

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE ASSOCIATE TRANSPORTATION PLANNER	OFFICE/BRANCH/SECTION Division of Planning/Office of Freight & System Planning	
WORKING TITLE ASSOCIATE TRANSPORTATION PLANNER	POSITION NUMBER 908-802-4721-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; 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:**

Under the direction of a Senior Transportation Planner, the Office Chief of Freight and System Planning, the Associate Transportation Planner is responsible for analysis and integration of state, regional and local planning and programming issues and information as they relate to the transportation planning process, as well as, the integration of paper into electronic media. The incumbent is responsible for completed staff work including analyzing issues and developing recommendations; and is a primary point of contact for developing information-sharing methods regarding statewide transportation planning and programming issues. The incumbent is expected to work pro-actively and cooperatively with external agencies and with other Divisions and Planning units within Caltrans.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
60%	E	Transportation Corridor/Concept Reports – Working with multi-disciplinary teams including staff from the Department, other District divisions, cities, counties, and Regional Transportation Planning Agencies, the incumbent gathers and analyzes data including but not limited to traffic, population, housing, and employment to evaluate the existing and future transportation system and develops a 20-year strategy for urban and rural corridors within the District.
20%	E	Develops of Transportation Concept Reports (TCR's), Fact Sheets, the District System Management Plan (DSMP), and Interregional Transportation Strategic Plan (ITSP) development processes. Performs special assignments, and prepare spreadsheets, reports and presentations on state, regional and local transportation planning and programming issues, as requested. Reviews staff recommendations, and analyzes and develops recommendations regarding proposed changes in federal and state law, regulations and guidelines. Identifies any potential conflicts and issues and arranges meetings with partnering governmental agencies and stakeholders to resolve issues.
5%	E	Transportation System Development Program -- Identifies comprehensive, reasonable and effective range of transportation improvements in modal categories (infrastructure/capital outlay), strategies and actions, and demand and system management options that when comprehensively implemented or implemented alone, improve interregional and regional mobility and corridors.
5%	E	District System Management Plan -- Analyzes and evaluates the District's transportation system to develop strategies and develops goals and objectives for a region-wide transportation system. Presents Plan to stakeholders.
5%	E	Area and Corridor Studies -- Working with cities, counties, Regional Transportation Planning Agencies, conducts studies to recommend new corridors and develops plans for a multi-modal transportation system.
5%	M	Develop, implement and maintain information system designs for the Division of Planning. Communicate effectively by supplying information system warehoused planning products to regional transportation agencies, state departments, federal transportation agencies, and consultants. This task will involve review and analysis of information system support items including material necessary for the Department's transportation planning and programming policies and needs.

<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.

## POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

---

### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

May act in the capacity of a leadworker.

---

### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of federal and state transportation and program funding requirements; transportation and land use principles and practices; transportation planning, programming and project financing mechanisms; departmental programs and project financing mechanisms; departmental programs, policies and procedures; and computer information data management graphics, spreadsheets, word processing and presentation software.

Ability to write clearly; effective verbal communication skills, high level of flexibility and interpersonal skills. Ability to synthesize solutions from a board range of ideas, policies and date. Ability to identify trends in transportation planning and to recommend and initiate pragmatic courses of action.

Must be willing to take independent action in carrying out management directives. Must be able to analyze and develop strategic plans and programs consistent with the Department's Transportation Planning policies and professional standards.

---

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position has a major responsibility for helping to ensure that the principles and practices of the State Planning Program are carried out in accordance with the Department's mission and federal and state laws. Failure could result in delay or significant loss of valuable planning resources or denial of state and federal funding for transportation programs and projects.

---

### PUBLIC AND INTERNAL CONTACTS

This position requires regular contact with appropriate District and Headquarters functions. The incumbent will also routinely assist in coordinating and communicating with local governmental agencies, other State/Federal agencies, elected officials, community-based organizations, and the general public. The incumbent will report on all contacts and tentative schedules for public information meetings, public hearings and individual meetings with these entities.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work in keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

The Division requires interaction with many people. It is important that employees work with others in a cooperative manner. Adjust rapidly to new situations warranting attention and resolution. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

---

### WORK ENVIRONMENT

While at their base of operation employee will work in a climate-controlled office under artificial light. Employees may work in workstations within shared cubicles. Employee may be required to travel.

---

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.)

# POSITION DUTY STATEMENT

PM-0924 (REV 09/2013)

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
------------------------	------