or designated alternate. Failure to get the projects completed properly with accurate cost estimates or with possible impacts to the State transportation system on a timely basis could result in project delays that would create delays through the project development process and potentially cause increased costs or the loss of the project.

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### PUBLIC AND INTERNAL CONTACTS

Transportation Planners independently confer with the staff of local agencies (e.g; cities and counties), consultants, and other Caltrans staff.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will interact with various levels within Caltrans employee, public and private sections. The employee must work well with others in a cooperative manner, while creating a work environment that encourages thinking and innovation. The employee must be flexible to organize and prioritize workload for the Branch; to be open to change and new information; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The employee must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The employee must sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings. The employee must be congenial and tactful when dealing with others and must have the ability to develop and maintain cooperative working relationships. The employee may be required to sit for long periods using a keyboard and computer. They may also be required to move large or cumbersome plans.

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### WORK ENVIRONMENT

The work environment can be fast-paced and may require flexibility in managing time, priorities and assignments. At times workload may be demanding. While at their base of operation, employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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.

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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