STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	District 11/Planning Division	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Transportation Planner	911-820-4721-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:

Under the direction of a Senior Transportation Planner (Branch Manager), the incumbent works at the full journey level to research and analyze data for various transportation planning studies and reports. The incumbent independently or in a lead capacity prepares plans and studies for transportation systems and researches and analyzes data for long-range transportation studies.

After two years, the incumbent may be rotated to another Associate Transportation Planner position within the district.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
25%	E	Incumbent researches and analyzes data for inclusion in multimodal alternative analysis, corridor and transportation planning studies and reports. Creates complex portions of various studies, reports, and presentations. Incumbent scrutinizes intricate transportation data to measure performance. Composes complex portions of transportation planning and engineering documents. Extracts and evaluates traffic data, demographic data, and data supplied by consultants for inclusion in project reports. Incumbent develops short and long range transportation plans for the development of intermodal transportation systems for the interconnected movement of people, goods, information and services. Creates displays of data to visually demonstrate report findings and recommendations. Uses and applies data and analytic results from the regional transportation model and/or geographic information systems for planning and capital projects.
15%	E	Incumbent provides expertise and participates in statewide or regional growth management activities with emphasis on impacts to state highway system and land use/transportation interconnectivity.
15%	E	Incumbent actively participates on Project Development Teams, Value Analysis teams and other project coordination efforts to provide functional expertise and to assist the branch in clearly defining branch support capabilities. Incumbent provides ongoing coordination and technical support with key functional units throughout the project development process.
15%	E	Incumbent reviews and provides comments on existing and future transportation and land use documents. Coordinates with internal functional units, local agencies and other interested groups to collaborate on planning for long-range growth, multi-modal transportation opportunities and land use development issues. The incumbent provides technical expertise in a variety of public participation meetings and workshops.
10%	E	Incumbent is responsible for the development and facilitation of a variety of public participation meetings and workshops. Participates in an outreach program to work with cities, counties, bi-national organizations, Mexican planning agencies, and the general public to present and receive feedback to the Department's programs, studies, and projects.
10%	E	Incumbent provides Transportation Planning expertise to federal, state, regional, local and other agencies regarding planning related issues, participates in technical advisory committees, and evaluates transportation plans, programs, and projects. Incumbent analyzes legislation related to transportation.

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10%	M	Incumbent develops concepts and content for graphic exhibits and presentations for District management and external partners. Incumbent plans and participates in performing field-based physical observation and data collection, including field–based traffic surveys, field-based vehicle occupancy counts, vehicle classification counts, and collecting various traffic data. Tabulates and distributes data, and reviews data gathered by others for completeness relative to established standards.

[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

None. May assume the duties of the supervisor in his/her absence for a short duration.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a thorough knowledge of the planning process, economics, principles of transportation planning, and Federal, State and regional laws and regulations relating to transportation planning. He/she must possess the ability to write and review reports of difficult complexity, have strong verbal skills to clearly communicate factual data, problems and ideas to internal and external colleagues and the general public, and the ability to work cooperatively and effectively with others as a team member and in partnership with others.

The incumbent must develop the procedures and techniques to accomplish the program objectives. The work is complex, frequently requiring creativity, initiative and originality. The ability to evaluate technical documents is essential. A broad spectrum of subject matter is dealt with, including complex analysis of programs and projects.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Sound planning judgment as it relates to transportation planning, and Federal and State regulations is required to ensure consistency and compatibility between the region, District and the State. A lack of this knowledge could result in inadequate planning, monitoring and a loss of federal and State funds.

PUBLIC AND INTERNAL CONTACTS

The Associate Transportation Planner has frequent contact with employees in various branches of the District office. In addition, he/she occasionally contacts the general public and representatives of other public agencies, for data gathering, presentations and planning study coordination.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Some bending, stooping, kneeling and light lifting may be required to operate specialized equipment. The incumbent must have the ability to develop and maintain cooperative working relationships with others while gathering data and information for various reports. This may require responding appropriately to difficult questions and situations.

WORK ENVIRONMENT

The incumbent works primarily in a climate controlled office environment under artificial and natural lighting. On occasion the incumbent will be required to travel, gather field data, and be exposed to traffic conditions in the field.

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)	
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