

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	PDMD Capital Projects	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Associate Transportation Planner	900-064-4721-920	04/14/2025

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 Senior Transportation Planner, the Associate Transportation Planner performs the more complex tasks involved in analyzing, developing, administering, and monitoring transportation programs and projects across the state. The incumbent collaborates with the California State Transportation Agency (CalSTA), California Air Resources Board (CARB), the California Transportation Commission (CTC), as well as regional transportation agencies to help Caltrans build and promote a transportation network that respects the environment and serves all Californians.

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 - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - 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, Enhance and Connect the Multimodal Transportation Network - Engagement, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
45% E	Work with regional and local agencies statewide, CalSTA, CARB, CTC staff and other Caltrans departments to develop, implement, and monitor multiyear agreements of a variety of state-funded local rail and transit projects. Tasks may include reviewing project scopes, costs, and schedules. Develop and schedule items for CTC review and action. Provide grant management and technical assistance to departmental partners. Ensure environmental compliance with the California Environmental Quality Act.

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30%	E	Develop, administer, and monitor projects to ensure the project is meeting its anticipated goals. Prepares and implements project agreements and supplemental documents and reviews and approves invoices. Track and monitor project expenditures
15%	E	Ensure project performance and project delivery. Tasks may include preparing and submitting periodic reports and Developing and maintaining project records and files, and closeout documentation.
5%	E	Prepare draft response letters for transit related efforts for the Governor’s Office, the State Legislature, the Caltrans Director, and DLA leadership.
5%	M	Perform 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  
This position does not supervise others. May act as a lead and provide technical expertise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS  
This position requires knowledge and abilities such as:  
A basic to intermediate level knowledge of the California transportation planning processes  
Ability to listen, observe, draw conclusions, and propose solutions  
Effective written and oral communication skills  
Sincere desire and willingness to learn  
Be an early adopter for change  
Gather, compile, analyze and interpret data, including developing data visualizations  
Analyze problems accurately and recommend effective courses of action  
Work effectively with others or individually as required  
Interact with many people, and it is important that the selected candidate work with others in a cooperative manner  
Manage multiple priorities with short deadlines  
Compile and manipulate data using a computer and various software including, but not limited to, the Microsoft Office suite

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR  
The selected candidate will implement assigned tasks based on guidelines furnished by their supervisor. Consequences of errors in judgment or inadequacies in recommendations and decisions can be serious and far-reaching, effecting the Department but also regional transportation planning agencies, transit operators and transit service providers.

PUBLIC AND INTERNAL CONTACTS  
Contact a wide variety of people outside the Division of Local Assistance by telephone, in writing, and in person. Frequent contact occurs with District Transit Regions (DTRs), local transit operators, CTC staff and other department staff members on the planning, programming, funding, contract execution, development and monitoring of State funded rail and transit projects, and related transit policy.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS  
The ability to work on a keyboard; function with manual dexterity; sit/stand for long periods; and focus for long periods of time. The ability to develop and maintain cooperative relationships; perform tasks utilizing a personal computer; multi-task, adapt to changes in priorities, and complete tasks or projects in short notice; concentrate for long periods in order to review and create documents; open to change and new information; and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT  
The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.  
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 headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee’s designated headquartered 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.

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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