

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	D10/PLAE PLANNING	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Associate Transportation Planner	910-155-4721-xxx	10/22/2025

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 a Senior Transportation Planner, the incumbent provides functional support for the Planning Office, which includes Local Development Review (LDR), grant administration, Regional Planning, Community Planning, and Transit. The incumbent will directly provide technical assistance, support, and coordination with the difficult and complex transportation planning projects for both internal and external transportation partners.

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- 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, Equity, Pride)
- 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, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, 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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity)
- Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation)
- 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 - Engagement, Innovation, Pride)
- 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. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- 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. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- 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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)

TYPICAL DUTIES:

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

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40%	E	Review and coordinate functional agency comments on documents submitted for LDR/planning review. Prepare comment letters for distribution to Lead Agency contacts which include comments from functional units within Caltrans. Attend/Conduct meetings on behalf of the Department with other staff as well as representatives from other agencies and private developers. Tasks may include attendance and participation at public meetings on behalf of the Senior Transportation Planner. Manages project files to insure accurate records are maintained.
25%	E	Review and coordinate functional agency comments on the development of Regional Transportation Planning Agencies' work programs and plans (e.g. Overall Work Programs/Regional Transportation Plans, Aviation, Freight, Transit, Resiliency/Adaptation, Transit, Rail). Closely coordinate, administer and monitor the regional transportation planning process with both internal and external transportation planning partners and meet all timelines for reporting, invoicing, amendments, contracts, etc. Act as a liaison between local agencies, the District and Headquarters (HQ). Work independently and cooperatively with District staff to be responsive to requests for information to assist local partner agencies and stakeholders - ensure good customer service. May attend/represent the District at various external and internal meetings and provide Caltrans' reports.
20%	E	Community Planning Grant Coordinator- grant coordination and support to local agencies and HQ. Monitor grant activities, provide guidance and assistance to local agencies and ensure consistency with current guidelines and procedures. Attend workshops and disseminate grant information and guidance. Ensure timely execution of contracts, deliverables/services, monitoring, reporting and invoicing.
10%	E	Provide transit grant coordination and support to local agencies and Headquarters. Monitor grant activities, provide guidance and assistance to local agencies and ensure consistency with current guidelines and procedures. Attend workshops and disseminate grant information and guidance.
5%	M	Create or assist in the development and utilization of a database and tracking system for planning documents. Serve as the lead or a member of various teams or committees for special planning projects and activities. This includes assisting by collecting and analyzing data, preparing reports and administering various records, files, maps and other related documents.

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

At the Associate Transportation Planner level, the incumbent in this position may act as a lead person for Transportation Planners or Administrators or as an Acting Senior Planner when the Supervisor is out of the office for a brief period of time.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: The position requires a broad understanding of the transportation, environmental and land use planning process and related statutes. Knowledge of the processes utilized by Caltrans in the planning of highways and highway improvements is also necessary to effectively understand and communicate with staff of various levels within and outside Caltrans.

Abilities and Analytical skills: Review, comprehend, compile, analyze and interpret data and reports; reason basically and creatively; develop formats to present and display comments and data effectively; use a variety of analytical techniques to propose solutions to or provide information regarding planning and transportation problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; and establish and maintain effective and cooperative working relationships with those contacted during the course of the work. In addition, the incumbent in this position must have a working knowledge of Outlook, Word, and Excel computer applications.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in Transportation Planning activities could result in inaccurate and inappropriate statements and positions being taken by the Department as a responsible agency under the State and local land use planning laws. Failure to perform in a professional manner and provide accurate comments and information could result in a loss of time and money with regard to the development of a project. This could deteriorate the relationship between Caltrans and other State, local government agencies and private sector.

PUBLIC AND INTERNAL CONTACTS

Frequent contacts and coordination are required with personnel and officials from various Caltrans, state and local government agencies as well as developers and private planning consultants.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent in this position will be required to work at computer stations throughout the day as needed to complete the above listed duties. The may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees will be required to traverse the District compound to discuss projects with staff in other buildings. This may be necessary during inclement weather conditions. Employees may also be required to travel for special assignments, meetings or route reviews some of which may be before or after regular business hours or inclement weather. Employees may be required to work outside to perform project field and site reviews during varying seasonal conditions.

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.)

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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