

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Director's Office/Sustainability	
WORKING TITLE Complete Streets Associate Transportation Planner	POSITION NUMBER 900-074-4721-921	REVISION DATE 10/03/2022

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, the Associate Transportation Planner will support the development and improvement of complete streets standards, policies, and processes to guide implementation of the Department's Deputy Directive for Complete Streets (DP-37), as well as support the monitoring and tracking of DP-37 implementation statewide.

In this position, incumbent will coordinate with a variety of Caltrans functional units across the Department such as Planning, Design, Maintenance, and others to integrate complete streets into Departmental policies and processes. This position will work with external partners through the California Walk and Bike Technical Advisory Committee (CWBTAC) to provide strategic input and technical guidance on Caltrans' complete streets and active transportation efforts.

The Caltrans Director's Office of Sustainability values diversity, equity, and inclusion. We are committed to fostering an environment that supports, encourages, and celebrates the unique voices of our employees. Caltrans Sustainability believes diversity inspires innovative solutions to strengthen our work for the people, planet, and prosperity of California.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Enhance and Connect the Multimodal Transportation Network - Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **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. (Enhance and Connect the Multimodal Transportation Network - 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. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **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. (Enhance and Connect the Multimodal Transportation Network - 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. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **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)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Enhance and Connect the Multimodal Transportation Network - Pride)

ADA Notice

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Conduct research, writing, and analysis to support the development and improvement of complete streets standards, policies, and processes across the Department. Support HQ Divisions and Districts in implementation of complete streets standards, guidance, and policies, including the Director's Policy on Complete Streets (DP-37). Assist with various efforts to implement complete streets across the Department, including tracking and reporting on implementation efforts.
30%	E	Act as main point-of-contact for the California Walk and Bike Technical Advisory Committee (CWBTAC), an external advisory committee providing strategic input and technical guidance on Caltrans' complete streets and active transportation efforts, including coordination with external partners, preparing agendas and making recommendations for meeting topics, supporting the selection of new members, developing meeting materials and communications, etc.
30%	E	Special assignments including the preparation of reports and other documents to advance the Department's complete streets priorities; gathering and analyzing information to identify and recommend opportunities for new policy and guidance on procedures; routinely monitoring and recommending updates and revisions to the division's web page to ensure consistency and up-to-date information; representing the Director's Office of Sustainability at meetings, workshops, conferences and other events; developing and maintaining communication materials, meeting agendas, and other written products.
10%	M	Assist with other Sustainability efforts such as producing reports, holding meetings, and similar tasks, as directed, to advance other key Sustainability initiatives including Zero Emissions Vehicles, Sustainable Operations, SB 743 and others.

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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of federal, state, and department policies, programs, practices, laws, and issues related to transportation planning, with an emphasis on those affecting sustainability priorities.

Knowledge of Caltrans guidelines and manuals which provide the basis for implementing planning activities.

Ability to analyze problems and develop appropriate solutions and recommend an effective course of action.

Demonstrated ability to prepare and present reports and analyses using Microsoft Office Suites: Word, Excel, PowerPoint, and Outlook.

Ability to work collaboratively in an interdisciplinary team, maintain effective communications and partnerships, and work cooperatively with federal, state, district, and other Caltrans programs/divisions, and community-based organizations is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making decisions and taking independent action in managing sustainability efforts. Failure to adequately manage the sustainability efforts would result in overall loss of credibility and efficiency of the Program.

PUBLIC AND INTERNAL CONTACTS

The incumbent maintains continuing relationships with the full range of management levels within the Department; fosters partnerships with federal and state agencies, private sector, and local agencies.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Mental requirements include the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames; formulate effective strategies consistent with the business and competition; create a work environment that encourages creative thinking and innovation; enable others to acquire the tools and support they need to perform well; develop new insights into situations and applies innovative solutions to make organizational improvements.

Must have the ability to organize and prioritize large volumes of varied documents. Must have the ability to adapt to changes in priorities and complete tasks or projects with short notice.

Emotional requirements include the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively; respond appropriately to difficult situations; recognize emotionally charged issues or problems; must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Occasional travel may be required.

This position is impacted by departmental telework policies and directives. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. The employee may be required to travel to the headquartered location. All expenses to travel to the headquartered location will be the responsibility of the employee.

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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