

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	Director's Office / Sustainability Program	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Sustainability Transportation Planner	900-074-4721	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under direction of the Sustainability Program Manager, the incumbent performs completed staff work including initiating, developing, leading, and carrying out various analyses, studies, projects and assignments to achieve Sustainability priorities. These priorities relate to championing active transportation, advancing clean fuels, vehicles, and materials, and preparing for climate change and extreme weather. Working collaboratively with the various divisions, the incumbent plays an important role in creating a transportation system for all users that improves accessibility, livability, promotes active transportation, and revitalizes communities.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30%	E	Responsible at the journey level, for providing guidance to embed sustainability priorities into Caltrans projects. Working with the Sustainability Program Manager, the Associate Transportation Planner (ATP) provides assistance to district sustainability representatives and Headquarters divisions to institutionalize sustainability into planning practices, programs and project development using smart mobility principles and tools, including complete streets, and other complementary approaches. The ATP would be responsible for responding to external agencies' requests for information and assistance, coordinate, lead and/or participate on teams to develop criteria for policy implementation.
20%	E	Promote sustainability by working on special assignments, reports, and presentations to represent Caltrans at various conferences, workshops, seminars and special events. Develop, write, and maintain materials for Caltrans' publications, and promotional and educational material.
20%	E	Prepare reports and other documents, as necessary, along with appropriate coordination and communication, to carry out the Sustainability Program's priorities. Routinely monitor and recommend updates and revisions to the Sustainability web page for information to ensure consistency and up-to-date information.
15%	E	Provide expertise for involvement and coordination with the District Sustainability Representatives in advancing Sustainability priorities. Gather and analyze information to help identify and recommend opportunities for new policy and updates to guidance and procedures. Maintain files for each project and major activity, follow procedures, including written and electronic correspondences, meetings, and other pertinent information.
10%	E	Provide legislative analysis as it relates to active transportation, clean fuels, vehicles and materials, and climate change. Advance sustainable smart mobility planning and implementation through participation in Caltrans' research program, planning studies, and partnerships.
5%	M	Identify training needs, develop or locate needed training, and coordinate delivery of training for topics related to active transportation, advance clean fuels, vehicles, and materials, and prepare for climate change and extreme weather.

<sup>1</sup>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 incumbent receives guidance from the Sustainability Program Manager or the Sustainability Project Manager and

**ADA Notice**

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does not supervise.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the transportation planning process.

Knowledge of federal, state, and department policies, programs, practices, laws, and issues related to transportation planning, particularly those affecting sustainability priorities.

Knowledge of Caltrans guidelines and manuals which provide the basis for carrying out planning activities.

Ability to analyze problems and develop appropriate solutions and recommend effective courses of action.

Demonstrated ability to prepare and present reports and analyses using word processing, spreadsheet, and presentation software.

As part of an interdisciplinary team, ability to work collaboratively to maintain effective communications and partnerships, and work cooperatively with federal, state, districts, other Caltrans programs/divisions, and community-based organizations is required.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making decisions and taking independent action in managing sustainability efforts.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent maintains continuing relationships with the full range of management level within the Department; fosters partnerships with federal and state agencies, the private sector and with local agencies.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Requires occasional bending, stooping, and kneeling.

Must have the ability to organize and prioritize large volumes of varied documents. Must have the ability to adapt to changes in priorities, and complete tasks or projects with short notice.

Must be able to develop and maintain cooperative working relationships. Must be open to change and new information. Must be able to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must be able to adjust rapidly to new situations warranting attention and resolution.

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### WORK ENVIRONMENT

This position serves in an office environment, with occasional day or night travel to meetings with the public or private sector. Must be able to sit or stand for long durations of time and perform tasks utilizing a PC. Overnight travel may be 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.)

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EMPLOYEE (Print)

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**POSITION DUTY STATEMENT**

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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**

PM-0924 (REV 11/2017)

CLASSIFICATION TITLE Transportation Plnr	OFFICE/BRANCH/SECTION Director's Office / Sustainability Program	
WORKING TITLE Sustainability Transportation Planner	POSITION NUMBER 900-074-4768	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the direction of the Sustainability Program Manager, a Supervising Transportation Planner, the incumbent performs completed staff work including initiating, developing, leading, and carrying out various analyses, studies, projects, and assignments to achieve Sustainability priorities. These priorities relate to championing active transportation, advancing clean fuels, vehicles, and materials, and preparing for climate change and extreme weather. Working collaboratively with the various divisions, the incumbent plays an important role in creating a transportation system for all users that improves accessibility, livability, promotes active transportation, and revitalizes communities.

