

**CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Associate Transportation Planner	DIVISION/BRANCH/OFFICE DOTP/Office of Freight Planning	
WORKING TITLE Freight Liaison	POSITION NUMBER TBD	EFFECTIVE DATE January 2015

As a valued member of the Caltrans (Department) 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 by being innovative and flexible, working cooperatively with team members and others, and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT

Depending on the specific activity, this position may serve in a lead capacity, as a team member, or in a support role. The Associate Transportation Planner, being a journey level position, is expected to exercise initiative, be proactive, and take responsibility to fully understand assigned responsibility areas.

Under general direction of the Freight Planning Office Chief (a Supervising Transportation Planner), the incumbent assists in the development and updating of the State Freight Plan, the coordination of the State Freight Advisory Committee, and other activities supporting the Department’s freight planning responsibilities. The incumbent serves as a liaison to assigned Caltrans District(s) and partner agencies within those Districts, an assigned freight mode, and/or focused topic area(s) such as air quality, freight data analysis, and transportation fuels. Additional duties may include the preparation of written reports and analyses for use by management and external customers, development of presentations, giving presentations to internal and external audiences, representing the Department on multi-agency committees that may also include advocacy groups and the freight industry, reviewing and commenting on freight-related legislation, and participating in research projects. The incumbent may serve in a lead capacity for oversight of consultant contracts.

The position occasionally works with Department, California State Transportation Agency (CalSTA), and partner organizations’ executive management and with elected officials. The incumbent regularly works with Division staff and management, other headquarters divisions, Districts, Department management, CalSTA representatives, federal oversight agencies, partner agencies, advocacy groups, stakeholders, the public, and consultants.

TYPICAL DUTIES

Percentage	Job Description
Essential (E)/Marginal (M)	

20% (E)	Assist in the development and/or updating of the California Freight
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Mobility Plan, consistent with federal and state guidance, by researching and drafting Plan sections, illustrative graphics, and conducting analysis to inform Plan chapters or chapter subsections for modal, regional, and other related topics. Distill consultant reports and incorporate regional freight plan content. Collect and analyze data for inclusion in the plan via graphic representation. Review and edit draft plan content prepared by other staff. Revise draft plan chapters to respond to committee, stakeholder, and public comments. Incumbent may act as a contract manager for Plan related contracts for public outreach and technical assistance.

15% (E) Assist in the coordination of the State Freight Advisory Committee. Coordination activities include scheduling and organizing committee meetings, communicating with committee members, coordinating guest presentations, preparing meeting materials, taking meeting notes, and other activities necessary to the effective functioning of the committee. Exceptional cooperative working relationships are required among team members. Committee meetings are held throughout the state, often at non-Caltrans venues, and may require overnight travel for staff who help conduct the meeting on meeting days. (Not all staff who work on Committee activities are required to be present at the meetings.) Committee members include numerous individuals including elected officials, executive managers of public agencies, private industry representatives, advocacy groups, oversight agencies, and the public. Incumbent may act as a contract manager for committee related contracts for public outreach and technical assistance.

20% (E) Assist in coordinating the Division's freight activities with other planning activities within Caltrans or within other agencies or private organizations as assigned. Such activities may include the State Rail Plan, the Air Resources Board's Sustainable Freight Strategy, activities of the National Freight Advisory Committee, the State Freight Model, Marine Highways, Complete Streets, integrated corridor management, and others.

20% (E) Serve as modal and/or topical liaison by developing expertise relating to assigned freight mode(s) or topics. Responsible to gather freight modal-related data including identification of trends, trade flows and significant issues, and for preparing written analyses and policy recommendations. Responsible for developing and maintaining professional relationships with internal and external stakeholders associated with mode. May represent the Department on technical committees sponsored by Caltrans and others.

- 20% (E) Serve as liaison to assigned Caltrans Districts. Duties include, but are not limited to reviewing and commenting on the freight related content of annual Overall Work Programs, Regional Transportation Plans, and other planning documents. Provide technical assistance to district planning staff. May participate in regional freight related Technical Advisory Committees.
- 5% (M) Prepare presentations, spreadsheets or other special assignments.

SUPERVISION EXERCISED OVER OTHERS

This position does not supervise other employees but may serve in a lead capacity, directing activities of other staff for some assignments.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Basic knowledge of Federal and State laws and regulations related to transportation planning and programming, particularly those affecting freight transport.
- Basic knowledge of Department guidelines and manuals, which provide the basis for carrying out planning activities and for programming and funding of improvements.
- Develop basic knowledge of domestic and international freight movement trade trends and shipper/carrier needs, with specific emphasis on freight movement by ship, rail, and commercial vehicles.
- Develop basic knowledge of the various elements that comprise the Department's planning program, including System and Regional Planning, and how they relate to freight planning.
- Develop basic knowledge of the interrelationship between the Department's planning program and other Caltrans program elements including Office of Truck Safety, Project Development, Programming, Research and Traffic Operations, etc.
- Basic knowledge of the State/Department's contracting practices and quality concepts.
- Basic knowledge of data analysis methods and techniques.
- Understanding of the concepts of completed staff work and ability to deliver completed staff work.
- Basic knowledge of those physical, social, and political factors, including economic, environmental and fiscal issues, which may affect or be affected by Departmental policies and programs.
- Ability to complete staff work in a professional, timely manner that meets quality and quantity requirements for Associate-level work.
- Ability to create and maintain positive working relationships, and build consensus with internal and external contacts.
- Ability to analyze issues, identify solution alternatives, determine potential impacts, and recommend course(s) of action.
- Ability to prepare and present reports and analyses using word processing, spreadsheet, and presentation software.

