

**POSITION DUTY STATEMENT**

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE <b>ASSOCIATE TRANSPORTATION PLANNER</b>	OFFICE/BRANCH/SECTION Division of Planning	
WORKING TITLE <b>ASSOCIATE TRANSPORTATION PLANNER</b>	POSITION NUMBER 908-803-4721-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 Branch Chief of Forecasting Office, the Associate Transportation Planner provides support data for various Project Reports, Project Study Reports, maintenance projects, environmental reviews, system planning studies and various other traffic analyses for conformance with State and Regional Plans.

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>		
40%	E	Takes a lead role in completing the development of forecasts for transportation projects including: traffic index Level of Service (LOS) analyses, various traffic model output plots, as well as mainline highway capacity evaluations. Interacts directly with consultants at Project Development Team Meetings by reviewing traffic forecasting methodologies for proposed project travel demand and reviewing necessary data to verify the consultant's findings. In consultation with Project Managers monitors the progress of the traffic analysis portion of oversight projects for timely completion.
20%	E	Reviews traffic studies for various development projects to assess the impacts to the State Highway System and the need for mitigation measures.
20%	E	Using modeling software and capacity analysis software develops updates to the Districts forecasts as needed due to revisions to regional transportation models.
10%	M	Provides guidance and training to others to develop and update traffic forecasts for each of the district's routes and detailed project specific forecasts.
10%	M	Conducts analyses of the methodology used to derive the forecasts by comparison to established methods defined in the Highway Capacity and Highway Design Manuals.

<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**

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.

**ADA Notice**

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Ability to write clearly; effective verbal communication skills, high level of flexibility and interpersonal skills. Ability to synthesize solutions from a broad range of ideas, policies and data. 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.

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### 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.

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### PUBLIC AND INTERNAL CONTACTS

This position requires regular contact with appropriate District and Headquarters functions. The Associate Transportation Planner 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 employee will report on all contacts and tentative schedules for public information meetings, public hearings, and individual meetings with these entities.

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### 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.

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### WORK ENVIRONMENT

While at their base of operation, the 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.

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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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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)	DATE
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