

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Rail Planning & Implementation / Integration & Network Planning	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 900-075-4721-920	REVISION DATE 03/11/2026

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, "Integration and Network Planning" Branch in the Division of Rail (DOR), Senior Transportation Planner, the Associate Transportation Planner undertakes complex statewide planning responsibilities at full journey person level. Responsibilities include assisting with the development of the California State Rail Plan, planning support for the Federal Corridor Identification and Development Program, participating in network integration activities and coordinating with partner agencies, other Caltrans Divisions, the California High Speed Rail Authority, and the California State Transportation Agency.

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Equity, Stewardship)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Innovation, 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. (Employee Excellence - Innovation, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Equity, 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. (Employee Excellence - 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. (Employee Excellence - Stewardship)
- **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. (Employee Excellence - Innovation, Pride)
- **Diagnostic Information Gathering:** Identify information needed to clarify a situation, seeking that information from appropriate sources. (Employee Excellence - Stewardship)

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
35% E	Plan and coordinate tasks included in the scope of work for the continuous development and updates of the State Rail Plan. Lead and facilitate public engagement activities, including coordinating with and delivering presentations to stakeholder agencies and interested parties. Attend and support public meetings and outreach specific to Native American Tribes. Respond to public comments and inquiries related to the State Rail Plan and maintain accurate records of correspondence, response logs, and related documentation.

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25%	E	Participate in service development planning tasks with partner agencies, including studies funded through the Federal Railroad Administration Corridor Identification and Development Program. Serve as a subject matter expert in areas supporting the Integration & Network Planning team, including passenger rail service planning and capital project identification, freight rail trends analysis and policy and transit planning and policy. Analyze program effects, such as ridership forecasting, economic benefits, air quality and greenhouse gas emissions reduction, land use and station design. Conduct spatial analysis, passenger rail operations modeling and ridership and revenue forecasting.
25%	E	Provide technical and research assistance to senior planning staff to conduct stakeholder engagement meetings for service studies, perform research and technical analysis supporting review and input on regional plans and studies. Support Regional Coordinators in developing and maintaining the Division's capital project database and contribute to the development of funding applications.
10%	E	Coordinate with offices within the Division of Rail and other Caltrans Divisions to develop the California Transportation Plan and other Modal Plans. Review State and federal legislation related to rail and participate in research studies and proposals.
5%	M	Respond to inquiries from the legislature and Caltrans management and provide legislative analysis. Communicate, collaborate and maintain positive working relationships with Caltrans stakeholders. 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**

This position does not supervise. The Associate Transportation Planner will act as a lead on individual projects.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge and understanding of rail and transit planning and programs and more generally federal and state multi-modal planning requirements and practices; transportation; air quality, land use and environmental planning principles and practices; transportation plan, program and project financing mechanisms. Basic knowledge of passenger and freight rail systems and transit, including: funding, operations, equipment, equity issues, capital projects; and policy issues. Knowledge of contract management tools and techniques, including Smartsheets, Microsoft Excel and Word.

The ability to speak and write effectively and prepare clear and concise reports; work cooperatively and speak knowledgeably within the branch, and to support DOR engagement with representatives of other Caltrans units, other governmental agencies, legislative staff, and individual citizens. The ability to reason creatively; use a variety of analytical techniques to resolve or contribute to the resolution of issues; develop and evaluate alternatives; work effectively with others; and stimulate public participation in transportation programs and services. The ability to gather, compile, analyze, and interpret data; take initiative and bring assignments to completion; work with a variety of consultants, stakeholders, experts, and staff persons to jointly complete a project; and manage a number of tasks at the same time and be organized.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by their supervisor. Decisions may be made in the absence of supervisor in situations where immediate action is required. Consequences of errors in judgment or inadequacies in analysis could cause project delays or negative impression of the Department with other agencies.

**PUBLIC AND INTERNAL CONTACTS**

May have contact with various governmental agency employees at local, state and federal levels; private industry representatives including railroad and transit agencies; consultants and special interest groups. These contacts will be written or verbal as needed to perform assignments.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. The ability to work on a keyboard; manual dexterity; sit for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. May requires occasional bending, stooping and kneeling. Develop and share new insights into situations and apply innovative solutions to make organizational improvements. Formulate effective strategies consistent with the Department's vision and goals.

**WORK ENVIRONMENT**

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of

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working in a sitting or standing position. This position is primarily telework based. 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. Employee may be required to travel. May need to extend day to complete vital projects.

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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