

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION District 11/Division of Planning and Local Assistance	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 911-820-4721-008	REVISION DATE 04/03/2026

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 a Branch Chief, within the Division of Planning and Local Assistance, the Associate Transportation Planner is an interdisciplinary team member at a full journey level. The incumbent works independently to perform difficult and complex planning projects. Plans, develops, organizes, and directs activities which integrate various social, economic, environmental, transportation, and land use factors to support implementation of a balanced, multi-modal State transportation program. Plans, develops, administers, evaluates, and monitors transportation plans, programs, contracts, and projects in the transportation planning process. This may include but not limited to, regional planning, corridor and system planning, community planning, state planning, freight planning, border planning, rail planning, transit planning, engagement, active transportation, health, climate change, air quality, program project planning, community engagement including Tribal partners, modeling, geospatial data analysis, and economics.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Prosperity - Pride)
- **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. (Prosperity - Collaboration)
- **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 - Innovation)
- **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)
- **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. (Prosperity - Pride)
- **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. (Equity - Equity)
- **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 - Innovation)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Innovation)

TYPICAL DUTIES:

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

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40%	E	Gathers information for the development of issue memos and white papers. Pro-actively leads the development of complex multi-modal system plans of transportation facilities and services including highways, aviation, public transportation, border and freight, non-motorized facilities, sustainability and climate change, and policy development and implementation through independent research. Analyzes proposed policies from other government agencies. Compiles and conducts research to provide information for the development of project emails and comment letters to internal and external stakeholders. Serves as a Staff Level Planner, in any of the division branches that includes Local Development Review, Regional Planning, Complete Streets, Rail and Transit, Border and Freight, Data Analysis, or Corridor and System Planning for assigned geographic areas or routes.
40%	E	Develops and analyzes legislation related to transportation; proposes, performs, and evaluates transportation planning research; monitors, manages, and certifies the regional transportation planning process for conformance with State and Federal requirements. Provides Transportation Planning information to Federal, State, regional, local agencies, and transit operators to assist in carrying out the transportation planning process. Promotes and supports alternative modes of transportation through complete street standards or complete street policies to include active transportation, public transportation, and ride and bike sharing; transportation demand management, and sustainable freight and cross border coordination.
15%	E	Develops, administers, monitors, and manages consultant contracts. Gathers and prepares State and Federal Grant Programs. Provides technical assistance for district and headquarters coordinators. Assists as a functional reviewer of Transportation Planning related issues and projects and consults with districts on issues and projects. Duties may be conducted by phone, email, or in person.
5%	M	Participates as a departmental representative on transportation planning issues at inter- or intradepartmental meetings including public or private meetings and hearings including with Tribal Partners. Performs other duties within the scope of the classification 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

This position does not supervise other staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: The planning process and general practices of transportation planning; research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques.

Ability to: Gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible to help ensure the principles and practices of transportation planning are carried out and implemented in accordance with the Federal and State laws. Errors could result in loss of credibility with federal, state, local agencies, stakeholders, advocacy group, tribal governments, and the public with which the Department interacts. Failure could result in delays and increased costs to the Department and to state and local partners.

PUBLIC AND INTERNAL CONTACTS

Interacts regularly with other staff within the Division, District, and throughout the Department, and with representatives of local, regional, state and federal agencies, stakeholders, advocacy groups, tribal governments, the general public.

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. May be asked to perform site visits.

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WORK ENVIRONMENT

The incumbent works in a typical florescent-lighted, climate-controlled, office environment in a multi-story state office building. Must operate usual office equipment. May need to travel to other locations to attend meetings, make presentations, etc. on occasion, to different offices, conference and convention facilities, and the like. If overnight stays were involved, these would generally be in hotel/motels or accommodations in Department facilities (e.g., lodging at Maintenance Stations). Travel would generally be via plane, train, car, public transit, bicycle, ferry or foot.

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. 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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CLASSIFICATION TITLE Transportation Planner	OFFICE/BRANCH/SECTION District 11/Division of Planning and Local Assistance	
WORKING TITLE Transportation Planner	POSITION NUMBER 911-820-4768-XXX	REVISION DATE 04/03/2026

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 a Branch Chief, within the Division of Planning and Local Assistance, in a learner capacity, the Transportation Planner is an interdisciplinary team member at a first working level. The Transportation Planner assists in planning, developing, organizing, and directing activities which integrate various social, economic, environmental, transportation, and land use factors to support implementation of a balanced, multi-modal State transportation program. The incumbent assists in planning, developing, administering, evaluating, and monitoring transportation plans, programs, and projects in the transportation planning process. This may include but not limited to, regional planning, corridor and system planning, community planning, state planning, freight planning, border planning, rail planning, transit planning, engagement, active transportation, health, climate change, air quality, program project planning, community engagement including Tribal partners, modeling, geospatial data analysis, and economics.

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.

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40%	E	Assists with gathering information to support the development of issue memos and white papers. Pro-actively assists with the development of complex multi-modal system plans of transportation facilities and services including highways, aviation, public transportation, and non motorized facilities, sustainability and climate change, and assists with policy development and implementation through independent research. Analyzes proposed policies from other government agencies. Performs support function by compiling and researching and provides information for the development of project emails and comment letters to internal and external stakeholders. The incumbent assists in any of the division branches that includes the Local Development Review, Regional Planning, Complete Streets, Rail and Transit, Border and Freight, Data Analysis, or Corridor and System Planning for assigned geographic areas or routes.
40%	E	Assists with analyzing legislation related to transportation; propose, perform, and transportation planning research; assists to monitor, manage, and certify the regional transportation planning process for conformance with State and Federal requirements; assist with providing Transportation Planning information to Federal, State, regional, local agencies, and transit operators to assist in carrying out the transportation planning process. Assists with promoting and supporting alternative modes of transportation including complete street standards or complete street policies to include active transportation, public transportation, and ride and bike sharing; transportation demand management, and sustainable freight and cross border coordination.
15%	E	Assists in developing, administering, monitoring, and managing consultant contracts. Assists with gathering and preparing State and Federal Grant Programs. Assists with providing technical assistance for district and headquarters coordinators. Acts as a functional reviewer of Transportation Planning related issues and projects and consults with districts on issues and projects . Duties may be conducted by phone, email, or in person.
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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