

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Transportation Planning Branch/(South)	
WORKING TITLE System Planner	POSITION NUMBER 905-800-4721-xxx	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:

The Associate Transportation Planner (ATP) works at the full journey level under the general direction of the Senior Transportation Planner (STP). The incumbent will be required to work independently on difficult and complex System Planning products including but not limited to, Transportation Concept reports (TCR's), and the District System Management Plan (DSMP). The incumbent is expected to work cooperatively within a Caltrans team composed of planners, engineers, and other functional areas, in addition to the general public and local agency staff.

TYPICAL DUTIES:

Percentage		Job Description
65%	E	Primarily responsible for the production of Transportation Concept Reports (TCR) in a direct or supporting role. The incumbent shall be asked to assist in developing Access Management Plans and participate in Corridor studies produced by Caltrans or others. Specific duties include writing technical documents, preparing and delivering multi-media presentations for District management, local agencies, or the public, and technical analysis of traffic studies and travel demand forecasting. Most system planning documents are large, complex, and take months to prepare. Therefore, the incumbent must be willing to develop schedules and milestones and be willing and able to assume responsibility and ownership of meeting delivery commitments.
20%	E	The incumbent will be required to ensure that the State Highway System needs are reflected in local general plans, specific plans, and general plan amendments. To accomplish this, it expected that the incumbent will exercise requisite professional planning judgment and skills and be willing and able to follow-up with local agency staff as appropriate. In partnership with District Development review Staff (IGR/CEQA), the incumbent may assist in the review of general plan amendments and specific plans regarding specific development proposals. Incumbent may be required to provide language for official responses to those development proposals.
10%	M	System Planners are also required to assist in the annual grants program. This involves coordination with our local partners and District staff and assisting in the review and provide critical analysis of these applications before they are forwarded to Headquarters DOTP for final scoring and recommendations. This assistance requires the use of planning knowledge and skills and it is expected that the incumbent will offer a high degree of critical analysis to this effort as large amounts of funding to local agencies are at stake.
5%	M	The incumbent may be assigned the task of producing or engaging in various transportation studies apart from those mentioned above. This can include the participation in Statewide inquiries and analysis that can influence policies and legislation related to transportation. The incumbent may also be asked to represent the Department at interdepartmental meetings with other State agencies and the consultant community.

¹ESSENTIAL 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 Associate Transportation Planner may be asked on rare occasions to assume a lead-worker role

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have basic knowledge of land use principles, general plan development, transportation planning and a working

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knowledge of traffic engineering. The incumbent is expected to demonstrate a high degree of analytical abilities, and meet deliverable milestones. A working knowledge of Microsoft Office software is essential, including but not limited to Ms-word, Excel, and Power-point. A working knowledge of GIS (Arc View and Arc-info) is highly desirable as is MS Project.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequence of errors could be significant in terms of adversely affecting the Department's credibility and standing in the community, particularly with local elected officials and community leaders. Additionally, project delays could adversely affect funding opportunities for capital projects.

PUBLIC AND INTERNAL CONTACTS

This position requires regular contact with appropriate District and Headquarters functional areas in addition to local agency staff, decision makers and consultants. The ATP will assist in coordinating and communicating with local, State, and Federal agencies, community based organizations and the general public. Tact, diplomacy, and the ability to articulate technical work in various settings is imperative.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to work under stressful situations, both inside and outside of the office setting and may have to attend to irate individuals. The incumbent is expected to assume personal ownership of meeting delivery milestones and exercise professional judgment and tact. There is an expectation that employees will report to work on time, treat others with respect, honesty, and fairness. This position requires the incumbent to be flexible as work assignments can change with little or no advance notice and duties may evolve over time to meet the operational needs of the Division and the Department.

WORK ENVIRONMENT

This position requires the employee to work primarily in a professional office setting that is climate controlled with both natural and artificial light. Some fieldwork may be required and may involve various terrain. It is expected that the employee will be trained and briefed on best safety practices and that he or she will abide by those practices. Occasionally this position requires travel to attend training or off site meetings. Some night and or overnight travel may be required.

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