

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Office of Planning, Policy, and Program Development/DRISI	
WORKING TITLE Partnerships and Programs Coordinator	POSITION NUMBER 913-155-4721-XXX	REVISION DATE 12/06/2024

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 Innovation Branch Chief, a Senior Transportation Planner, the Associate Transportation Planner is responsible for complex and sensitive technical transportation planning work as the Caltrans coordinator of the State Transportation Innovation Council (STIC), Every Day Counts (EDC), Accelerated Market Readiness (AMR), and Intellectual Property (IP) programs. The Associate Transportation Planner assists with preparation of policies, establishes procedures, formulates and determines program priorities, facilitates the development of training and technical resources, and the analysis of white papers and briefing documents on the coordinated programs. The Associate Transportation Planner assists and supports the Caltrans' Innovation Program and Innovation Station efforts in the department.

**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.

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
30% E	Responsible for developing and implementing the STIC activities and managing the California STIC program. Develops processes and procedures to manage STIC process flow from initiation through closure, including technical project development and evaluation. Facilitates federal funding processes of STIC projects to streamline project setup. Tracks STIC project budgets, expenditures, reporting and project closure. Coordinates with the Federal Highway Administration (FHWA), Metropolitan Planning Organization (MPO), and project partners to establish program policies based on Caltrans priorities. Leads the biannual STIC meetings, teleconferences of Steering Committees, and associated work groups. Develops meeting agendas, minutes, and facilitates the dissemination of information. Establish relationship with Caltrans communications and web teams to more effectively communicate complex project information on a national level, including verbal and written communication methods.
25% E	Leads in the implementation and management of Caltrans' IP and artificial intelligence (AI) programs. Develops processes and procedures that support program activities, serving as a subject matter expert for the impacts of organizational IP and AI changes on transportation planning programs. Develops, coordinates, and manages ongoing mandatory IP and/or AI training to educate employees about their roles and responsibilities regarding intellectual property and/or the use of AI as it relates to transportation planning.
20% E	Serves as department's technical representative in the FHWA Every Day Counts EDC program in California. Collaborates with various Caltrans' Divisions to develop project proposals, provide guidance for encumbering funds for awarded grants, and follow up with FHWA on reports. Provides status updates and final reports to Caltrans' management. Coordinates/assists with the development and attendance of all California EDC conferences.

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15%	E	Leads in the implementation and management of Caltrans' AMR Program. Develops processes and procedures that support program activities and success, including developing technical project proposals and working with Caltrans Divisions to identify potential projects. Develops, coordinates, and manages ongoing mandatory AMR training. Facilitates the activities of the AMR Program and facilitates the dissemination of information. Assists with the establishment and revision of policies and guidelines in current transportation planning rules and responsibilities as it relates to establishing new technology and pilot project deployment.
10%	M	Assists in the planning and marketing of the Innovation Program, including the Innovation Station and research deployment for EDC/STIC. Responsible for integrating relevant program responsibilities into existing systems, such as using BrightIdea software to engage staff and support challenge/campaign sponsors. Provides support for content management of website and verbal and written communication to staff and leadership internally to encourage understanding and participation in innovation grant and funding efforts. Performs other job-related duties within the scope of the classification as assigned.

<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**

Does not supervise others.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- The ability to plan, organize and direct communication efforts directly and through the use of consultants and cooperate with governmental agencies and other partners.
- The ability to conduct completed staff work, including analysis of major issues; manage tasks within time and budget; work effectively with advisory and steering committees, governmental agencies, the private sector, the academic community, other institutions, and the general public.
- The ability to communicate effectively, both orally and in writing, and present controversial and complex reports clearly and succinctly.
- Effectively recommend policy, be proficient in the computer software applications of Microsoft Word (word processing), Microsoft Excel (spreadsheet), and Microsoft PowerPoint, Bright Idea, and Adobe Creative Cloud.
- The ability to learn and utilize new software packages to achieve program objectives. Perceive trends, needs, problems, and innovation opportunities, and propose program directions that lead to successful outcomes. Seek innovations that can be implemented within the framework of the Department's mission and resources.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The amount of public sector investment to be made available for the implementation of innovations will depend largely on the quality of public and private cooperation in the state. Errors would have consequences that affect not only the quality of life in California but also the future ability of the Department to carry out its purpose, mission, vision, and goals statewide. Consequences of failure to implement innovations would include missed opportunities for reduced Department expenditures and cost-effective budgets. In the long term, consequences would result in less-effective alternatives for policy makers and, therefore, less efficient provision of transportation facilities and services.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent has frequent contact with a large number of department managers, staff, academic personnel, consultants, other public (local California, federal government, and other states) employees, and industry representatives. The incumbent provides comments and may provide testimony at public meetings and institutional forums.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Working hours will be set sometime between the core business hours of 7:00 a.m. and 6:00 p.m. The incumbent may be required to travel in-state and possibly out-of-state. Incumbent will be required to sit for long periods using a keyboard and video display terminal. The incumbent must be able to interact with many people, and it is important that the incumbent work with others in a cooperative manner. The incumbent must be able to deal effectively with pressure, maintaining focus and intensity – yet remaining optimistic and persistent, even under adversity. Incumbent must be open to change when presented with new information and adapt behavior and work methods that respond to new information, changing conditions, or unexpected obstacles. Incumbent must behave fairly and ethically toward others and demonstrate a sense of responsibility and commitment to public service. The incumbent must value cultural diversity and other individual differences in the workforce.

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### WORK ENVIRONMENT

Incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent must be able to concentrate in order to review and create documents and meet strict deadlines. Incumbent must be able to efficiently use office equipment such as copier, facsimile machine, and document scanner.

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 candidates 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.

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

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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