STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	D4 ORCP/Community Planning Branch	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Community Planner	904-111-4721-XXX	10/27/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the supervision and direction of a Senior Transportation Planner (District Branch Chief), the Associate Transportation Planner provides journey-level staff support on complex transportation and land use planning focused tasks, including the review, assessment and coordination of local land use development projects that could impact the State Transportation Network (STN) for assigned geographic areas within District 4; identifying transportation impact mitigation measures, Transportation Demand Management (TDM) strategies and other opportunities to further the State's climate change/multimodal/equity goals; solicitation, evaluation, and monitoring of Sustainable Transportation Planning Grant (STPG) program project proposals; development of Community Planning Quarterly Reports; development, implementation and monitoring of planning/public engagement activities; participation in grant project development team meetings; collaboration with local and regional agencies to support implementation of Senate Bill (SB) 743, the California Transportation Plan, and the regional Sustainable Communities Strategy and other applicable federal, State, regional and local policies and programs; and other transportation planning activities as required by the District.

The work requires strong communication, partnership, and critical thinking skills, as well as a commitment to the Department's strategic vision, mission, values, and goals, and to advance equity through all efforts.

CORE COMPETENCIES:

As an Associate Transportation Planner, the incumbent is expected to be 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. (Lead Climate Action - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Integrity, 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. (Cultivate 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. (Cultivate Excellence - Innovation, Integrity, Pride)
- **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. (Advance Equity and Livability in all Communities - Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, 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. (Cultivate Excellence - Engagement, Equity)
- **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 First, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence - Innovation, Integrity, Pride)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Solicit, evaluate, manage, and monitor Caltrans Sustainable Transportation Planning Grant Program projects in a journey-level capacity (including difficult and complex grant projects) with minimal supervision. During the grant solicitation cycle, advise local agencies in the development of grant proposals and reviews, and evaluate proposals received by the District. Act as project manager/contract manager for projects which are awarded grant funding. In that capacity, be the primary district contact person for the local agency grant recipient, coordinate development of the grant contract, and participate in and/or monitor grant-funded work performed by the local agency to ensure compliance with the contract agreement. As needed, serve as a leadworker and/or lead the work of Transportation Planners in the management of STPG program elements, as determined by the District Branch Chief.
30%	E	Lead internal Caltrans review of local land use development projects as assigned by the District 4 Local Development Review (LDR) Coordinator in a journey-level capacity (including difficult and complex local development reviews) with minimal supervision. Assess potential impacts of land use development on the STN, compile functional reviewer comments on environmental documents and prepare formal written comments to Lead Agencies. Assessment will include access management and mitigating safety impacts, promoting active transportation, Smart Mobility, TDM, reducing Vehicle Miles Traveled. Ensure compliance with Caltrans requirements and policies related to LDR, analytical methodology and impact mitigation. Independently circulate environmental documents for local development projects to Caltrans functional reviewers including engineers, transportation and environmental planners and project managers to identify and mitigate impacts to the STN. Independently arrange and participate in early consultation meetings involving project proponents, Lead Agencies, County Transportation Agencies, consultant stakeholder representatives, and the public. May represent Caltrans and make presentations at early scoping meetings, public workshops and hearings. Able to temporarily serve as Acting District 4 LDR Coordinator in the short-term absence of the permanent D4 LDR Coordinator.
30%	E	Develop, implement, and monitor stakeholder and public outreach and engagement for Caltrans plans and studies in a journey-level capacity (including difficult and complex engagement efforts). The incumbent will independently research and recommend appropriate engagement activities, identify key stakeholders, prepare outreach materials and presentations, and implement outreach activities. The incumbent will work with the District 4 Community Engagement Planning Coordinator, other District functional units and the Headquarters Division of Transportation Planning in the development of public engagement strategies and the implementation and monitoring of public engagement efforts. May involve participation in consultant-led outreach and engagement efforts which may also involve review and approval of consultant invoices and deliverables to ensure that scope of work tasks are being carried out properly and effectively. As needed, serve as a leadworker and/or lead the work of Transportation Planners in support of engagement activity development and implementation, as determined by the District Branch Chief.
10%	M	In a journey-level capacity, serve as a District resource for transportation and land use planning issues in assigned geographic areas. Participate in various activities for the Office, independently prepare activity reports, develop planning products, and attend meetings with local, regional and other state agencies on behalf of the Office when needed. Serve as a leadworker and/or lead the work of Transportation Planners, as determined by the Senior Transportation Planner on an as-needed basis.

