

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION District 6 Planning	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 906-155-4721	REVISION DATE 04/14/2026

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

GENERAL STATEMENT:

Under direction of a Senior Transportation Planner, the incumbent provides functional support for Regional & Community and System & Investment Planning branches, which includes duties relating to Local Development/Intergovernmental Review (LD/IGR), Multimodal Transit/Community Planning, Regional Planning activities, and preparation of tiered Corridor Plans and/or other System & Investment Planning documents.

As such, the incumbent's duties are directly assisting local agencies by providing technical assistance, support and coordination for both internal and external transportation partners, responding to inquiries from the public, preparing GIS Maps and databases of the various planning projects for tracking and reporting, administering and providing oversight to Overall Work Program efforts with regional partners, assisting local transit and planning agencies in their applications and administration of Sustainable Transportation Planning Grant activities, coordinating and administering the grant programs, serving as a liaison to local agencies and headquarters as needed, attending various meetings and interacting with staff and officials from various District Offices and other public agencies, or other duties as assigned.

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. (Safety, Climate Action, Prosperity, Employee Excellence - Innovation, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity, Employee Excellence - Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity - Integrity, People First, 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 - Collaboration, Innovation, Pride, Stewardship)
- **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. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Climate Action - Innovation, Integrity, Pride)
- **Diagnostic Information Gathering:** Identify information needed to clarify a situation, seeking that information from appropriate sources. (Safety, Climate Action, Prosperity, Employee Excellence - Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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35%	E	<p>Local Development Review</p> <ul style="list-style-type: none"> • Review and evaluate development proposals for potential impacts to State highway operations and infrastructure • Coordinate and participate in meetings with developers, consultants, local agencies, and Caltrans functional units • Review historical documents, GIS data, surveys, Corridor Plans/Project Study reports, and planning reports to support project analysis • Prepare formal comment letters, correspondence, and project documentation • Maintain project databases, GIS maps, and project files to ensure accurate records and reporting
35%	E	<p>Multimodal Transit & Community Planning</p> <ul style="list-style-type: none"> • Provide direct support to local agencies on multimodal planning and transit initiatives • Coordinate and monitor transportation grant activities • Review, process, and track invoices and grant documentation for compliance • Prepare written correspondence and participate in meetings as needed
20%	E	<p>Regional Planning</p> <ul style="list-style-type: none"> • Participate in meetings with Metropolitan Planning Organizations (MPOs) and local agencies • Respond to requests for information from partner agencies • Review and comment on regional planning documents, including Overall Work Programs and Regional Transportation Plans • Prepare written comments for the Senior Transportation Planner • Create reports and maintain accurate, organized project files
5%	M	<p>System Planning</p> <ul style="list-style-type: none"> • Serve on teams or committees for special planning activities • Assist with data collection, analysis, recordkeeping, and preparation of reports, maps, and files as needed
5%	M	<p>Teamwork / Partnership</p> <ul style="list-style-type: none"> • Serve on teams or committees for special planning activities • Assist with data collection, analysis, recordkeeping, and preparation of reports, maps, and files as needed

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

The Associate Transportation Planner does not supervise other employees. The position performs journey-level work under the supervision and direction of a Senior Transportation Planner and may provide technical guidance to lower-level staff when appropriate, but has no formal supervisory authority.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The ATP must possess knowledge of:

- State and federal transportation planning laws and regulations
- Principles and practices of transportation planning
- Research methods, planning studies, and contemporary multimodal planning issues
- Public engagement techniques

The ATP must be able to:

- Evaluate, prioritize, and manage multiple assignments
- Gather, analyze, and interpret planning data
- Prepare maps, graphs, visual displays, and written reports
- Work effectively with interdisciplinary teams and external partners
- Interpret maps, plans, specifications, and statistical information
- Prepare technical documents clearly and concisely
- Make presentations and communicate effectively in writing and verbally

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in analysis, recommendations, or documentation can affect the effective use of public funds, delay projects, and reduce confidence in the Department. The ATP is expected to exercise sound professional judgment to minimize such risks.

PUBLIC AND INTERNAL CONTACTS

- Extensive contact with local agencies, Caltrans functional units, headquarters, consultants, developers, and community

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organizations

- May represent the Department at public and agency meetings on planning-related issues
- Interacts with diverse stakeholders and must work cooperatively in dynamic situations

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Extended periods of sitting, keyboard use, and computer operation
- Ability to carry files and reports
- Must manage multiple priorities and respond to changing demands
- Must work cooperatively with staff and the public, sometimes in intense interactions
- Values cultural diversity and maintains professionalism in all interactions

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 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

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GENERAL STATEMENT:

Under direction of a Senior Transportation Planner, the incumbent provides entry-level functional support for Regional & Community and System & Investment Planning branches, which includes duties relating to Local Development/Intergovernmental Review (LD/IGR), Multimodal Transit/Community Planning, Regional Planning activities, and preparation of tiered Corridor Plans and/or other System & Investment Planning documents.

