STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	Office of Air Quality Conformity and Resiliency Planning	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Resiliency Planner	900-074-4721-921	11/16/2026

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

GENERAL STATEMENT:

Under direction of the Chief of the Infrastructure Readiness Branch, a Senior Transportation Planner, the Associate Transportation Planner works independently on difficult and complex transportation planning assignments. The incumbent is responsible for leading, implementing, and mainstreaming transportation infrastructure resiliency and readiness related activities across Caltrans and in coordination with inter-agency partners. The incumbent leads activities related to transportation infrastructure resiliency, readiness, adaptation, and sustainability, and conducts research and analysis to support efforts to enhance the resiliency of the state's multi-modal transportation system infrastructure against human-caused physical and cyber threats.

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 - Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee 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. (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, Employee Excellence - Innovation, Integrity, People First, Pride, Stewardship)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Collaboration, 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 - People First, Pride, Stewardship)
- **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 - Collaboration, Integrity, People First, Pride, 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. (Employee Excellence - Innovation, Integrity, People First, Pride, 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. (Prosperity, Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

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50%	E	Lead resiliency and readiness transportation planning activities including, but not limited to, human-caused physical and cyber threats that impact the state highway system. Coordinate with stakeholders to identify and establish a shared understanding of critical transportation infrastructure. Contribute towards the development of strategies to make critical transportation infrastructure more resilient to human-caused and natural disasters, power outages, cyber threats, blasts, and other areas of concern. Develop and maintain partnerships with federal and state partners, such as the Department of Defense, Caltrans Emergency Services, California Governor's Office of Emergency Services, California Governor's Office of Military Affairs, and other partners. Work on new transportation resiliency studies in collaboration with the Division of Research, Innovation, and System Information, academic institutions, and others as needed.
30%	E	With the direction of the Branch Chief, lead contract preparation, submittal, and management for efforts related to Caltrans critical transportation infrastructure and long-term resiliency and readiness planning. Support the Branch Chief in coordinating with Caltrans Emergency Services (CES) staff to incorporate modal transportation, such as rail, freight, transit, and aeronautics, into the four phases of emergency planning: mitigation, preparedness, response, and recovery.
15%	E	Prepare Caltrans policies, guidelines, and strategies, white papers and presentations to support Caltrans' transportation resiliency and readiness planning efforts. Coordinate outreach, both verbally and in writing, with district and headquarters staff, metropolitan planning organizations, regional transportation planning agencies, other State, Federal, regional, and local governmental units. Lead data collection and review efforts, conduct legislative analysis, prepare reports for submission to the Caltrans Legislative Affairs Office, develop presentations, and provide assistance to staff, work groups, and external partners as appropriate.
5%	M	Perform other job-related duties within the scope of the classification as assigned.

[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
This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of transportation planning and infrastructure resiliency andreadiness planning is desired. Familiarity with multi-modal transportation infrastructure planning is preferred. Ability to analyze technical information and apply it in a variety of contexts, including for policy development and implementation, and for planning and transportation project delivery. Ability to execute project management approaches to guide and complete projects, and ability to communicate information clearly both verbally and in writing to audiences with differing levels of technical training or expertise.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent will be held accountable for consequences of error based on the judgment of supervisors.

PUBLIC AND INTERNAL CONTACTS
The incumbent will interact with staff throughout the Department, and with representatives of local, regional, State and Federal agencies, research organizations, contractors, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Physical requirements are those usual to an office: use of office equipment (e.g., computers, phone, etc.), accessing information in files and folders, interacting with co-workers and other customers and suppliers. A small amount of travel, which may involve overnight stays, may be required.

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.

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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 is required based on operational needs and Caltrans policy. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The incumbent may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters location and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location are 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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Transportation Planner	Office of Air Quality Conformity and Resiliency Planning	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Resiliency Planner	900-074-4768-921	11/16/2026

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

GENERAL STATEMENT:

Under the supervision of the Chief of the Infrastructure Readiness Branch, a Senior Transportation Planner, the Transportation Planner performs the less responsible and complex transportation planning assignments. The incumbent assists with coordinating, implementing, and mainstreaming transportation infrastructure resiliency and readiness related activities across Caltrans and in coordination with inter-agency partners. The incumbent works on activities related to transportation infrastructure resiliency, readiness, adaptation, and sustainability, and conducts research and analysis to support efforts to enhance the resiliency of the state's multi-modal transportation system infrastructure against human-caused physical and cyber threats.

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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50%	E	Assist with resiliency and readiness transportation planning activities including, but not limited to, human-caused physical and cyber threats that impact the state highway system. Coordinate with stakeholders to assist in identifying and establishing a shared understanding of critical transportation infrastructure. Contribute towards the development of strategies to make critical transportation infrastructure more resilient to human-caused and natural disasters, power outages, cyber threats, blasts, and other areas of concern. Develop and maintain partnerships with federal and state partners, such as the Department of Defense, Caltrans Emergency Services, California Governor's Office of Emergency Services, California Governor's Office of Military Affairs, and other partners. Assist with new transportation resiliency studies in collaboration with the Division of Research, Innovation, and System Information, academic institutions, and others as needed.
30%	E	Assist with contract preparation, submittal, and management for efforts related to Caltrans critical transportation infrastructure and long-term resiliency and readiness planning. Support the Branch Chief in coordinating with Caltrans Emergency Services (CES) staff to incorporate modal transportation, such as rail, freight, transit, and aeronautics, into the four phases of emergency planning: mitigation, preparedness, response, and recovery.
15%	E	Assist in preparing Caltrans policies, guidelines, and strategies, white papers and presentations to support Caltrans' resiliency and readiness planning efforts. Assist with outreach and coordination duties, both verbally and in writing, with district and headquarters staff, metropolitan planning organizations, regional transportation planning agencies, other State, Federal, regional, and local governmental units. Assist in data collection activities and review efforts, conduct legislative analysis, prepare reports, develop presentations, and provide assistance to staff, work groups, and external partners as appropriate.
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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

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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