

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Office of Air Quality Conformity and Resiliency Planning	
WORKING TITLE Resiliency Planner	POSITION NUMBER 900-074-4721-921	REVISION DATE 06/04/2026

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

GENERAL STATEMENT:

Under direction of the Resiliency Planning Branch Chief, the Associate Transportation Planner will work on and lead assignments independently, and will participate in team oriented tasks. The Associate Transportation Planner will assist in coordinating, implementing, and mainstreaming climate change activities across Caltrans and with interagency partners. The Associate Transportation Planner will lead and support activities related to resiliency planning, climate change adaptation, sustainability, and research and analysis to assist in activities which enhance the resiliency of the state's multimodal transportation system.

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. (Climate Action, Employee Excellence - Collaboration, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Climate Action, Employee Excellence - Innovation, Integrity, Pride)
- **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. (Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, 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, Employee Excellence - Innovation, Integrity)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First)
- **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. (Climate Action, Employee Excellence - Collaboration, Integrity, 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. (Climate Action, Employee Excellence - Collaboration, Equity, Integrity, People First)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Climate Action, Employee Excellence - Innovation, Integrity, Stewardship)
- **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. (Climate Action, Employee Excellence - Innovation, Pride)

TYPICAL DUTIES:

Percentage	Job Description
45% E	Lead and assist with resiliency planning and climate change activities, including but not limited to, adaptation planning, and resilience, sustainability, multi-modal transportation, and climate science. The incumbent will lead data collection and review efforts, conduct legislative analysis, support the implementation of legislation and policy, develop and oversee contracts, develop presentations, and independently provide assistance to staff, work groups, and external partners as appropriate.

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35%	E	Implement climate change, transportation planning, and resiliency planning related activities. Serve as a lead and work on developing Caltrans policies, guidelines, and strategies, and in developing white papers and presentations to support Caltrans' resiliency and climate change related efforts. Conduct outreach and coordination, both verbally and written, with district and headquarters staff, metropolitan planning organizations, regional transportation planning agencies, local governments, regional agencies, and non-governmental agencies and other state agencies including the California State Transportation Agency, the California Environmental Protection Agency, California Air Resources Board, and other state and federal agencies.
15%	E	Prepare workshops, presentations and training to promote awareness and advance the priorities of the Resiliency Planning Branch. Act as a lead in data collection, and develop new resiliency and climate change related information to be utilized for appropriate analysis, strategy and policy development. Lead and assist in assignments as directed by the Branch Chief and Office Chief.
5%	M	Perform other job-related duties within the scope of the classification as assigned.

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. The position will lead projects that involve other team members, and/or coordination with other offices in Caltrans.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should be able to understand and communicate both verbally and in writing 1) principles, process, procedural practices of transportation planning 2) legislative processes, 3) roles and responsibilities of the Federal, State and Regional governments in providing transportation planning services, and 4) current departmental policies and programs.

The incumbent should have the ability to independently compile, interpret and summarize data and information using spreadsheets, word processing, and excel applications. The incumbent should effectively work as an interdisciplinary team member. The incumbent should possess the ability to effectively prepare presentations using a variety of media including but not limited to computer presentation software, paper flip charts, and white boards. Familiarity with multi-modal transportation and sustainable planning theory is preferred. The position requires the ability to analyze technical information and apply it in a variety of contexts, including for policy development and implementation, and for planning and transportation project delivery. The incumbent should be able to execute project management skills to guide and complete projects, and should be able to communicate technical information clearly verbally and in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Recommendations and actions made by this position may impact the Departments' overall Planning program and relationships with our regional and local agency and government partners. Actions regarding the Department's programs could result in the inefficient use of state funding, delay of project delivery, and ineffective transportation planning.

PUBLIC AND INTERNAL CONTACTS

The incumbent should work cooperatively and effectively with HQ functional divisions, and district management and staff. The incumbent should also work cooperatively and effectively with external partners and agencies, and may be required to make formal presentations or provide training at meetings or workshops.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements are those usual to an office: use of office equipment (e.g., computers, phone, fax, etc.), accessing information in files and folders, interacting with co-workers and other customers and suppliers. Some travel, which may involve overnight stays, is required.

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.

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

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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.

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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WORKING TITLE Resiliency Planner	POSITION NUMBER 900-074-4768-921	REVISION DATE 06/04/2026

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

GENERAL STATEMENT:

Under supervision of the Resiliency Planning Branch Chief, the Transportation Planner will assist in coordinating, implementing, and mainstreaming resiliency planning and climate change activities and outreach to internal Caltrans Divisions and Offices. The Transportation Planner will support and provide technical knowledge on resiliency and climate change mitigation, adaptation, sustainability, multi-modal transportation, and research and analysis to support activities to enhance the resiliency of the states multimodal transportation system.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Climate Action, Employee Excellence - Collaboration)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Climate Action, Employee Excellence - Collaboration, Innovation, Stewardship)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Climate Action, Employee Excellence - Collaboration, Innovation, 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. (Climate Action, Employee Excellence - Collaboration, 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. (Climate Action, Employee Excellence - Collaboration, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Climate Action, Employee Excellence - Collaboration, People First)
- **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. (Climate Action, Employee Excellence - Collaboration, People First, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Climate Action, Employee Excellence - Collaboration, Equity, Innovation)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Assist with resiliency and climate change activities including but not limited to: review and development of new adaptation planning measures, support implementation of legislation, and support activities related to sustainability, multi-modal transportation, and contract and grant oversight assistance. Work on data collection and review, conduct legislative analysis, assist in the development of presentations and provide assistance to appropriate staff, work groups and external partners.

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30%	E	Assist in the appropriate implementation of resiliency planning, climate change, transportation planning, and sustainability activities. Activities include assisting in the development of policy, guidelines and strategies, white papers, and presentations to support Caltrans' resiliency planning and climate change related efforts. The incumbent will assist in coordination with district and headquarters staff, metropolitan planning organizations, regional transportation planning agencies, local governments, regional agencies, and non-governmental agencies and other state agencies including the California State Transportation Agency, the California Environmental Protection Agency, California Air Resources Board, and other state and federal agencies.
25%	E	Assist in the preparation of training, workshops and presentations to promote awareness and advance the priorities of the Resiliency Planning Branch. Assist in the collection and development of resiliency and climate change related data, statistics, science and other relevant information to be utilized for appropriate analysis, strategy and policy development. Assist with other resiliency and climate change related assignments such as review and commenting on grants, and policy and planning documents as directed by the Branch Chief and Office Chief.
5%	M	Perform other job-related duties within the scope of the classification as assigned.

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EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

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SUPERVISOR (Signature)

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