STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	District 9 Transportation Planning Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Transportation Planner	909-101-4721-XXX	

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:

In the District 9 Transportation Planning Branch, the Associate Transportation Planner (ATP) works at the journey level under the direction of a Senior Transportation Planner (STP). The incumbent works independently on the more complex transportation planning tasks, products, projects and programs and supports Geographic Information Systems (GIS). This work is subject to a variety of federal and state regulations, in cooperation/partnership with federal, state, local agencies and the general public.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	System & Freight Planning Prepare System Planning products, including but not limited to Transportation Concept Reports, District System Management Plan and Project List, and specialized assignments. Facilitate outreach with, and collect comments from stakeholders as appropriate throughout document preparation. Utilize Arc GIS tools for creation of Planning products. Work with Caltrans functional units and local partners to research multi-modal deficiencies and identify conceptual alternatives, conduct investigations, analyze socio-economic and land use impacts, analyze modal conditions, recommend multi-modal and complete streets improvements, and prepare reports/presentations reflecting current and future conditions of the State Highway System (SHS). Act as liaison with HQ for Active Transportation, Multi-modal, and Complete Streets programs. Maintain System data bases, as necessary. Interact with district staff, stakeholders, freight advisory groups, and local/regional agencies for freight mobility on the SHS and document issues/recommendations in regional planning documents and elsewhere. Coordinate and review statewide freight planning documents/ information, including input from district staff and others as noted above. Prepare and submit quarterly freight report to HQ documenting district workload products/activities. Update District Freight Fact Sheets.
35%	E	Regional Planning Coordinate with internal and external agency staff for the Overall Work Plan (OWP), Local Transportation Commission (LTC) liaison, and Regional Transportation (RTP) coordination. Coordinate with LTC, district, and HQ staff for OWP review, comment, and subsequent approval. Prepare and submit Quarterly OWP progress reports to HQ. Administer requests for reimbursement with district and HQ staff. Create and maintain records of billings and/or carryover. Review and administer OWP amendments. Prepare summary for management of Caltrans-related LTC Agenda packet items. Research/ follow-up on questions, actions, or items requested of Caltrans. Review subsequent meeting minutes for accuracy, notifying management and others accordingly.
20%	M	Assist the district GIS Coordinator in maintaining the District's GIS data base. Assist and prepare presentations using graphs, charts, illustrations, and simulations. Assist in developing and coordinating the District's multimodal planning effort.
10%	M	Other duties as assigned within the specification of the classification.

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[1]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 works under the general direction of a Senior Transportation Planner and will work at the full journey level, independently and with minimal supervision. He/she may serve in a lead-worker capacity and assist the STP in assigning duties.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be knowledgeable about public transportation systems and able to gather, compile, analyze,and interpret data relating to transportation systems to formulate recommendations for effective courses of action. He/she must be able to write clearly, concisely and professionally for the intended purpose. He/she must be able to produce deliverables and meet agreed upon project milestones. He/she must be able to use personal computer software for writing, graphics, presentations and spreadsheet analysis. He/she must have well-developed communication skills, and be able to work independently and with groups, as well as closely follow verbal and written instructions. This position may require knowledge of and the ability to use special computer programs, such as ArcGIS and Highway Capacity Manual Software.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is expected to follow standardized practices and procedures and is responsible for the accurate, professional, and timely application of the work plan. An error or invalid decision could result in unnecessary delays to the transportation planning process; failure to meet required deadlines, loss of funding opportunities, and damage to Caltrans' credibility.

PUBLIC AND INTERNAL CONTACTS

This position requires regular contact with public, private, and government stakeholders, as well as frequent contact with Caltrans personnel within the District, in other districts, and HQ. Interaction to disseminate information and/or explain programs, methodologies, legislation, processes, projects, etc. is necessary - both informally and during meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to work under stressful situations, both inside and outside the office setting and may require appropriate response to irate individuals. He/she must accept personal responsibility for successfully meeting delivery milestones and exercise sound, professional judgment and tact. He/she must report to work on time, treat others with respect, honesty, and fairness. He/she is also expected to be flexible since assignments and duties can change over time. He/she must have and exercise knowledge of Caltrans' Safety Manual and safe practices. He/she must be physically able to complete a variety of fieldwork and/or surveys in various outdoor environments and weather.

WORK ENVIRONMENT

The incumbent will primarily work in a professional office setting that is climate controlled with both natural and artificial light. Some fieldwork may be required that will involve various terrain. He/she will attend off-site meetings, hearings, and training, which may include some overnight travel. Overtime 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.

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SUPERVISOR (Print)	
Dennee Alcala	
SUPERVISOR (Signature)	DATE