

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Office of Transportation Planning	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 905-800-4721-XXX	REVISION DATE 11/26/2025

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

**GENERAL STATEMENT:**

In the District 5 System Planning Branch, the Associate Transportation Planner (ATP) works 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, multi-modal State transportation program. The incumbent will administer, support, and help lead transportation plans, programs, and projects within the transportation planning process related to rail and transit planning. This may include multi-modal 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Equity, Employee Excellence - 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. (Safety, Prosperity - Collaboration, Innovation)
- **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. (Equity - Pride, Stewardship)
- **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. (Safety, Employee Excellence - Innovation, People First)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity - Collaboration, Integrity)
- **Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Equity, Climate Action - Stewardship)
- **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. (Equity, Employee Excellence - Innovation, People First)
- **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. (Safety, Prosperity - Integrity, Pride)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Climate Action - Innovation)

**TYPICAL DUTIES:**

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

POSITION DUTY STATEMENT

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40%	E	<p>Rail Planning</p> <p>Serve as the lead and point of contact for rail planning in District 5, including being responsible for leading the administration and coordination of Planning Grant programs and System Planning Contracts related to rail. Promote rail and public transportation in Caltrans efforts throughout the region. Support partner efforts to promote rail and public transportation throughout the region. Perform tasks to develop the California State Rail Plan. Attend meetings and activities related to the development of individual Service Development Plans and Regional Network Integration Studies. Execute tasks related to rail issues with external partners including MPOs, RTPAs, counties, and cities. Collaborate on rail issues with internal functional units including DOTP, Local Assistance, Traffic Operations, Safety, and Design. Collaborate with rail owners, stakeholders, and groups including Union Pacific, Santa Maria Valley Rail, TAMC, SCCRTC, and the US Government. Engage with rail agencies and coalitions such as LOSSAN and the Central Coast Rail Coordinating Committee.</p>
30%	E	<p>Investment Planning</p> <p>In collaboration with Caltrans HQ Programs, District functions, and the appropriate local or regional agencies, lead the development of Caltrans sponsored grant applications for state and federal funding opportunities, which includes but is not limited to State and Local-Sponsored Non-SHOPP PIDs, SB 1 TCEP &amp; SCCP, ATP, STIP-ITIP, STIP-Regional Improvement Program (RIP), BUILD, INFRA, MEGA Projects, Rural, BRIC, etc., as well as formula programs. Application development includes leading grant team meetings, writing grant narratives, creating accompanying maps, and additional documentation as required per grant program guidelines.</p>
20%	E	<p>System and Multimodal Corridor Planning</p> <p>Lead development of multimodal corridor planning efforts and corridor planning products (including Comprehensive Multimodal Corridor Plans, corridor business plans, and other types of planning efforts). Coordinate and review of statewide planning documents including but not limited to the California Transportation Plan, Freight Mobility Plan, and Bike/Ped plans with input from the District and regional partners. Explore concepts, strategies, and projects that help District 5 to align with the California Climate Action Plan for Transportation Infrastructure. Provide functional reviews of transportation planning related issues and projects.</p>
10%	M	<p>Technical Analysis and Geographic Information System Analysis</p> <p>Develop and analyze multimodal travel data (including data related to rail, transit and active transportation) and Geographic Information System (GIS) tools and resources to maintain and use data. Conduct 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. Provide GIS database organization, development, and maintenance. Provide technical assistance for District and Headquarters coordinators.</p>

<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 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.

POSITION DUTY STATEMENT

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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

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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee’s designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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
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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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