

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	Air Quality and Climate Resiliency/Infrastructure Readiness	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Climate Resiliency and Ports Planner (SB 695)	900-074-4721-XXX	09/23/2026

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 Associate Transportation Planner performs complex and responsible transportation planning work supporting implementation of Senate Bill (SB) 695 (Transportation Climate Resiliency: Projects of Statewide and Regional Significance) and statewide port and maritime transportation planning. The incumbent researches, analyzes, and evaluates transportation projects, policies, data, and statutory requirements; develops recommendations, reports, guidance, and analytical tools; and coordinates with Caltrans Headquarters and Districts, the California Transportation Commission, California State Transportation Agency (CalSTA), regional agencies, federal partners, tribal governments, local jurisdictions, and California ports. The incumbent supports the Department's Port Liaison function by building relationships with port authorities and port security partners, conducting research using the Maritime Domain Awareness Tool and related resources, supporting multimodal and freight planning, assisting with policy development for port ingress and egress, and participating in the Readiness and Resiliency Workgroup.

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. (Employee Excellence - Equity, Integrity)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Equity, Integrity)
- 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. (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. (Employee Excellence - Equity)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Equity, People First)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Collaboration, Innovation)
- 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 - Collaboration, Integrity)
- 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. (Employee Excellence - Collaboration, Equity)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Equity, Employee Excellence - Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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40%	E	Performs complex transportation planning assignments supporting statewide implementation of SB 695. Researches and interprets statutory requirements, legislative intent, Department policies, planning guidance, and related state and federal requirements. Assists in developing and maintaining procedures, guidance documents, evaluation criteria, business processes, and decision-support tools for identifying and prioritizing transportation projects of statewide and regional significance. Coordinates with Headquarters and District offices to promote consistent application of project eligibility, reporting, and prioritization requirements. Provides recommendations to senior staff and management on climate resilience, multimodal mobility, freight movement, emergency preparedness, infrastructure preservation, and disaster recovery considerations.
25%	E	Conducts complex technical and policy analyses to identify, evaluate, and prioritize candidate transportation projects for inclusion in the annual statewide list of projects of statewide and regional significance. Reviews planning studies, environmental documents, vulnerability assessments, transportation system data, asset management information, climate risk analyses, and project readiness information. Applies established analytical tools and prioritization methodologies using statutory criteria such as safety, goods movement, mobility, climate resilience, disaster mitigation, and infrastructure preservation. Conducts quantitative and qualitative analyses of project benefits, risks, funding, and outcomes and prepares clear recommendations, tables, maps, presentations, and briefing materials for senior staff and management. Uses the Maritime Domain Awareness Tool and related systems to research port operations, supply chain resilience, maritime transportation, and emergency response capabilities.
10%	E	Supports preparation of the annual legislative report required by Government Code Section 14053. Coordinates and compiles information from Headquarters programs, District offices, and partner agencies; reviews submissions for completeness and consistency; tracks deadlines and outstanding information; and prepares draft report sections, tables, summaries, presentations, issue papers, briefing materials, and responses for review by senior staff and management. Assists with quality control to help ensure reporting is timely, accurate, and consistent with statutory requirements..
10%	E	Researches and analyzes emerging transportation planning practices, climate adaptation and resilience strategies, maritime and freight planning issues, infrastructure investment priorities, and state and federal legislation affecting the transportation system. Reviews proposed legislation, executive orders, regulations, plans, and guidance to identify potential impacts on Department programs and statewide transportation planning activities. Prepares technical summaries, issue papers, and policy recommendations for review by senior staff and management. Analyze and assess emerging transportation planning practices, climate adaptation strategies, resilience policies, infrastructure investment priorities, and federal and state legislation affecting the State Highway System. Analyzes proposed legislation, executive orders, regulations, and planning guidance to determine impacts on Department programs and statewide transportation planning activities. Develops policy recommendations and strategic initiatives that boost highway system resilience and advance statewide mobility, economic, and public safety goals.
10%	E	Develops and maintains databases, tracking systems, performance measures, and analytical tools used to support SB 695 implementation and port-related planning activities. Coordinates collection and validation of project information from Headquarters and District offices and helps maintain complete and accurate program records. Provides technical assistance and guidance to Department staff regarding project eligibility, prioritization criteria, data requirements, climate resilience planning, port and freight considerations, and legislative reporting. Tracks schedules and deliverables, identifies implementation issues, and recommends solutions to senior staff. Participates in Department training, strategic planning initiatives, professional development activities, special projects, and interdisciplinary workgroups, including the Readiness and Resiliency Workgroup, that support Division and Department objectives. Performs administrative assignments related to program operations, contributes to continuous process improvement, and supports emergency response or Continuity of Operations (COOP) activities consistent with Department policy. Performs other related duties as assigned.