[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

None. However, the Associate Transportation Planner may function as a leadworker and/or lead the work of Transportation Planners, as determined by the District Branch Chief on an as-needed basis. May also temporary serve as Acting District 4 Community Planning Branch Chief on a short-term basis in the absence of the permanent Community Planning Branch Chief.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the Caltrans Mission, Vision and Goals, strong analytical and communication skills (both written and verbal) are essential. The incumbent must have knowledge of the transportation planning process and general practices of transportation planning, and familiarity with the concepts and terminology relating to transportation planning, community planning and public

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engagement. The incumbent must be able to perform a Project Manager/Contract Manager role in regard to the Caltrans Sustainable Transportation Planning Grant Program projects awarded to the District and for stakeholder and public engagement efforts. Incumbent must analytically apply planning techniques: evaluate applications, requests, and project proposals; recommend alternatives if appropriate; review and evaluate Community Planning project invoice submittals; adapt program requirements and procedures to individual project needs; represent and discuss project proposals with District personnel. Incumbent must apply planning techniques to the review of in-house or private development projects, as well as work out solutions to problems for which there may be no existing policies. The position requires interagency coordination, interpersonal communication, partnership and critical thinking skills, as well as a commitment to advancing equity through all efforts.

The incumbent must have a thorough knowledge of current transportation and land use planning process, including related laws and guidelines, especially the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and SB 743, as well as basic research and analysis methods. Must be able to work independently and meet multiple deadlines on difficult and complex transportation planning projects. Ability to work with staff from diverse disciplines, including but not limited to, engineering, transportation and land use planning, project management, biology and landscape architecture is essential.

Ability to: 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, 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 and maintain effective and cooperative working relationships with those contacted during the course of the work; analyze problems and develop appropriate solutions; recommend effective courses of action and evaluate general planning proposals; maintain professional and courteous conduct throughout complex and challenging negotiations with project stakeholders and other working relationships; ability to inspire the confidence of others and further the recognition of Caltrans as a multimodal transportation organization; have awareness and sensitivity to social, economic and environmental conditions which affect transportation planning.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbents do not transmit formal comments from Caltrans without the approval of their supervisor or designated alternate. Failure to complete work properly and in a timely manner could result in unanticipated impacts to the STN or loss of funding. Errors could also result in damage to Caltrans' credibility when Lead Agencies are not notified of Caltrans requirements and potential impacts to the STN in a timely manner. Other consequences of error could include delays to local development projects, failure to ensure appropriate impact mitigation and damage to Caltrans' working relationships and partnerships.

PUBLIC AND INTERNAL CONTACTS

Incumbent has frequent contacts with others in the Department, occasionally up to the Division Chief level. Staff members of other local agencies as well as members of community groups and the public are contacted throughout the Local Development Review, the Sustainable Transportation Planning Grant Program, and the Public Participation processes. Incumbent also collaborates externally with staff from Lead Agencies, County Transportation Agencies and other State, regional and local agencies as well as planning commissioners, consultants, project sponsors, and members of the public on project review. Collaborates extensively with Caltrans staff mentioned above as well as system and regional planning staff and Headquarters staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods using a keyboard and video display terminal. Must be able to interact and work well with others in a cooperative manner, while creating a work environment that encourages critical thinking and innovation. The incumbent must be flexible to organize and prioritize their workload; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The incumbent must behave in a fair, respectful and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. The incumbent must sustain mental activity needed for technical correspondence, problem solving, researching, analysis, reasoning and meeting participation meetings. The incumbent must be congenial and tactful when dealing with others and must have the ability to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office or cubicle under artificial lighting, as well as under a telework agreement to be agreed upon by management. Extensive computer and telephone use is required, and the incumbent may be required to travel both within and outside of the District to attend meetings, field visits, training and to engage with partners and the public. The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. Occasionally, extra hours may be required for atypical demands, e.g., shortage of help, tight deadline, public meeting times, or evaluating project sites. Statewide travel may be occasionally required.

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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.)

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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Community Planner	904-111-4768-XXX	10/27/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the supervision and direction of a Senior Transportation Planner (District Branch Chief), the Transportation Planner provides entry-level staff support on complex transportation and land use planning focused tasks, including the review, assessment and coordination of local land use development projects that could impact the State Transportation Network (STN) for assigned geographic areas within District 4; identifying transportation impact mitigation measures, Transportation Demand Management (TDM) strategies and other opportunities to further the State's climate change/multimodal/equity goals; solicitation, evaluation, and monitoring of Sustainable Transportation Planning Grant (STPG) program project proposals; development of Community Planning Quarterly Reports; development, implementation and monitoring of planning/public engagement activities; participation in grant project development team meetings; collaboration with local and regional agencies to support implementation of Senate Bill (SB) 743, the California Transportation Plan, and the regional Sustainable Communities Strategy and other applicable federal, State, regional and local policies and programs; and other transportation planning activities as required by the District.

