

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION D2/Planning/Planning and Local Assistance	
WORKING TITLE District Native American Planning Liaison	POSITION NUMBER 902-800-4721-	REVISION DATE 09/10/2026

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 Planning Division Manager, a Supervising Transportation Planner, and under the direction of the Deputy District Director for Planning and Local Assistance (DDD), a Career Executive Assignment, in the district Tribal Program, in a learner capacity, the incumbent, an Associate Transportation Planner, will perform the less complex planning work in connection with programs related to Government-to-Government work in the district tribal transportation planning program. In general, an Associate Transportation Planner plans, develops, administers, evaluates, and monitors transportation plans, programs, and projects; prepares and supports system plans of transportation facilities and services including highways, public transportation, and non-motorized facilities; performs transportation studies for the development of transportation systems of all modes; participates in policy development and implementation; analyzes proposed policies from other government agencies; develops and analyzes legislation related to transportation; proposes, performs, and evaluates transportation planning research; monitors and certifies the transportation planning process for conformance with State and Federal requirements; provides transportation planning expertise to Federal, State, regional, local agencies, and transit operators to carry out the transportation planning process; develops, administers, and monitors consultant contracts and grant programs; promotes and supports alternative modes of transportation including public transportation and ride sharing; participates as a departmental representative on transportation planning issues at inter-or intradepartmental meetings and public or private meetings and hearings. In this position, the incumbent will lead work above specific to fostering Government to Government relationships by coordinating, facilitating, and engaging Tribes in district 2 with respect to tribal needs being documented and included in all planning programs and project development and delivery efforts. The incumbent will coordinate with and engage tribes on all planning documents, project development team (PDT) meetings, and in time act as lead staff in Tribal Memorandum of Understandings (MOU), and Tribal Employment Rights Ordinance (TERO) program administration. The incumbent will support and help lead the development and delivery of the annual district Tribal Forum. This position will be responsible for ensuring all work above with tribes of district 2 is reflected in the Transportation Planning System Information Sheet (TPSIS), district State Highway Operations Protection Program (SHOPP) Managers Initial Project Scope (SMIPS) and in all Project Initiation Documents (PID).

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. (Equity - Collaboration)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Stewardship)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Equity - Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Equity - People First)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity - Integrity)
- **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. (Employee Excellence - People First)
- **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. (Employee Excellence - Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Prosperity - Collaboration)

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- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Equity - Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40%	PID Coordination - lead Government to Government efforts with tribes in district 2 regarding plans, programs and projects developed in the pre PID, PID Program, Highway Maintenance, and SHOPP Major and Minor Programs. Subject matter expert for all planning interactions with all tribes, exclusive of environmental Section 106 consultation. Complete tribal sections in all plans, TPSIS, SMIPS and PIDs. Creates, builds, fosters and maintains relationships between Caltrans and tribes within the district 2 boundaries. Primary resource for Caltrans staff (district and HQ) that need input on issues or questions involving tribes, or to share tribal perspectives and tribal wants/needs. Government to Government liaison between district local public agencies and tribes where relationships are needing fostered or improved and so partnerships can be built. The incumbent is to provide expertise and be an advocate on district tribal transportation planning matters on Pre PID and PID development. Attends PDT meetings as relevant to tribal issues, concerns or requested by lead staff and or functional teams. Generates associated correspondence, data analysis and other written material as requested or required per relevant requirements. Hosts regular partnership meetings with tribes district 2. Coordinates TERO needs in PIDs or project as requested. Foster engagement with tribes in PID development.
30%	Coordinates - with Caltrans staff (HQ and district) on general tribal inquiries and on local development and intergovernmental review proposals affecting and impacting tribal lands in district 2. Communicates relevant programs, projects, and funding opportunities to tribes in district 2. Facilitates communication between tribes in district 2 and relevant functional units regarding issues and concerns outside of planning. Plans, develops, delivers all aspects of meeting with tribal partners. Will lead and support work on tribal MOU's and the TERO program.
15%	Supports - long range planning efforts with tribes in district 2. Shares current district 2 grants, programs and projects on a routing and regular basis, or as requested by a tribe. Seeks and records feedback and needs. Reviews and comments on district and agency planning documents in relations to tribal data, needs, issues, concerns.
10%	Facilitate - Key team member to develop and deliver the district 2 Annual Tribal Forum.
5%	Completes Title VI reporting, updating relevant databases and workload plans. Attends and participates in local, state, and federal trainings and conferences related this this duty statement and Tribal relations.

