

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Planner	OFFICE/BRANCH/SECTION Office of Strategic Freight Planning, Freight Support Branch	
WORKING TITLE Transportation Planner	POSITION NUMBER 900-074-4768-158	REVISION DATE 11/05/2025

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

GENERAL STATEMENT:

Under supervision of the Branch Chief, a Senior Transportation Planner, the Transportation Planner, in a learner capacity, assists in the development and updating of the State Freight Plan, implementation of the California Sustainable Freight Action Plan, the coordination of the freight outreach activities, and other actions supporting the Department's freight planning responsibilities. The incumbent may serve as a liaison to assigned Caltrans District(s) and partner agencies within those Districts, an assigned freight mode, and/or focused topic area(s).

CORE COMPETENCIES:

As a 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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Equity - Innovation, Pride)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Innovation)
- Continuous Professional Development**: Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Equity - Equity, Innovation)
- 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. (Equity - Equity, Integrity, Pride)
- Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Equity - Equity, Integrity, Pride)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Equity, Integrity, Pride)
- 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 - Equity, Innovation, Pride)
- Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Equity - Equity, Innovation, Integrity, Pride)
- Diagnostic Information Gathering**: Identify information needed to clarify a situation, seeking that information from appropriate sources. (Equity - Equity, Innovation, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Assists in the development and updating of the State Freight Plan and/or implementation of the California Sustainable Freight Action Plan, consistent with the Federal and State Guidance, by researching and drafting a work plan to implement State agency actions, monitor pilot projects, develop illustrative graphics, and conducting analysis to inform Plan chapters or chapter subsections for modal, regional, and other related topics. Distill consultant reports and incorporate regional freight plan content. Collect and analyze data for inclusion in the plan via graphic representation. Review and edit draft plan content prepared by other staff. Revise draft plan chapters to respond to committee, stakeholder, and public comments. Incumbent may serve in a support and monitoring role and assist with outreach and technical assistance. Assist in the oversight of consultant contracts.

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20%	E	Duties include, but not limited to, assisting in the coordination and implementation of complex and interdisciplinary work plans; facilitating committee communications, meetings, and workshops; assisting research projects and investigation panels; and coordinate websites updates.
20%	E	Assists in coordinating the Division's freight activities with other planning activities within Caltrans or within other agencies or private organizations as assigned. Such activities may include the State Rail Plan, and activities of the National Freight Advisory Committee, the State Freight Model, Marine Highways, Complete Streets, integrated corridor management, and others.
15%	E	Serves as modal and/or topical liaison by developing expertise relating to assigned freight mode(s) or topics. Responsible to gather freight modal-related data including identification of trends, trade flows and significant issues, and for preparing written analyses and policy recommendations. Responsible for developing and maintaining professional relationships with internal and external stakeholders associated with mode. May represent the Department on technical committees sponsored by Caltrans and others.
10%	E	Assists in the administration of transportation performance measures that facilitate analysis and utilize existing project lists to identify, score, and prioritize projects for discretionary funding programs. These tasks involve working closely with, but not limited to, DOTP functional units, Caltrans Districts, Division of Data and Digital Services, the Director's Office, the Division of Rail, and the Senate Bill (SB 1) Program. The incumbent will support Freight grant applications for state & federal discretionary programs, help HQ Programs and Districts with submission materials, and ensure appropriate processing of project nominations.
5%	M	Perform other job-related duties within the scope of the classification as assigned.

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 supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Basic knowledge of Federal and State laws and regulations related to transportation planning and programming, particularly those affecting freight transport.
- Develop basic knowledge of domestic and international freight movement trade trends and shipper/carrier needs, with specific emphasis on freight movement by ship, rail, air and commercial vehicles.
- Knowledge of the State's contracting practices and quality concepts.
- Knowledge of data analysis methods and techniques.
- Knowledge of engagement and outreach methods and techniques.
- Understanding of planning practices and principles.
- Knowledge of planning laws and the intergovernmental framework for planning.
- Knowledge of the historical, current, and likely future influences shaping cities and regions, including design, land use, environmental, social, economic, financial, legal, and institutional dimensions.
- Understanding of the concepts of completed staff work and ability to deliver completed staff work in a professional, timely manner that meets quality and quantity requirements for entry-level work.
- Knowledge of physical, social, and political factors, including economic, environmental and fiscal issues, which may affect or be affected by policies and programs.
- Ability to create and maintain positive working relationships, and build consensus with internal and external contacts.
- Ability to analyze issues, identify solution alternatives, determine potential impacts, and recommend course(s) of action.
- Ability to prepare and present reports and analyses using word processing, spreadsheet, and presentation software.
- The incumbent must be able to work closely with internal and external partners. Must be able to perform technical analyses, identify issues and suggest recommendations to address issues and must be able to complete assignments on time and accurately.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions made by this position could impact Caltrans' policies and its programs. Failure to consider the political sensitivity or to fully evaluate the fiscal, economic, social and environmental impacts or technological constraints on Caltrans' programs could result in delays in program delivery and subsequent losses of funding. Failure to complete analyses according to project scope and schedule could result in project or program delays and decreased credibility with the Legislature, the freight industry, and/or other agencies or customers.

ADA Notice

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PUBLIC AND INTERNAL CONTACTS

Considerable internal and external contact is required of this position, including occasional public presentations and working with elected officials.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

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 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.

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