STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	D7/Office of Community, Climate and Modal Planning/LDR	
WORKING TITLE	POSITION NUMBER	REVISION DATE
LDR Review Coordinator	907-163-4721-002	08/17/2026

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

GENERAL STATEMENT:

Under general direction of a Senior Transportation Planner, the Associate Transportation Planner is responsible for performing Local Development Review (LDR) functions pursuant to the California Environmental Quality Act (CEQA). LDR review is a legally mandated program that requires the California Department of Transportation (Caltrans), pursuant to CEQA Statues and Guidelines, to review federal, state, and local planning and proposed development activity. The review is intended to identify potential impacts to State transportation facilities or resources, and to recommend conditions of project approval to mitigate those impacts.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Employee Excellence - Collaboration, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Integrity, People First, Stewardship)
- **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 - 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. (Safety - Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Collaboration, Innovation, People First, 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 - Collaboration, Equity, Stewardship)
- **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, Employee Excellence - Innovation, Stewardship)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety - Integrity, Stewardship)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Coordinate review of environmental and other local development review documents related to land use development proposals with District and Headquarters functional partners, external government agencies, transit agencies, metropolitan planning organizations, and other stakeholders as appropriate.
25%	E	Review environmental documents and apply subjective judgment and technical knowledge in transportation planning, operations, funding programs and procedures in order to identify potential impacts to State facilities, propose mitigation to offset those impacts, and to ensure consistency with the Regional Transportation Plan, Caltrans' Planning Documents, and local General Plans. Maintain complete and organized records of work performed.

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25%	E	Compile comments from LDR document review and prepare written correspondence to be submitted to local agencies. Coordinate meetings with lead agencies, developers, and consultant teams. Create project fact sheets and briefing materials, as needed.
15%	E	Promote and align LDR efforts consistent with California Environmental Quality Act (CEQA) reform and SB 743 through collaboration to support smart growth, infill and efficient development, active transportation, reduce greenhouse gas (GHG) emissions and vehicle miles traveled per capita/employee. Strengthen the linkage between land use planning and transportation decision at the local and regional level. Coordinate with Headquarters Office of Smart Mobility and Climate Change/LDR Program and Caltrans SB743 Project Manager on SB 743 (LOS to VMT) implementation and significant issues. Coordinate with the Division of Traffic Operations as the technical lead on the traffic analysis side of LDR, and with the D7 Office of System Planning for model simulation of forecasting needs.
5%	E	Maintain and update project database.

[1]ESSENTIAL 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
The position is expected to function independently and is under the general supervision of a Senior Transportation Planner.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of:
• State and Federal laws and regulations related to transportation planning
• The planning process and general practices of transportation planning
• Research methods and techniques including conducting or participating in planning studies, contemporary transportation, environmental, land use, social, economic, fiscal, legal and political issues
• Effective public participation techniques

Ability to:
• Evaluate, prioritize and schedule workload to ensure timely completion
• Gather, analyze and interpret data
• Develop formats to present and display data
• Communicate effectively both orally and in writing
• Prepare written reports in a timely manner
• Work effectively with others as an interdisciplinary team member
• Establish and maintain cooperative relationships within the District and Department, and with the public and outside agencies
• Apply general techniques of insuring participation in the planning process
• Coordinate transportation planning, research and analysis of proposed projects

Analytical Skill in:
• Performing increasingly responsible and varied assignments under decreasing degrees of supervision
• Understanding and applying those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process
• Interpreting maps, site and building plans and specifications, graphs and statistical data
• Researching, analyzing and summarizing planning data both manually and with basic computer programs
• Preparing clear visual displays, such as maps, graphs and illustrations
• Making clear and persuasive presentations of ideas; prepare clear, concise and complete technical documents, reports, correspondence and other written materials
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Failure to identify and inform lead agency of transportation impacts in a professional and timely manner may result in neglect of State transportation system, as well as, loss of time, money, and credibility.

PUBLIC AND INTERNAL CONTACTS
The incumbent works cooperatively with internal District and Headquarter's functional partners, including Traffic Operations,

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Office of Permit, Travel Forecasting and Modeling, System Planning, Project Studies, Legal, and Environmental Planning. In addition, the incumbent may contact local government agencies, non-governmental organizations, consultants, as well as, respond to media and public inquires.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Employees may be required to sit for long periods of time using a keyboard and video display terminal
- Employees may be required to move large or cumbersome reports from one location to another
- Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice
- Most of the jobs in the Division require interaction with many people; therefore it is important that the employees work with others in a cooperative manner
- Values cultural diversity and other individual differences in the workforce
- May be subject to and have the ability to handle irate or intense public or other project team members in a clam manner

WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office with natural and artificial lighting and may experience periodic episodes with office temperature due to fluctuating building temperatures. The incumbent may also be required to travel to and from field office locations throughout the District boundaries, in addition to other District office locations, headquarters throughout the state. Travel may consist of driving, flying in an airplane, and/or both, and occur outside normal work hours.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on the current Caltrans telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. The incumbent is expected to be able to report to their worksite with minimal notification if an urgent need arises and may be required to conduct business travel on behalf of the Department or commute to the assigned headquarters location. Business travel reimbursements consider an employee's designated headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarters location will be the responsibility of the employee.

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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