

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION District 5/Transportation Planning/Regional Planning South	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 905-800-4721-xxx	REVISION DATE 09/16/2022

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:**

In the District 5 (D5) Regional Planning Branch within the D5 Division of Transportation Planning (DOTP), the Associate Transportation Planner (ATP) works at the journey level under the direction of the Senior Transportation Planner (STP). The incumbent works independently on the more complex transportation planning tasks, products, projects and programs. This work is subject to a variety of federal and state regulations; in cooperation/partnership with federal, state, local agencies and the general public.

**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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Cultivate Excellence - Engagement, Equity, 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. (Safety First, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action - Engagement, Equity, 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, Equity, Pride)
- **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. (Cultivate Excellence - Engagement, Innovation)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)

**TYPICAL DUTIES:**

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

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55 %	E	Local Development Review (LDR) Coordinator	<p>Responsible for advocating that Caltrans policies and State Highway System needs are reflected in local plans and development proposals within Caltrans D5. This includes working with local jurisdictions early and throughout their land use planning and decision-making processes consistent with the requirements of the California Environmental Quality Act (CEQA) and state planning law. This requires coordinating Caltrans functional unit review of local development concepts and plans and preparing formal comment letters and email correspondence. This includes conveying that local proposals align with Caltrans goals and policies focused on but not limited to safety, equity, reduced Vehicle Miles Traveled (VMT), multi-modal travel considerations and access management best practices. Caltrans review of local development and plan proposals should also include discussion of adequacy of mitigation measures proposed for addressing transportation impacts to the State Highway System. This will also include participating in local agency planning efforts and pre-application meetings with prospective developers and property owners. This may also include presenting or preparing D5 STP or management to speak on behalf of Caltrans interests at local hearings. Producing deliverables and correspondence that provides timely and technically accurate information to local decision makers and Tribal Governments about opportunities to align with State goals and policies is required. It is the responsibility of the LDR Coordinator to maintain precise accounting, filing, and record-keeping of deliverables associated with LDR activity through the Caltrans Geobased Tracking System (GTS) and/or other means. Detailed accounting is expected in order to support accurate quarterly reporting and senior and management level understanding of LDR activity.</p>
25%	E	D5 Transportation Planning (TP) Deliverables Communication Support	<p>Lead D5 TP efforts to improve internal and external communication and transparency of key D5 TP work deliverables in efforts to align with Caltrans Strategic Plan values of engagement, equity, innovation, integrity and pride. This requires the ability to take the initiative and consider innovative approaches to improving communication of D5 TP deliverables both externally to transportation partners and the public and internally to Caltrans functional units. This includes but is not limited to coordinating with district Administration staff in facilitating ongoing updates to D5 TP internal and external websites and supporting ADA remediation and translation efforts for D5 TP deliverables. Regular coordination with other D5 TP branch teams to ascertain opportunities to publicize D5 TP delivery products is required. Coordination with other Caltrans divisions including Environmental Enhancement and D5 GIS specialists that may help facilitate these efforts is expected. Strong technical writing and communication skills will be required to support in these efforts. Graphic editing experience and related skills are desired.</p>
10%	E	D5 Regional Planning Work Product Support for Capital Delivery	<p>Support Regional Planning staff in development of required Regional Planning work products related to Caltrans capital development efforts. This includes support in development of work products including but not limited to Transportation Planning Scoping Information Sheets (TPSIS) and Work Breakdown Structure (WBS) resource estimates and tracking tools.</p>
10%	M	D5 Transportation Planning (TP) Branch Delivery Participation	<p>Participate in other D5 TP branch led and/or facilitated planning and investment efforts as appropriate in relation to LDR coordination essential function responsibilities. This includes attending meetings and participating in review and comment of key deliverables related to these parallel branch efforts as appropriate. This includes and is not limited to participation in Complete Streets, Climate Change, Equity, Multi-modal System Planning, Investment Planning, and Regional Planning efforts.</p>

<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 involve supervision over others. Under the general direction of a STP, the ATP is expected to work independently with little supervision and may act as lead worker.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have strong knowledge of transportation planning. Must have excellent writing abilities and be able and willing to produce deliverables and meet agreed upon project milestones. Must have the ability to work independently and with interdisciplinary teams composed of Caltrans staff, local agency staff, and consultants. Must have the ability to plan, organize, prioritize, and complete assigned work. Must have the ability to establish and maintain cooperative relationships with state, federal, regional, and local agencies, the public, and other units within Caltrans. Must communicate effectively, both orally and in writing. Must be willing to take independent action in carrying Caltrans directives. Must have working knowledge of Adobe Acrobat and Microsoft Office software including Word, Excel, and PowerPoint. Proficiency in Microsoft Access, FileMaker Pro, Adobe InDesign, Photoshop and Illustrator, and ArcGIS is highly desirable.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of error could be significant in terms of adversely affecting the Department's credibility and standing in the community, particularly with local community leaders and elected officials. Additionally, deliverable delays could adversely effect funding and the capital program.

### PUBLIC AND INTERNAL CONTACTS

The position requires regular contact with appropriate district and headquarters functional staff in addition to local agency staff, decision-makers and consultants. Assist in coordinating and communicating with local and tribal governments, various state and federal agencies, community-based organizations and the general public. Will be required to prepare the Senior TP and/or management for public information meetings, public hearings, and individual meetings with these entities.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for long periods of time using a keyboard and video display terminal. Must be able to develop and maintain cooperative working relationships; be tactful and treat others with respect. The incumbent is expected to accept personal responsibility for successfully meeting delivery milestones and exercise sound and professional judgment. There is also an expectation that all employees will report their time accurately and communicate with the STP regarding leave requests. The incumbent is also expected to be somewhat flexible as assignments and duties can change over time. Also, occasional overtime may be required to meet the operational needs of the Division and the Department.

### WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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. Additional occasional travel to other district offices or locations throughout the State for trainings, meetings, or conferences that may include overnight travel may be required.

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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