

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION D7/Office of Community, Climate and Modal Planning
WORKING TITLE Associate Climate Change Planner	POSITION NUMBER 907-162-4721-xxx
	REVISION DATE

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

GENERAL STATEMENT:

Under the supervision of the Senior Transportation Planner, the Associate Transportation Planner will work on a team and at times a team lead, supporting the Senior Climate Change Planner, as one of the points of contact for the Climate Change Program for the District. The incumbent will assist District 7 in implementing new climate change programs established as a result of the Federal Infrastructure Investment and Jobs Act (IIJA), and any additional programs established by the State Legislature on climate change adaptation. The IIJA programs include, but are not limited to, the Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT) Program and Carbon Reduction Program. The incumbent will support District efforts to identify climate change concepts for project development. Assists in development, coordination and implementation of climate change policy into transportation decision making. Assists in coordinating climate change activities across all appropriate functional units; provides technical assistance identifying and supporting research and analysis of climate change and adaptation; identifies and provides outreach, education, and training on climate change. Assists in the preparation of various planning studies and documents and will assist in coordination of District 7 Planning needs identifying adaptation measures for Capital project delivery.

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.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Acts as a team lead for the District with regard to State and Local Projects for adherence to policy and directives on Climate Change. Duties will include, among others: Capital project delivery review in all phases (Project Initiation Document [PID], Project Approval and Environmental Document [PA&ED], Plans, Specifications, and Estimates [PS&E]) for Climate Change consideration and implementation. Engage in corridor planning efforts, Transportation Planning Scoping Information Sheet (TPSIS) development, and other project development work to ensure climate risk and adaptation measures are included as appropriate. Work with Geographic Information Systems (GIS) tools to develop and maintain information in relation to climate change and associated data layers. Assist in coordination between all facets of project delivery (support, design, planning), capital improvement (construction) and maintenance. Participate in Project Development Team (PDT) meetings as requested. Attend District and Regional Caltrans HQ coordination and implementation meetings.
20%	E	Support the development, implementation, and facilitation of the District's Adaptation Project Priorities Assessment. Identify segments of the State Highway System vulnerable to climate change impacts including precipitation, temperature, wildfire, storm surge, sea level rise, and others. Assist in developing strategies for adaptation and resilience planning.
15%	E	Participate in developing, managing, and administering various Adaptation Planning grants and contracts related to climate change. Assist in development of grant proposals for District studies related to climate change including gathering pertinent information for proactive planning in protecting and managing State assets.
10%	E	Attend internal and external stakeholder meetings, provide Value Analysis (VA) support, coordinate and execute internal and external public outreach related to climate change adaptation activities, outreach for and integration of adaptation plans of local partnering agencies into District Climate Change Adaptation Plans.
5%	M	Other duties as needed to support the Office tasks and deliverables.

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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

This position does not supervise other employees. Incumbent receives general direction from the Senior Climate Change Specialist. Incumbent is expected to work independently with a high degree of initiative and motivation.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- State and Federal laws and regulations related to transportation planning
- The planning process and general practices of transportation planning
- Research methods and techniques including conducting or participating in planning studies, contemporary transportation, environmental, land use, social, economic, fiscal, legal and political issues
- Effective public participation techniques

Ability to:

- Ability to evaluate general planning proposals, establish effective, cooperative working relationships with all transportation agencies, work independently and act as an interdisciplinary team member.
- Evaluate, prioritize and schedule workload to ensure timely completion
- Gather, analyze and interpret data
- Develop formats to present and display data
- Communicate effectively both orally and in writing
- Prepare written reports in a timely manner
- Work effectively with others as an interdisciplinary team member
- Establish and maintain cooperative relationships within the District and Department, and with the public and outside agencies
- Apply general techniques of insuring participation in the planning process
- Coordinate transportation planning, research and analysis of proposed projects

Analytical Skill in:

- Performing increasingly responsible and varied assignments under decreasing degrees of supervision
 - Understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process
 - Interpreting maps, site and building plans and specifications, graphs and statistical data
 - Researching, analyzing and summarizing planning data both manually and with basic computer programs
 - Preparing clear visual displays, such as maps, graphs and illustrations
 - Making clear and persuasive presentations of ideas; prepare clear, concise and complete technical documents, reports, correspondence and other written materials
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in analysis and subsequent recommendations will result in the ineffective use of tax dollars, the loss of substantial time and funds, and potential loss of credibility of the Department.

PUBLIC AND INTERNAL CONTACTS

This position requires extensive contact with staff of local government agencies, other units in the District, Headquarters staff, consultants, developers and various community-based organizations. May represent the Department regarding planning issues at public and agency meetings for projects regarding Climate Change Adaptation.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Reviewing reports may require sitting for extended periods of time. Field work will require standing and/or walking for prolonged periods of time in all kinds of weather. Mental requirements may include sustained periods of concentration for reading and analyzing various documents. Emotional requirements may include the ability to develop and maintain cooperative working relationships in an interdisciplinary setting, responding appropriately to difficult situations, recognizing emotionally-charged situations and issues, and acknowledging various opinions.

WORK ENVIRONMENT

The incumbent will telework and/or work in a climate controlled office or cubicle under artificial lighting. Extensive computer usage is required. Travel both within and outside the District may be required when attending meetings. Incumbent may also be exposed to a variety of hazardous and/or unpleasant field conditions, including wet, rainy, foggy, cold or hot weather. Travel, including overnight travel, may be required.

The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans

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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.)

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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE