

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION District 5 Transportation Planning	
WORKING TITLE Corridor and System Planner	POSITION NUMBER 905-800-4721-042	REVISION DATE 05/24/2023

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 System Planning Branch, the Associate Transportation Planner (ATP) works at the journey level under the direction of the Senior Transportation Planner. The incumbent works independently on the more complex assignments to help execute activities that integrate social, economic, environmental, transportation, and land use factors to support implementation of a balanced, multimodal State transportation program. The incumbent will administer, support, and help lead transportation plans, programs, and projects within the transportation planning process. This may include multimodal system planning, community planning, active transportation, health, climate change, air quality, geospatial data analysis, and economics.

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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Lead Climate Action - Pride)
- **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 - 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. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (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 - Engagement)
- **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)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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40%	E	Multimodal Corridor Planning Responsible for managing and leading the development of transportation planning documents including corridor plans such the Comprehensive Multimodal Corridor Plans, corridor business plans, and other types of planning efforts. Prepare corridor studies and reports aimed at reducing vehicle miles traveled through increasing the efficiency of transit, active transportation, and other strategies. Produce corridor studies and reports dealing with a range of transportation planning principles including access management, Complete Streets, multimodal integration, freight and zero emission vehicles implementation. Provide information on the execution of studies and technical analyses for District 5 Management. Produce key deliverables associated with these system planning products. Assist District 5 with analysis of legislation related to transportation; evaluate transportation planning research; promote and support alternative modes of transportation including public transportation and ride-sharing; participate as a departmental representative on transportation planning issues at internal and external meetings, including public meetings. Advise Project Development Teams regarding multimodal system planning consideration and implementation through all project phases. Support the coordination and review of statewide planning documents including but not limited to the California Transportation Plan, Freight Mobility Plan, Rail Plan, and Bike/Ped plans with input from the District and regional partners. Work closely with partners to coordinate the District's efforts regarding active mode mobility at the regional and statewide level. Assist in the development and analysis of multimodal travel data, including GIS database organization, development, and maintenance.
20%	E	Community Planning Identify multimodal needs on the State Highway System. Support and assist with advocating that State Highway System needs are reflected in local general plans and other plans developed by local agencies. Attend public hearings and workshops on local plan updates and present input on behalf of Caltrans. Follow-up with external stakeholders on concerns regarding transportation in the local planning process. In partnership with District Development Review staff, assist in the review of specific plans and specific development proposals.
15%	E	Planning Grants and Contract Management Responsible for leading the administration and coordination of Planning Grant programs and System Planning Contracts. Independently develop, administer, monitor, and manage consultant contracts and State and Federal Grant Programs. Work with contractors and grant recipients, monthly and annually, to ensure scope of work is being performed and proper use of funds are being utilized. The incumbent may develop specific contract language and be responsible for working with the Division of Procurement and Contracts (DPAC) to ensure all contracts are completed within required timelines. Incumbent may manage and maintain System Planning Branch active contracts.
10%	M	Technical Analysis and Geographic Information System Analysis Serve on teams and assist in the development and analysis of multimodal travel data, including data related to rail and active transportation. Conduct Geographic Information System (GIS) analysis and mapping. Conduct collection of data, information, and resources to support Investment Planning/grant activities. Process and analyze data to support evaluation, nomination, and application for grant opportunities for priority projects. Support GIS database organization, development, and maintenance. Attend statewide tasks and activities and provide technical assistance for District and Headquarters coordinators. Assist in the functional review of transportation planning related issues and projects. Support the development of GIS tools and resources to maintain and use data related to rail and active transportation.

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10%	M	Internal and External Partnership
		The incumbent acts as liaison to district and headquarters coordinators by providing statewide guidance, technical assistance, and training for Transportation Planning subject matters. Act as a functional reviewer and consults with districts on issues and projects. Duties may be conducted by phone, email, or in person. Participate as a departmental representative on transportation planning issues at inter-or intradepartmental meetings and public or private meetings and hearings; and do other duties as needed.
5%	M	Other duties include activities such as maintaining files, preparing correspondence, drafting issue memos, analyzing proposed legislation, and other written material as required.

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

This position does not directly supervise others.

Supervision is received from the Branch Chief, but may be received from the Office Chief as well. Additional assignments may be generated by requests from the Department's management, Districts, or other HQ units.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: The planning process and general practices of transportation planning; research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques.

Ability to: Gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent has a responsibility to help ensure the principles and practices of transportation planning are carried out and implemented in accordance with the Federal and State laws. Errors could result in loss of credibility with federal, state, local agencies, stakeholders, advocacy group, tribal governments, and the public with which the Department interacts. Failure could result in delays and increased costs to the Department and to state and local partners.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts regularly with other staff within District 5 and throughout the Department, and with representatives of local, regional, state and federal agencies, stakeholders, advocacy groups, tribal governments, the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements are those usual to an office: use of office equipment (e.g., computers, phone, fax, etc.), accessing information in files and folders, interacting with co-workers and other customers and suppliers. Some travel, which may involve overnight stays, is required.

WORK ENVIRONMENT

The incumbent works in a typical florescent-lighted, climate-controlled, office environment in an older multi-story state office building. The incumbent must operate usual office equipment. On occasion, the incumbent will need to travel to other locations to attend meetings, make presentations, etc., in different offices, conference and convention facilities, and the like. If overnight stays were involved, these would generally be in hotel/motels or accommodations in Department facilities (e.g., lodging at Maintenance Stations). Travel would generally be via plane, train, car, public transit, bicycle, ferry or foot. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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
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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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