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 supervisor. Incumbent may be asked to serve in a lead capacity for the District Native American Liaison, a Senior Transportation Planner based on needs in the district Tribal Program.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Tribal ordinances, law, policies, and federal regulations specific to Native American Governments. Knowledge of planning, project development, and programming processes. Knowledge of federal, state, and departmental policies, programs, practices, laws, and issues related to Tribes, transportation planning and related practices. Ability to work cooperatively, to initiate effective partnerships with Tribes, federal, state, and local agencies, district and headquarters programs, planning and engineering professionals as well as community and business partners . Ability to negotiate the resolution of issues and problems. Ability to analyze and interpret data relative to program; apply analytical techniques to resolve or recommend creative solutions to transportation problems; conduct studies related to transportation planning; communicate effectively; and work independently or as an interdisciplinary team member. Ability to initiate and maintain effective communications and partnerships. Ability to provide program leadership and negotiate resolution of issues and problems leading to “win-win” resolution. Ability to direct planning research, studies, and analyses leading to cost-effective and practical solutions. Ability to oversee policies, plans, and programs with awareness and sensitivity to social, political, economic, and environmental issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for exercising a wide degree of initiative in carrying out assigned duties. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions when incorporating Tribal coordination during the development of programming documents and PIDs or their equivalent. Ability to work independently, negotiate issues

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with others and take initiative is essential. Errors, poor judgment or failure to recognize and communicate critical issues could result in missed deadlines, loss of programmable funds and subsequent non-delivery of projects. Incumbent is responsible for his/her actions, decisions, quality of completed work and proper use of state time, equipment, and materials.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain an effective, cooperative, and professional working relationship with Native American Tribes, various other transportation partners, district and HQ staff at all levels as well as with Management and the general the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may need to sit for long periods of time using a keyboard and video display monitor; think critically and analyze a range of issues; balance many ongoing assignments and re-prioritize work quickly to respond to more urgent assignments as needed; foster a diverse, creative, and innovative work environment; and develop and maintain cooperative working relationships. Employee is required to maintain a professional approach to all business matters.

WORK ENVIRONMENT

While at their base of operations, employees will normally work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. The incumbent works in front of a dual to tri-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. A California drivers license is required when traveling for state business. for this position. At times, the employee may be required to work irregular business hours, based on business needs.

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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CLASSIFICATION TITLE Transportation Planner	OFFICE/BRANCH/SECTION D2/Planning/Planning and Local Assistance	
WORKING TITLE District Native American Planning Liaison	POSITION NUMBER 902-800-4768-	REVISION DATE 09/10/2026

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

GENERAL STATEMENT:

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CORE COMPETENCIES:

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40%	PID Coordination - support Government to Government efforts with tribes in district 2 regarding plans, programs and projects developed in the pre PID, PID Program, Highway Maintenance, and SHOPP Major and Minor Programs. Support planning interactions with all tribes, exclusive of environmental Section 106 consultation. Complete tribal sections in all plans, TPSIS, SMIPS and PIDs. Creates, builds, fosters and maintains relationships between Caltrans and tribes within the district 2 boundaries. Support lead staff (district and HQ) that need input on issues or questions involving tribes, or to share tribal perspectives and tribal wants/needs. Government to Government liaison between district local RTPA/MPO and tribes where relationships are needing fostered or improved and so partnerships can be built. The incumbent is to provide expertise and be an advocate on district tribal transportation planning matters on Pre PID and PID development. Attends PDT meetings as relevant to tribal issues, concerns or requested by functional teams. Generates associated correspondence, data analysis and other written material as requested or required per relevant requirements. Hosts regular partnership meetings with tribes district 2. Coordinates TERO needs in PIDs or project as requested. Foster engagement with tribes in PID development.
25%	Coordinates - with Caltrans staff (HQ and district) on general tribal inquiries and on local development and intergovernmental review proposals affecting and impacting tribal lands in district 2. Communicates relevant programs, projects, and funding opportunities to tribes in district 2. Facilitates communication between tribes in district 2 and relevant functional units regarding issues and concerns outside of planning. Plans, develops, delivers all aspects of meeting with tribal partners. Will lead and support work on tribal MOU's and the TERO program.
20%	Supports - long range planning efforts with tribes in district 2. Shares current district 2 grants, programs and projects on a routing and regular basis, or as requested by a tribe. Seeks and records feedback and needs. Reviews and comments on district and agency planning documents in relations to tribal data, needs, issues, concerns. Helps develop and deliver the district 2 Annual Tribal Forum.
10%	Co-Coordinates with lead staff- when Caltrans staff (HQ and district) have general tribal inquiries and on local development and intergovernmental review proposals affecting and impacting tribal lands in district 2. Communicates relevant programs, projects, and funding opportunities to tribes in district 2. Facilitates communication between tribes in district 2 and relevant functional units regarding issues and concerns outside of planning. Plans, develops, delivers all aspects of meeting with tribal partners. Will lead and support work on tribal MOU's and the TERO program.
5%	Drafts Title VI reporting for review and deliver, updates relevant databases and workload plans. Attends and participates in local, state, and federal trainings and conferences related this this duty statement and Tribal relations.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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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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