

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	D2/Planning & Local Assistance/Complete Streets	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Active Transportation Portfolio Liaison	902-800-4721-	

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 supports the District's coordination with HQ Division of Transportation Planning (DTP) Active Transportation & Complete Streets (AT&CS) and Strategic Investment Planning on active transportation project nominations for non-SHOPP and SHOPP funding programs; supports district and Headquarters Active Transportation & Complete Streets development of a pipeline of active transportation projects and moving those projects through project development and delivery phases to construction; supports coordination with internal and external partners to identify active transportation needs and project concepts; supports development of applications for state and federal competitive funding applications; participate in studies or analyses related to complete streets and active transportation. The incumbent will support public engagement for program and project development. The incumbent will be lead for state Active Transportation Program (ATP) development and delivery efforts and support the local program to foster AT&CS network connections. The position requires good analytical, writing and communication skills. The incumbent has skills in leadership and organization, interest in supporting the Department's and District's strategic goals and vision, and a commitment to advancing equity through all efforts. The desired outcome is providing an accessible multi-modal network of travel options that enrich all communities.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Climate Action, Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Climate Action - Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Equity - 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. (Climate Action - Innovation)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Prosperity - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety - Integrity)
- **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. (Prosperity - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity - Innovation)
- **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 - Integrity)

TYPICAL DUTIES:

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

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35%	E	Participate in studies or analyses related to complete streets and active transportation. Supports district, HQ DOTP Active Transportation & Complete Streets, and HQ Strategic Investment Planning on active transportation project nominations for non SHOPP and SHOPP funding programs; coordinates with Headquarters Active Transportation & Complete Streets to develop a pipeline of active transportation projects and move those projects through project delivery phases to construction.
30%	E	Supports coordination with internal and external partners to identify state, local and partnership active transportation needs and project concepts; develops meeting materials; supports or leads analysis of appropriate locations for projects. Conduction internal and external engagement and outreach as needed to support AT & CS program and project development.
25%	E	Supports development of narrative and quantitative content for State and Federal competitive funding applications. Develops and communicates an understanding of state and federal active transportation funding programs, their scoring criteria, and how to maximize an application's competitiveness.
10%	M	Supports quick responses within the District, to Caltrans management, and various other internal and external transportation partners on information requests and special assignments. Represents Caltrans at conferences, workshops, seminars, and special events.

<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 is not a supervising position but may serve in a lead capacity for Transportation Planners or student assistants to complete tasks related to a duty. May serve as delegated lead for Caltrans supervisors if they are out of the office.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Caltrans policies, plans, guidance, and practices related to complete streets. Knowledge of state of the practice, best practices, and emerging concepts in the field of active transportation facility design. Ability to conduct traffic analyses including capacity, level of service, level of comfort, safety, and benefit/cost. Knowledge of and ability to use Microstation/ACAD, ArcGIS and various other computer programs. Ability to analyze active transportation performance in terms of safety, mobility, connectivity, and accessibility. Ability to prepare comprehensive reports on studies and investigations; coordinate or direct field reviews; direct studies involving multi-agency and multi-disciplinary coordination. Ability to handle engineering work that is complex and broad in scope. Must have effective communication and analytical skills to make sound and effective judgments and decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The position is responsible for the planning, review and implementation of Complete Streets and Active Transportation (CS/AT) related elements for District Capital and Maintenance projects, coordinating with external and internal partnering stakeholders on CS/AT related work, and the District's image to the public in the arena of CS/AT. The decisions made by this position can have significant beneficial and detrimental consequences to both Caltrans and local agencies. The consequences of error can be of a substantial loss of funding to Caltrans, the District, and our local partners. In addition, there can be damage to the professional image of the Department, District and the relationships developed with the community and the public trust.

PUBLIC AND INTERNAL CONTACTS

Frequent contact is required in person, in writing, by telephone, and through virtual meeting platforms with personnel within the Department, other agencies, community-based organizations, private interests, political representatives, and the public at large.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long and short periods of time using a keyboard and a mouse (fine manipulation), view a video display terminal and use a telephone. Ability to move large or cumbersome plans and project documents from one location to another. Ability to drive long distances for project related activities. Ability to travel for training purposes to various locations throughout the State of California. Must maintain an even mental balance of analytical process for multiple projects. Must be able to handle accelerated project schedules. Must maintain emotional stability under stressful and a rapid paced working environment.

WORK ENVIRONMENT

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

While at their base of operation, employees will work in a climate controlled office under artificial lighting. Incumbent may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. Periodic

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travel is required for fieldwork and training. Incumbent may be required to work overtime and may remain in field locations in rural areas without facilities. TELEWORK - This position may be required to telework from home in addition to office work at an assigned location. The amount and availability of telework and/or office work will be determined by the Department based on the functions of each position.

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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