As such, the incumbent will perform entry-level duties under senior-level supervision, directly assisting local agencies by providing technical assistance, support and coordination for both internal and external transportation partners, responding to inquiries from the public, preparing GIS Maps and databases of the various planning projects for tracking and reporting, administering and providing oversight to Overall Work Program efforts with regional partners, assisting local transit and planning agencies in their applications and administration of Sustainable Transportation Planning Grant activities, coordinating and administering the grant programs, serving as a liaison to local agencies and headquarters as needed, attending various meetings and interacting with staff and officials from various District Offices and other public agencies, or other duties as assigned.

CORE COMPETENCIES:

As a 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. (Safety, Climate Action, Prosperity, Employee Excellence - Innovation, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - 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 - 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. (Prosperity, Employee Excellence - Collaboration, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Equity, People First, Pride, 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. (Prosperity, Employee Excellence - Integrity, People First, Pride, 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. (Safety, Equity, Prosperity, Employee Excellence - People First, Pride, Stewardship)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Prosperity, Employee Excellence - People First, Pride, Stewardship)

TYPICAL DUTIES:

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35%	E	<ul style="list-style-type: none"> • Assist senior staff in reviewing local development proposals for impacts to the State highway system • Gather project documents, archived files, maps, Corridor Plans/Project Study reports, and related planning information • Prepare draft portions of comment letters and correspondence • Assist in preparing GIS maps and maintaining project databases for tracking and reporting • Attend meetings as an observer or note-taker with developers, consultants, local agencies, and internal Caltrans units (Traffic Operations, Project Management, Technical Planning, Encroachment Permits, etc.)
35%	E	<p>MULTIMODAL/COMMUNITY PLANNING</p> <ul style="list-style-type: none"> • Assist with monitoring transportation and planning grant activities • Help process invoice documentation and confirm compliance with guidelines • Prepare draft correspondence and provide meeting support (notes, materials preparation) • Provide general assistance to headquarters and local agencies under direction
20%	E	<p>REGIONAL PLANNING</p> <ul style="list-style-type: none"> • Assist senior staff in gathering information to respond to inquiries from local and regional partners • Help review Overall Work Programs, Regional Transportation Plans, and other planning documents • Prepare basic draft comments for review by senior planners • Attend meetings with MPOs and local agencies for training and support • Maintain project files and assist in generating reports
5%	M	<p>SYSTEM PLANNING</p> <ul style="list-style-type: none"> • Support the development of Corridor System Management Plans and other planning documents • Compile data, prepare tables/maps, and draft preliminary written sections under supervision • Assist in responding to basic inquiries from local agencies and the public
5%	M	<p>TEAMWORK/PARTNERSHIP</p> <ul style="list-style-type: none"> • Participate as a supporting member on planning teams or committees • Assist with collecting and analyzing data, preparing reports, and managing records and files • Learn planning procedures through collaborative project work

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

Work is performed under close supervision of a Senior or Associate Transportation Planner. The Transportation Planner receives detailed instructions and guidance, and work is reviewed frequently for completeness and accuracy. The position has no supervisory responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Transportation Planner is expected to develop basic knowledge of:

- Transportation planning laws, processes, and practices
- Research and data collection methods
- Transportation, land use, environmental, and community planning concepts
- Effective public participation methods
- Learn and apply transportation planning procedures
- Gather, organize, and interpret data with guidance
- Prepare clear written materials and basic visual displays (maps, graphs, tables)
- Communicate effectively, both orally and in writing
- Work cooperatively in an interdisciplinary environment
- Learn to interpret maps, site plans, graphs, and statistical data
- Prepare basic technical documents under supervision

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Work is closely reviewed by senior staff. Errors are typically identified through supervisory oversight; however, accuracy is essential as mistakes may affect project timelines and the quality of planning work products. The incumbent is learning planning concepts and is expected to improve judgment and analytical skills over time.

PUBLIC AND INTERNAL CONTACTS

- Contacts are primarily internal and conducted under supervision
- May attend meetings with senior staff for training and to observe interactions with local agencies, consultants, community groups, and Caltrans functional units
- Does not independently represent the Department at public meetings at this level

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Employees may be required to move large or cumbersome reports from one location to another. Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Most of the jobs in the Division require interaction with many people; therefore it is important that the employees work with others in a cooperative manner. Values cultural diversity and other individual differences in the workforce. May be subject to and have the ability to handle irate or intense public or other project team members in a calm manner.

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 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