**CORE COMPETENCIES:**

As a Transportation Plnr, the incumbent is expected to develop 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, and Goals.

- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Sustainability, Livability and Economy/Organizational Excellence - Integrity, Teamwork, Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Stewardship and Efficiency, Sustainability, Livability and Economy/Organizational Excellence - Integrity, Commitment, Teamwork, 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. (Safety and Health, Stewardship and Efficiency, Sustainability, Livability and Economy/Organizational Excellence - Commitment, Teamwork, Innovation)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Organizational Excellence - Integrity, Commitment, Teamwork, Innovation)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Sustainability, Livability and Economy, Sustainability, Livability and Economy, Organizational Excellence - Integrity, Commitment, Teamwork)
- **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. (Sustainability, Livability and Economy, System Performance - Innovation)
- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Sustainability, Livability and Economy, Sustainability, Livability and Economy, Organizational Excellence - Commitment, Teamwork)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Stewardship and Efficiency, Sustainability, Livability and Economy - Integrity, Commitment, Teamwork)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety and Health, Sustainability, Livability and Economy, Sustainability, Livability and Economy, Organizational Excellence - Commitment, Innovation)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
40% E	Responsible at the entry level providing transportation guidance on sustainability priorities into Caltrans projects. Working with the Associate Transportation Planner (ATP), provides assistance to district sustainability representatives and Headquarters divisions to institutionalize sustainability into planning practices, programs, and project development using smart mobility principles and tools, including complete streets. The TP is responsible for responding to external agencies' requests for information, assistance, coordinate, and participate on teams to develop criteria for policy implementation.
25% E	Promote sustainability by working on special assignments, reports, and presentations; representing Caltrans at various conferences, workshops, seminars, and special events. Develop, write, and maintain materials for Caltrans' publications, promotional, and educational material.

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25%	E	Prepare reports and other documents, as necessary, along with appropriate coordination and communication with ATP's guidance in advancing the division's sustainability priorities. Gather and analyze information to identify and recommend opportunities for new policy, updates, and guidance on procedures. Routinely monitor and recommend updates and revisions to the division's web page for information to ensure consistency and up-to-date information.
10%	M	Provide legislative analysis as it relates to active transportation, clean fuels, vehicles, materials, and climate change. Advance sustainable smart mobility planning and implementation through participation in Caltrans' research program, planning studies, and strategic partnerships.

<sup>1</sup>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.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of the transportation planning process.

Knowledge of federal, state, and department policies, programs, practices, laws, and issues related to transportation planning, with an emphasis on those affecting sustainability priorities.

Knowledge of Caltrans guidelines and manuals which provide the basis for implementing planning activities.

Ability to analyze problems and develop appropriate solutions and recommend an effective course of action.

Demonstrated ability to prepare and present reports and analyses using Microsoft Office Suites: Word, Excel, PowerPoint, and Outlook.

Ability to work collaboratively in an interdisciplinary team, maintain effective communications and partnerships, and work cooperatively with federal, state, district, and other Caltrans programs/divisions, and community-based organizations is required.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsible for making decisions and taking independent action in managing sustainability efforts. Failure to adequately manage the sustainability efforts would result in overall loss of credibility and efficiency of the Program.

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**PUBLIC AND INTERNAL CONTACTS**

The incumbent maintains continuing relationships with the full range of management levels within the Department; fosters partnerships with federal and state agencies, private sector, and local agencies.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Mental requirements include the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames; formulate effective strategies consistent with the business and competition; create a work environment that encourages creative thinking and innovation; enable others to acquire the tools and support they need to perform well; develop new insights into situations and applies innovative solutions to make organizational improvements.

Must have the ability to organize and prioritize large volumes of varied documents. Must have the ability to adapt to changes in priorities and complete tasks or projects with short notice.

Emotional requirements include the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively; respond appropriately to difficult situations; recognize emotionally charged issues or problems; must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

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**WORK ENVIRONMENT**

Employee will work in a climate-controlled office under artificial lighting, with occasional day or night travel to meetings with the public or private sector. Must be able to sit or stand for long durations of time and perform tasks utilizing a PC. Overnight travel may be 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