

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Regional Planning Branch/District 7	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 907-162-4721-034	REVISION DATE 03/03/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

**GENERAL STATEMENT:**

Under the general direction of a Senior Transportation Planner, the Associate Transportation Planner is the lead person in various activities of the Office of Regional Planning, including oversight of regional planning efforts by Southern California Association of Governments (SCAG); administration of Sustainable Transportation Planning and transit grant programs; District 7 Active Transportation Plan and Complete Streets function; review of local development proposals and State Planning related activities.

**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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First)
- **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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First)
- **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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First)
- **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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First)
- **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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First)
- **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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
30% E	Review various regional planning documents, including Overall Work Programs (OWP), Regional Transportation Plans (RTP) and Regional Transportation Improvement Programs (RTIP) for consistency with federal and state regulations and requirements. Gather and analyze project programming information.

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**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

30%	E	Administer Sustainable Transportation Planning grants and smart growth/livable communities' activities. Gather, analyze, and report information pertaining to transportation planning activities to Headquarters Division of Transportation Planning. Review and provide guidance on transportation planning grant products to grant recipients.
20%	E	Facilitate implementation of Smart Mobility Framework (SMF) by reviewing and analyzing the Department's planning and project documents to ensure the concepts of sustainability, complete streets, and multi-modal transportation are being addressed by the District's functional units. In addition, assist Local Development Review (LDR), Regional, and Transit Planners to promote the SMF approach to our external partners in development of their planning and project documents.
10%	E	Coordinate Climate Change and State Planning Liaison functions with Headquarters Office of State Planning and Office of Smart Mobility and Climate Change. Review and provide feedback on Transportation Corridor Reports and other system planning documents. Respond to inquiries from SCAG, local agencies and the public. Represent the Regional Planning Branch Chief in meetings if needed.
5%	E	Review of local development proposals for impacts to the State transportation network. Route development proposals to other District units for comments, and write comment letters to lead agencies and the State Clearinghouse pursuant to California Environmental Quality Act (CEQA). Assist in developing partnerships with other agencies and the private sector to accomplish consistent plans, policies, and creative solutions to transportation financing. Maintain computerized database and filing system. Assist District planning staff in the application of Geographic Information System (GIS) mapping, development of cartographic products and presentation materials, and advising District planning management on GIS activities.
5%	M	Administer State-funded transit capital grants from the State Transportation Improvement Program (STIP), Proposition 1A and 1B bonds, Traffic Congestion Relief Program (TCRP), Transit and Intercity Rail Capital Program (TIRCP) and/ or the Federal Transit Administration (FTA) 5311 program. Assist in inter-agency and interdisciplinary efforts such as promoting Bus Rapid Transit (BRT) and Transit Oriented Developments (TODs) that can improve mobility and reduce traffic congestion and emissions on the state highway system, and planning to improve transit security. Consult with Headquarters Division of Mass Transportation on transit issues.

<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**

The position is under the supervision and direction of a Senior Transportation Planner, and has no supervisory responsibilities.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS****Knowledge of:**

- State and Federal laws and regulations related to transportation planning
- The planning process and general practices of transportation planning
- Research methods and techniques including conducting or participating in planning studies, contemporary transportation, environmental, land use, social, economic, fiscal, legal and political issues
- Effective public participation techniques

**Ability to:**

- Evaluate general planning proposals, establish effective, cooperative working relationships with all transportation agencies, work independently and act as an interdisciplinary team member.
- Evaluate, prioritize and schedule workload to ensure timely completion
- Gather, analyze and interpret data
- Develop formats to present and display data
- Communicate effectively both orally and in writing
- Prepare written reports in a timely manner
- Work effectively with others as an interdisciplinary team member
- Establish and maintain cooperative relationships within the District and Department, and with the public and outside agencies
- Apply general techniques of insuring participation in the planning process
- Coordinate transportation planning, research and analysis of proposed projects

**Analytical Skill in:**

- Performing increasingly responsible and varied assignments under decreasing degrees of supervision
- Understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures and standards

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## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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pertaining to the planning process

- Interpreting maps, site and building plans and specifications, graphs and statistical data
  - Researching, analyzing and summarizing planning data both manually and with basic computer programs
  - Preparing clear visual displays, such as maps, graphs and illustrations
  - Making clear and persuasive presentations of ideas; prepare clear, concise and complete technical documents, reports, correspondence and other written materials
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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in analysis and subsequent recommendations will result in the ineffective use of tax dollars, the loss of substantial time and funds, and potential loss of credibility of the Department.

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### PUBLIC AND INTERNAL CONTACTS

- This position requires extensive contact with staff of local government agencies, other units in the District, Headquarters staff, consultants, developers and various community-based organizations
  - The position may represent the Department regarding planning issues at public and agency meetings for projects regarding specific subjects
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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Incumbent may be required to sit for long periods of time using a keyboard and video display terminal
  - Incumbent may be required to move large or cumbersome reports from one location to another
  - Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice
  - Most of the jobs in the Division require interaction with many people; therefore it is important that the employees work with others in a cooperative manner
  - Values cultural diversity and other individual differences in the workforce
  - May be subject to and have the ability to handle irate or intense public or other project team members in a calm manner
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### WORK ENVIRONMENT

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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd 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.

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and attend meetings outside the district office in-state. The work environment characteristics described here are representative of what an employee encounters while performing the essential functions of his job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work will occur in an office and field environment. Employee may work at workstations within shared cubicles. While performing the duties and responsibilities, the employee may be exposed to loud noise, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations.

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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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

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