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5%	M	Supports the Department's statewide Port Liaison function and coordinates assigned SB 695 and port planning activities. Builds collaborative working relationships with Caltrans Districts and Headquarters, California ports, port security personnel, the U.S. Coast Guard, CalSTA, CTC, regional transportation agencies, tribal governments, and local partners. Organizes and facilitates meetings, technical workgroups, and coordination activities related to climate resilience, maritime transportation, freight mobility, supply chain reliability, emergency preparedness, and port access. Perform other job-related duties within the scope of the classification as assigned.
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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 staff. The incumbent may serve as a technical lead on assigned projects, coordinate the work of multidisciplinary teams, provide guidance to Transportation Planners or other staff, facilitate work groups, and review work products as assigned.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
The incumbent performs complex, journey-level transportation planning and analytical assignments requiring independent judgment within established policy and program direction. The incumbent researches and interprets SB 695 and related requirements, evaluates project information, applies analytical and prioritization methodologies, identifies issues, and develops well-supported recommendations for senior staff and management. Assignments require the ability to synthesize technical, policy, legislative, and stakeholder information and manage multiple priorities and deadlines.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent's analyses, recommendations, reports, data, and coordination activities support statewide transportation investment decisions, statutory reporting, climate resilience planning, maritime and freight planning, emergency preparedness, and Department policy development. Errors or incomplete analysis could result in inaccurate recommendations, delayed reporting, inconsistent application of requirements, or impacts to program delivery and stakeholder confidence.

PUBLIC AND INTERNAL CONTACTS
Maintains collaborative working relationships with Headquarters and District staff, senior and executive management, CTC, CalSTA, California ports, port security organizations, federal agencies, tribal governments, regional transportation agencies, local jurisdictions, consultants, and other stakeholders. Contacts involve gathering and exchanging information, resolving technical and program issues, coordinating deliverables, and presenting planning analyses and recommendations.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Requires prolonged computer use, effective verbal and written communication, and the ability to analyze complex information, exercise sound judgment, manage multiple priorities, and meet statutory deadlines. Ability to maintain effective working relationships and communicate professionally with diverse stakeholders.

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 candidate may be required to conduct business travel on behalf of the Department or commute to the headquarterd 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 headquarterd location will be the responsibility of the selected candidate.

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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

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Planner	OFFICE/BRANCH/SECTION Air Quality and Climate Resiliency/Infrastructure Readiness	
WORKING TITLE Climate Resiliency and Ports Planner (SB 695)	POSITION NUMBER 900-074-4768-XXX	REVISION DATE 09/23/2026

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

GENERAL STATEMENT:

Under supervision of a Senior Transportation Planner, the Transportation Planner, in a learner capacity, performs responsible transportation planning work supporting implementation of Senate Bill (SB) 695 (Transportation Climate Resiliency: Projects of Statewide and Regional Significance) and statewide port and maritime transportation planning. The Transportation Planner researches, analyzes, and evaluates transportation projects, policies, data, and statutory requirements; with guidance, develops recommendations, reports, guidance, and analytical tools; and coordinates with Caltrans Headquarters and Districts, the California Transportation Commission, California State Transportation Agency (CalSTA), regional agencies, federal partners, tribal governments, local jurisdictions, and California ports. The Transportation Planner supports the Department's Port Liaison function by building relationships with port authorities and port security partners, conducting research using the Maritime Domain Awareness Tool and related resources, supporting multimodal and freight planning, assisting with policy development for port ingress and egress, and participating in the Readiness and Resiliency Workgroup.

CORE COMPETENCIES:

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- **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. (Employee Excellence - Collaboration, Equity, Innovation)
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10%	E	In a learner capacity, supports preparation of the annual legislative report required by Government Code Section 14053. Coordinates and compiles information from Headquarters programs, District offices, and partner agencies; reviews submissions for completeness and consistency; tracks deadlines and outstanding information; and prepares draft report sections, tables, summaries, presentations, issue papers, briefing materials, and responses for review by senior staff and management. Assists with quality control to help ensure reporting is timely, accurate, and consistent with statutory requirements.
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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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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Signature)	DATE
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