

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Director's Office / Equity, Sustainability & Tribal Affairs Program	
WORKING TITLE Sustainable Transportation Analyst	POSITION NUMBER 900-074-4721-921	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 the direct supervision of the Transportation Analysis Branch Chief, a Senior Transportation Analyst/Planner, the Sustainable Transportation Analyst is responsible for assisting in developing, analyzing, and documenting metrics and methods for data analyses and research associated with, but not limited to, multimodal accessibility (access to destinations), transportation equity, vehicle miles traveled (VMT), transportation demand management (TDM), environmental stewardship, and sustainable land use.

The incumbent will assist in identifying and producing crucial metrics and analyses from a range of analytical tools. The incumbent will also serve as one of the geographic information systems (GIS) specialist for the Director's Office of Equity, Sustainability, & Tribal Affairs, along with the Transportation Analysis Branch Chief. As one of the office's GIS specialists, the incumbent will support the development, deployment, and maintenance of geospatial mapping applications and tools for the Director's Office of Equity, Sustainability, & Tribal Affairs and perform ad-hoc GIS analysis to support the office as-needed.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation, 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, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Innovation, 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, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Innovation, Integrity)

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- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Innovation, Integrity)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Perform technical analysis in support of the development and implementation of the Caltrans Transportation Equity Index (EQI) and Accessibility (Access to Destinations) metrics. This work may include, but is not limited to, ongoing maintenance of existing metrics and tools, evaluation and reporting of metric outputs, technical research and development around metric updates, and collaborative technical development with other Caltrans entities on programmatic-specific use cases.
25%	E	Engage with internal and external partners on use case development for ESTA metrics and tools, including the Transportation Equity Index (EQI) and Access to Destinations (Accessibility) metrics. Consult with partners to determine analysis needs and develop guidance on how ESTA metrics can be applied to specific use cases. Perform technical analysis in support of these efforts as needed.
20%	E	Prepare maps (static and web), data visualizations, dashboards, reports, and presentation materials to present ESTA initiatives to both internal and external audiences.
10%	E	Provide ad-hoc technical support for quantitative/qualitative analysis and GIS needs for the office.
5%	M	Represent ESTA in internal and external committees and workgroups as needed. Prepare for these meetings and report outcomes to appropriate ESTA staff as directed. Act for the Transportation Analysis Branch Chief (a Senior Transportation Planner) as needed.

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

May act as a lead and provide guidance to volunteers or students.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have demonstrated experience performing geospatial analyses with GIS and/or other software packages; planning, developing, and/or evaluating transportation projects; and/or developing metrics and methods for assessing accessibility (access to destinations) and transportation equity. Must have experience or familiarity with concepts related to quantitative analysis in a planning context and/or applying performance metrics to transportation plans/projects. Knowledge of the transportation planning process and federal, state, and department policies, programs, practices, laws, and issues related to transportation planning, particularly those affecting sustainability priorities. Knowledge of Caltrans guidelines and manuals which provide the basis for carrying out planning activities. Ability to analyze problems and develop appropriate solutions and recommend effective courses of action. An ideal candidate has the ability to work with Department databases, data types collected, and software available to provide support to the team and management. Basic scripting skills (R or Python) are not required but preferred.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The consequences of errors or bad judgment can be serious. Incorrect analysis could lead to misdirection or delay in implementing aspects of ESTA initiatives. Inability to be accurate and timely, to work well with others, and maintain confidentiality can adversely affect team progress and possibly affect implementation of ESTA initiatives. Lack of interest and curiosity about the big picture and the goal of assignments will limit accuracy of decisions, learning, and usefulness of products.

PUBLIC AND INTERNAL CONTACTS

The incumbent has regular contact with ESTA employees and professionals in a variety of disciplines in both the Department and external entities.

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

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applies innovative solutions to make organizational improvements.

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

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.

The incumbent works in front of a computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

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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.)

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