

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	03/Planning & Local Asst./Office of Planning & Modal Prog	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Complete Street & Climate Adaptation/Sustainablity Coordinator	903-800-4721-XXX	07/15/2026

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 the Senior Transportation Planner, as an Associate Transportation Planner you are expected to work independently performing work related to transportation planning with a focus on Climate Adaptation, Sustainability, and Complete Street activities. The position will lead the development and reviews of project reports and planning studies in coordination with internal and external partners as applicable. Activities may include data gathering and research, analysis of transportation system performance outputs and outcomes including accessibility, equity, air quality, environment, and reliability. Additional work may include providing technical assistance in core planning areas such as competitive grant applications, system planning, regional planning, etc. The position requires excellent analytical, writing, and communication skills. The incumbent supports the Department's and District's strategic goals and vision. Possession of a California Driver's License is required when operating a state owned or leased vehicle.

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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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)
- 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. (Safety, Equity, Climate Action, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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35%	E	The role is responsible for providing input into plans and projects as the subject matter expert for complete streets. This may also include leading plan developments specific to complete streets. General tasks include providing input into Transportation Project Scoping Information Sheets (TPSIS), assisting with the development and review Project Initiation Documents (PIDs), working with Asset Management to manage projects, coordinating with internal and external partners, and acting as the district liaison on complete street activities. The position develops responses and guidance in compliance with State and Federal goals, policies, and requirements.
35%	E	The role is responsible for providing input into plans and projects as the subject matter expert for climate adaptation and sustainability. This may also include leading plan developments specific to these areas. General tasks includes participation in Project Development Team (PDT) and committee meetings for projects within District 3. As well as providing input into Transportation Project Scoping Information Sheets (TPSIS), assisting with the development and review Project Initiation Documents (PIDs), working with Asset Management to manage projects, coordinating with internal and external partners, and acting as the district liaison on climate change and sustainability activities. The position develops responses and guidance in compliance with State and Federal goals, policies, and requirements.
10%	E	Attend in-person meetings and conduct field visits to review project sites and gather information for reporting as necessary.
10%	E	Assist or back up other Planning & Modal Program areas such as system planning, regional planning, investment planning, etc.
10%	M	Assist with the development of graphics or maps related to planning projects and reports. Basic knowledge of Geographic Information Systems (GIS) and Adobe Creative Cloud programs. Utilize Project Management skills to assist in the development of planning projects and reports.

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 directly supervise other staff but may act in a lead role for assignments or serve as the Acting Senior for its respective unit, and must exercise appropriate communication, leadership, and organizational skills and abilities.

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; the Department's mission, organization, policies, and procedures; Federal and State laws and regulations; database management and design software; concepts and terminology relating to transportation planning; sources of funding transportation programs.

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 communication and maintain effective and cooperative working relationships with those contacted during the course of the work, perform all of the above and conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals.

Analytical Requirements: Awareness and sensitivity to social, economic, and environmental conditions which affect transportation planning; ability to inspire the confidence of others; ability to further the recognition of the Department as a multimodal transportation organization.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Associate Transportation Planners work under the direction of the Senior Transportation Planner. Depending on assignment, the Associate Transportation Planner may work independently or under the lead of other staff. Independent decision making is expected but must be done under the supervision of the Senior Transportation Planner as decisions that are made can have broad implications on workload and eventual impacts to the State transportation system. Therefore, such decisions should be discussed with the supervisor. Associate Transportation Planners do not transmit formal comments from the District without the approval of their supervisor or designated alternate. Failure to get the projects completed properly with accurate cost estimates or with possible impacts to the State transportation system on a timely basis could result in project delays that would create delays through the project development process and potentially cause increased costs or the loss of the project.

PUBLIC AND INTERNAL CONTACTS

Associate Transportation Planners independently confer with the staff of local agencies (e.g; cities and counties), consultants,

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and other Caltrans staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee will interact with various levels within Caltrans employee, public and private sections. The employee must work well with others in a cooperative manner, while creating a work environment that encourages thinking and innovation. The employee must be flexible to organize and prioritize workload for the Branch; to be open to change and new information; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The employee must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The employee must sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings. The employee must be congenial and tactful when dealing with others and must have the ability to develop and maintain cooperative working relationships. The employee may be required to sit for long periods using a keyboard and computer. They may also be required to move large or cumbersome plans.

WORK ENVIRONMENT

The work environment can be fast-paced and may require flexibility in managing time, priorities and assignments. At times workload may be demanding. While at their base of operation, employee will work in a climate-controlled office under artificial lighting.

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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