

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

|                                  |                                                      |               |
|----------------------------------|------------------------------------------------------|---------------|
| CLASSIFICATION TITLE             | OFFICE/BRANCH/SECTION                                |               |
| Associate Transportation Planner | Office of System Planning and Goods Movement (SP&GM) |               |
| WORKING TITLE                    | POSITION NUMBER                                      | REVISION DATE |
| Associate Transportation Planner | 910-155-4721-xxx                                     | 09/04/2025    |

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direction of a Senior Transportation Planner the incumbent in this position, in coordination with other System Planning staff, conducts research and compiles data for the preparation of System Planning documents. The incumbent in this position also prepares spreadsheets, maintains a database in support of System Planning activities and special planning projects, creates focused lists and presentations.

The responsibilities and duties of the position require working in an independent and lead capacity for the duties outlined or under a lead planner in a project team in a cooperative manner.

Possession of a valid driver's license is required when operating a State owned or leased vehicle.

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. (Employee Excellence - Collaboration, Innovation, Integrity, People First)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **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. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)
- **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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Equity, Employee Excellence - Collaboration, Equity, Integrity, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Equity, Employee Excellence - Collaboration, Equity, Integrity, People First)
- **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, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Employee Excellence - Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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|     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 50% | E | Under direction, prepare and update corridor studies, and other related District 10 System Planning documents. This includes researching and assembling highway and census data from various government agencies, traffic modeling, forecasting, traffic operations units, and land use planners to analyze transportation system operation. It also involves the use of various software applications to compile the data into a functional document with graphs, charts, tables, and maps. Provide Geographic Information System (GIS) support. Work with Program Project Management staff to compile and update project lists. |
| 15% | E | Prepare System Planning Statements, Fact Sheets and Project Study Report Proposals for specific projects for the District. This includes gathering the necessary data, analyzing information and compiling the final statement, proposal, or fact sheet. Develop and maintain project/local plan/stakeholder lists and databases. Coordinate the Interregional Transportation Strategic Plan (ITSP), Transportation Planning Scoping Information Sheets(TPSIS) and other reviews for SP&GM. Facilitate internal/external meetings.                                                                                                |
| 15% | E | Provide support for system planning activities which may include but are not limited to: attending and participating in meetings with internal and external customers, Benefit/Cost analysis; provide support to Intelligent Transportation System (ITS) efforts, Smart Mobility, Climate Change, and Right of Way Excess Land disposal. Provide support for special projects in a lead capacity using critical thinking to create solutions to problems and then complete tasks until special project work is complete.                                                                                                          |
| 10% | E | Provide support in the evaluation of modeling data. Use miovision counts, streetlight, and replica to evaluate performance metrics presented in the CMCPs'. Coordinate with other staff within the District for special projects and other system planning and goods movement documents.                                                                                                                                                                                                                                                                                                                                          |
| 10% | M | Facilitate SP team meetings. Assist other team members on assignments, act as spotter or assist with field work, site or video counts. Provide backup coordination.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

<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

Normally, this position does not supervise; however, the incumbent may be called upon to act in absence of the supervisor for a short duration. The incumbent in this position may act as a lead person for planners or coordinate team efforts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of the planning process and general practices of transportation planning and engineering; research methods and techniques including conducting or participating in planning studies.
- Possess an advanced level of skill with a range of computer applications: Windows 11, Microsoft (outlook, word, excel, teams, one note, powerpoint, access), ESRI ArcGIS, Google Earth Pro, Adobe Acrobat Pro, Smartsheet, Cisco Webex, zoom, web browsers, calculator, smartphone. Other software applications necessary to the completion of the duties outlined above. Competence in database management software is highly desirable. Ability to write, modify, and update scripts in software programs.
- A working knowledge of the most recent Highway Capacity Manual and Software.
- The ability to think critically and apply problem solving skills in the performance of the position's duties.
- The ability to establish and maintain friendly and cooperative relations with those contacted in the course of the work, and to communicate at a professional level.
- The ability to apply sound judgment in data collection and the ability to analyze factors capable of affecting modeling results and corridor performance.
- Read, understand, and follow relevant statutes, Department Directives, Policies, SP&GM Expectation Statement, and procedure manuals.
- Perform assigned work to accomplish the SP&GM program mission, goals, and objectives, in a professional manner with a focus on quality and accuracy.
- Write, edit, and review technical documents and develop, quantify, and track performance measures used to evaluate transportation facilities and projects.
- Communicate well within the team, the Division, other District divisions, and headquarters, and occasionally with local, federal, and other State agencies on transportation projects. Contact can be by telephone, teams, webex, zoom, electronic mail, written correspondence, facsimile, and in person.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires a high level of technical ability to analyze and record information, and meet timelines and schedules. Decisions required are normally limited to those areas related to the daily activities associated with this position. Failure to perform in a professional manner and provide accurate information could result in lost time, money, and credibility.

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PUBLIC AND INTERNAL CONTACTS

Frequent contacts and coordination are required with personnel from various Caltrans units within the District and occasionally from other districts in the State. Frequent coordination is also required with private planning consultants and with planning staff from public agencies. Some contact with the public is made at local meetings and responding to requests for information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent in this position will be required to work at computer stations using a keyboard and video display terminal, throughout the day as needed to complete the above listed duties and may entail occasional lifting, bending, and stooping. Incumbent must be able to lift and move up to 20 pounds of equipment and walk on uneven ground. Occasional outdoor work may involve wearing appropriate safety equipment and working in a non-climate controlled environment on uneven terrain.

This position requires functioning in an office work environment where priorities can change on a daily or even hourly basis. The incumbent may be required to deal with this changing protocol, including multiple assignments and priorities, and the effect it can have on co-workers, and his/her personal state of mind. The ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations, emotionally-charged issues or problems, is essential.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employee may also be required to travel for special assignments, meetings, or route reviews and may be exposed to ambient noise and weather conditions.

Occasional outdoor work may involve exposure to various weather conditions, such as extreme heat/cold, fog, humidity, and outdoor conditions including dust, gas, fumes, walking on uneven surfaces, climbing slopes, vehicular traffic, construction equipment, and high decibels of noise. Hardhat, steel-toed boots, safety vest or approved safety shirt, and eye protection must be worn at all times in the field, no exceptions.

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.

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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 |
|------------------------|------|