

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Office of Transit Planning	
WORKING TITLE Transit Policy Analyst	POSITION NUMBER 900-074-4721-XXX	REVISION DATE 10/30/2025

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 the Chief, Transit Policy Implementation Branch, the Associate Transportation Planner will function as a Transit Policy Analyst. The incumbent leads analysis and development of transit policy and tracks implementation within Headquarters programs and Districts. The incumbent aligns work with the California Transportation Plan, Caltrans Strategic Plan, Climate Action Plan for Transportation Infrastructure, statewide modal plans including Transit and Rail Plans, federal transit and rail policies, and state transit and rail policies. Incumbent provides input as transit plans are developed to ensure alignment with transit policy. Finally, the incumbent will collect data relating to transit and active transportation to compile reports, charts, tables, and other graphics.

**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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Employee Excellence - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation)
- **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, Employee 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. (Employee Excellence - Innovation, Integrity)
- **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. (Employee Excellence - Collaboration, Innovation)
- **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. (Employee Excellence - Equity, Innovation)
- **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. (Employee Excellence - Collaboration, Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - 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 - Equity, Innovation)

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30% E	Independently research and analyze state and federal transit policy. Recommend transit policy language for management review. Coordinate with Headquarters programs and Districts to develop, track, and report on transit implementation actions. Act as team lead for development of the Director's Policy on Transit Priority. Recommend appropriate actions to management for implementation of transit policy and transit plans.

**ADA Notice**

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30%	E	Support Division of Transportation Planning's transit planning work through reporting, review and analysis of district training needs, and recommendations on roles for district transit planning representatives. With direction from the Branch Chief, support Caltrans and California State Transportation Agency's coordination with transit advocates, transit agencies, local agencies, regional agencies, and federal agencies. Coordinate on behalf of the state's IJJA/BIL implementation action plan for transit and rail.
25%	E	Independently collect, manage, interpret, analyze, and display data from Caltrans Headquarters, Districts and transit partners on rail and transit-related matters. Manipulate data in statistical and data analysis and display programs for use in documents, reports, and presentations to Caltrans employees, partner agencies, researchers, and the general public. Recommend how transit and active transportation data and performance measures can be used together to improve multi-modal access across the state. Analyze and develop recommendations for Caltrans workshop and training agendas to meet customer/partner needs.
10%	E	Develop proposals, white papers, and studies in-house to advance all program areas in this office which includes developing research proposals and coordinating with various research processes to identify best practices and research efforts appropriate to programs within this Office.
5%	M	Assist in various work tasks, including budgeting, web meeting hosting, report review, asset management support. Coordinate with legislative bill analysis process. Attend Division of Transportation Planning meetings. Attend internal and external training courses. Attend transit industry workshops and conferences. Perform other job-related duties within the scope of the classification as assigned.

<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**

The incumbent supervises no staff but must be able to develop cooperative and professional working relationships with peers, management, and student assistants.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have knowledge of legislative processes and procedures and basic political functions of the California State Legislature. The incumbent must understand transportation data and how best to interpret and communicate said data. The incumbent must be able to communicate effectively, both in writing and orally, and have the ability to develop and maintain effective working relationships, as well as work cooperatively with others. Knowledge of Federal and State laws related to transportation programs. In addition, the ability to work with minimum direction and supervision, to initiate action independent, or as an interdisciplinary team member, to handle multiple assignments simultaneously is desirable. The ability to perceive political and policy implications of actions that the Department is considering is desired. Knowledge of computer processing techniques and applications, research methods and analytical techniques, including conducting or participating in planning studies, contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues, and effective public participation techniques is also desirable.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by his/her supervisor or designated lead person. Work must be completed independently with specific recommendations. Decisions may be made in the absence of their supervisor's oversight in situations where immediate action is required. Consequences of an error in judgment could result in loss of credibility with Caltrans partners and can be serious and far-reaching, affecting not only the Department but also regional transportation planning agencies, transit operators and transit service providers.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent participates in various meetings dealing with federal, State, regional and local agencies, transit operators, universities, community-based organizations and the public concerning the scope and content of assigned special projects. The incumbent initiates and maintains internal contact with various functional District staff, Traffic Operations, Maintenance, etc., as well as Headquarters functional and program areas. The incumbent is expected to maintain a continual dialogue with Department staff and local agency staff, as appropriate.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems and acknowledge the various responses without escalating tensions. Must be able to effectively communicate in English and may be required to make presentations, facilitate meetings, lead workshops, and serve on quality teams. The incumbent must be able to sit for prolonged periods of time while using a keyboard/mouse and video display monitor or while reading, preparing, or reviewing documents or attending meetings. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis, and reasoning. Must be able to handle a workload that may be subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

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Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity. The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

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### 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. It can be demanding and/or stressful. Incumbent may be required to travel to district offices, other state and federal agencies, and to project sites.

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.

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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.)

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.

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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