The work requires strong communication, partnership, and critical thinking skills, as well as a commitment to the Department's strategic vision, mission, values, and goals, and to advance equity through all efforts.

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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- **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 First, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Integrity, Pride)
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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Solicit, evaluate, manage, and monitor Caltrans Sustainable Transportation Planning Grant Program projects of average difficulty and complexity. During the grant solicitation cycle, advise local agencies in the development of grant proposals and reviews, and evaluate proposals received by the District. Act as project manager/contract manager for projects which are awarded grant funding. In that capacity, be the primary district contact person for the local agency grant recipient, coordinate development of the grant contract, and participate in and/or monitor grant-funded work performed by the local agency to ensure compliance with the contract agreement.
30%	E	Lead internal Caltrans review of local land use development projects of average difficulty and complexity as assigned by the District 4 Local Development Review (LDR) Coordinator. Assess potential impacts of land use development on the STN, compile functional reviewer comments on environmental documents and prepare formal written comments to Lead Agencies. Assessment will include access management and mitigating safety impacts, promoting active transportation, Smart Mobility, TDM, reducing Vehicle Miles Traveled. Ensure compliance with Caltrans requirements and policies related to LDR, analytical methodology and impact mitigation. Independently circulate environmental documents for local development projects to Caltrans functional reviewers including engineers, transportation and environmental planners and project managers to identify and mitigate impacts to the STN. Independently arrange and participate in early consultation meetings involving project proponents, Lead Agencies, County Transportation Agencies, consultant stakeholder representatives, and the public. May represent Caltrans and make presentations at early scoping meetings, public workshops and hearings.
30%	E	Develop, implement, and monitor stakeholder and public outreach and engagement of average difficulty and complexity for Caltrans plans and studies. Under the guidance of the District Branch Chief or leadworker, the incumbent will independently research and recommend appropriate engagement activities, identify key stakeholders, prepare outreach materials and presentations, and implement outreach activities. The incumbent will interface with the District 4 Community Engagement Planning Coordinator, other District functional units and the Headquarters Division of Transportation Planning in the development of public engagement strategies and the implementation and monitoring of public engagement efforts. May involve participation in consultant-led outreach and engagement efforts which may also involve review and approval of consultant invoices and deliverables to ensure that scope of work tasks are being carried out properly and effectively.
10%	M	Serve as a District resource for transportation and land use planning issues in assigned geographic areas. Participate in various activities for the Office, independently prepare activity reports, develop planning products, and attend meetings with local, regional and other state agencies on behalf of the Office when needed.

[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
None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of the Caltrans Mission, Vision and Goals, strong analytical and communication skills (both written and verbal) are essential. The incumbent must have knowledge of the transportation planning process and general practices of transportation planning, and familiarity with the concepts and terminology relating to transportation planning, community planning and public engagement. The incumbent must be able to perform a Project Manager/Contract Manager role in regard to the Caltrans Sustainable Transportation Planning Grant Program projects awarded to the District and for stakeholder and public engagement efforts. Incumbent must analytically apply planning techniques: evaluate applications, requests, and project proposals; recommend alternatives if appropriate; review and evaluate Community Planning project invoice submittals; adapt program requirements and procedures to individual project needs; represent and discuss project proposals with District personnel. Incumbent must apply planning techniques to the review of in-house or private development projects, as well as work out

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solutions to problems for which there may be no existing policies. The position requires interagency coordination, interpersonal communication, partnership and critical thinking skills, as well as a commitment to advancing equity through all efforts.

The incumbent must have a thorough knowledge of current transportation and land use planning process, including related laws and guidelines, especially the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and SB 743, as well as basic research and analysis methods. Must be able to work independently and meet multiple deadlines on difficult and complex transportation planning projects. Ability to work with staff from diverse disciplines, including but not limited to, engineering, transportation and land use planning, project management, biology and landscape architecture is essential.

Ability to: 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, 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 and maintain effective and cooperative working relationships with those contacted during the course of the work; analyze problems and develop appropriate solutions; recommend effective courses of action and evaluate general planning proposals; maintain professional and courteous conduct throughout complex and challenging negotiations with project stakeholders and other working relationships; ability to inspire the confidence of others and further the recognition of Caltrans as a multimodal transportation organization; have awareness and sensitivity to social, economic and environmental conditions which affect transportation planning.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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PUBLIC AND INTERNAL CONTACTS

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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POSITION DUTY STATEMENT

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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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