

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	DOTP/Office of Corridor and System Planning/System Planning	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Associate Transportation System Planner	900-074-4721-921	07/20/2026

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 Branch Chief for the Office of Corridor and System Planning (OCSP), the Associate Transportation Planner works independently to perform difficult and complex, wide ranging system planning project deliverables and services including supporting and leading the development, review, analysis, and implementation of programs, directives, and guidance to further Caltrans' strategic goals and plans. The incumbent supports major efforts such as the Corridor Tiering Process, Planning for Project Delivery Dashboard, District Strategic Plan Guide, Emphasis Area Guides, Caltrans Corridor Planning Guide (CCPG), SB1 Program, Feasibility Studies, and State/Locally Sponsored PID project nominations.

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 - Collaboration, 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 - Collaboration, Integrity, People First, 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. (Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (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, Employee Excellence - Integrity, 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. (Employee Excellence - Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Integrity, Pride)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	Support project initiation and strategic investment planning efforts within interdisciplinary teams to develop performance-based planning metric and targets, training materials, presentation materials, reports, fact sheets and other products related to policy implementation, project identification, nomination and prioritization including Feasibility Study, State/Locally Sponsored PID project evaluations, and SB1 Program. The incumbent works with OCSP Senior staff and management, other Caltrans Divisions, Districts, and other partner agencies on transportation planning activities and project delivery. Specific transportation planning assignments may vary for the incumbent as program needs fluctuate, new deliverables are created, and the Office responds to policy and legal requirements.
20%	E	Develop, review, and provide input on System Planning documents, guidance and reports such as the District Strategic Plan Guidance, Corridor Planning Process Guide, Emphasis Area Guides for corridor plans, Corridor Tiering Process, and other System Planning reporting tools and programs. This involves working closely with representatives from DOTP and other Headquarters Divisions, and the districts, along with external partners, to assess programs, identify projects, and develop long-range strategies aligned with comprehensive corridor planning efforts. Research and prepare statewide analysis and reports on a wide range of system planning or pre-programming related topics. Resulting products may be used to inform the system planning function or to respond to inquiries from a variety of sources providing guidance and developing policies, presentations, maps, trainings, correspondence, fact sheets and technical analysis.
20%	E	Lead activities in Geographic Information System (GIS) including the development of GIS mapping and displays for integration into Planning products and documents. Develop and deliver high quality, clear, and concise written and visual content/materials, including professional quality summaries, visual graphics, and mapping for inclusion into various planning products and deliverables.
15%	E	Serve as a System Planning Branch Coordinator and Liaison within DOTP, other Headquarters Division programs, and district System Planning offices; activities include internal and external stakeholder coordination across all areas of the System Planning program, and hosting/leading district 1-1 meetings. Represent the System Planning Branch on a variety of advisory and technical groups and serve on technical committees; activities include compiling committee information for provision to Caltrans staff and management, provide analysis and recommendations, prepare and provide briefings to management and deliver presentations at seminars and technical advisory committees regarding committee topics.
5%	M	Maintaining files, preparing correspondence, drafting issue memos, analyzing proposed legislation, creating maps, and other written material as required. Support various deliverables within the Office of Corridor and System Planning. 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 is not a supervisory position. The position may serve in a lead capacity for some assignments, as a team member in other assignments, or in a support role.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the primary Mission, Vision and Goals of the Department, as well as the Department's policies, guidelines and procedures for carrying out system planning activities; Knowledge of federal and state transportation planning processes and principles, data analysis techniques, basic analysis of transportation investment priorities, understanding of transportation funding and mitigation strategies, database management proficiency, and thorough report reviewing and writing skills. Ability to assess and document multi-modal transportation needs and opportunities, support difficult and complex transportation planning projects; effectively communicate (oral and written) with management, technical and and non-technical personnel; prepare and present reports and analyses using work processing, spreadsheet and presentation software; and complete staff work in a professional, timely manner that meets quality and quantity requirements for a journey level position.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

System Planning is a core Planning function and serves as a primary information source in decision making and resource allocation for the State Highway System and wider transportation network. Errors, inaccurate, delayed or incomplete assignment may result in negative impact on the Department's overall Planning program, other Divisions and District processes. Failure to consider political sensitivity or fully evaluate the fiscal, economic, social and/or environmental effects of decisions on the Department's programs could result in inefficient use or loss of funding and delay in program or project delivery.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

PUBLIC AND INTERNAL CONTACTS

Daily internal contacts with Headquarters and District units in Transportation Planning, Traffic Operations and Research, Innovation and System Information. Some contact with Metropolitan Planning Organizations/Regional Transportation Planning Agencies, outside vendors, consultants, local government, non-government organizations and the public is expected.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to move large or cumbersome plans and project documents from one location to another. Ability to drive long distances for project related activities. Ability to travel for training purposes to various locations throughout the State of California. Ability to maintain an even mental balance of analytical process for multiple projects. Ability to be able to handle accelerated project schedules. Ability to maintain emotional stability under stressful and a rapid paced working environment.

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'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
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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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POSITION DUTY STATEMENT

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CLASSIFICATION TITLE Transportation Planner	OFFICE/BRANCH/SECTION DOTP/Office of Corridor and System Planning/System Planning	
WORKING TITLE Transportation System Planner	POSITION NUMBER 900-074-4768-921	REVISION DATE 07/28/2026

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 Branch Chief for the Office of Corridor and System Planning (OCSP), the Transportation Planner in a learning capacity, will work on a wide range of system planning project deliverables and services including supporting the development, review, analysis, and implementation of programs, directives, and guidance to further Caltrans strategic goals and plans. The incumbent will support in major efforts such as the Corridor Tiering Process, Planning for Project Delivery Dashboard, District Strategic Plan Guide, Emphasis Area Guides, Caltrans Corridor Planning Guide (CCPG), SB1 Program, Feasibility Studies, and State/Locally Sponsored PID project nominations. The incumbent works with OCSP Senior staff and management, other Caltrans Divisions, Districts, and other partner agencies on transportation planning activities and project delivery.

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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- 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. (Equity, Prosperity, Employee Excellence - Collaboration, 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. (Equity, Employee Excellence - Collaboration, Integrity, Pride)
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20%	E	Support project initiation and strategic investment planning efforts within interdisciplinary teams to develop performance-based planning metric and targets, training materials, presentation materials, reports, fact sheets and other products related to policy implementation, project identification, nomination and prioritization including Feasibility Study, State/Locally Sponsored PID project evaluations, and SB1 Program.
20%	E	Serve as the System Planning Branch Coordinator and Liaison within DOTP, other Headquarters Division programs, and district System Planning offices. Activities include assisting with internal and external stakeholder coordination across all areas of the System Planning program, hosting/leading district 1-1 meetings. May represent the System Planning Branch on a variety of advisory and technical groups and serve on technical committees. Activities include compiling committee information for provision to Caltrans staff and management, provide analysis and recommendations, prepare and provide briefings to management and deliver presentations at seminars and technical advisory committees regarding committee topics.
15%	E	Contribute to Geographic Information System (GIS) activities including the development of GIS mapping and displays for integration into Planning products and documents. Develop and deliver high quality, clear, and concise written and visual content/materials, including professional quality summaries, visual graphics, and mapping for inclusion into various planning products and deliverables.
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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
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SUPERVISOR (Signature)	DATE
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