

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Transportation Planner	OFFICE/BRANCH/SECTION D5/Planning Branch (south) - Planning & Local Assistance	
WORKING TITLE System Planner	POSITION NUMBER 905-800-4768-xxx	EFFECTIVE DATE 11/03/2014

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 Transportation Planner (TP) works at the professional entry level under the general direction of a senior TP with assistance from one or more experienced Associate TP's. The incumbent may be asked to work independently but it is expected that he or she will need guidance and routine direction to be able to engage in increasingly complex duties and assignments. The incumbent will be required to become knowledgeable about certain State and Federal guidelines and Departmental standard and practices regarding Transportation Planning and more specifically system planning.

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
65%	E	The Transportation Planner will be assigned to assist in the development of certain deliverables and products relevant to the mission of Caltrans. These include but are not limited to, Transportation Concept Reports (TCR's), Corridor Plans, Intermodal Transportation System Plans (ITSP), and access management plans. This position will have a geographic focus on the southern portion of District 5, San Luis Obispo and Santa Barbara County, however, the incumbent must be flexible and able to assist with the demands of other areas of the District with little or no notice.  The incumbent will be required to conduct research and analysis independently in addition to other work assignments that will be more closely directed and supervised a Senior TP and other experienced staff. The Transportation Planner is expected to obtain a working knowledge of freight planning, regional planning and development review, and the interplay between all of these. The TP must also be willing and able to work effectively in teams, large and small, and contribute to effective working relationships with our local partners and staff from other functional areas within the District and headquarters.
25%	E	There is an expectation that the incumbent will become familiar with Capital projects in his or her region and participate in Project Development Teams (PDT's), making a positive contribution. The incumbent will be required to research state highway system needs and provide substantive input into documentation that advocates for such needs. In concert with District development review staff, the incumbent may also assist in the review of specific plans, general plans, and circulation plans. They will also be called upon to assist in the review of specific development proposals.
10%	M	The Transportation Planner will assist in the oversight and review of the various grant opportunities including the Caltrans Transportation Grant Program and Federal Transit Grant programs. This work is on an annual cycle but is extremely time sensitive and important due to the potential for funding local agency planning efforts. The TP may also assist in reviewing invoices for successful grant applicants as part of the Department's invoicing system.

<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**

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## KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have basic knowledge of land use principles, general plan development, and transportation planning. Must have excellent writing skills for various forms of writing such as technical writing and producing reports for management and the public. The incumbent must demonstrate an ability and willingness to produce deliverables and meet intermediate milestones of a specific schedule. Transportation Planners at Caltrans must have a working knowledge of most Microsoft Office software such as MSWord, Excel, and Power Point. Knowledge of MS Project and Adobe software is highly desirable. The same is true of GIS (Arc View and Arc Info).

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of error can range from mild to severe depending on the specific deliverables and schedules of deliverables. Errors could be significant in terms of adversely affecting the Department's credibility and standing in the community, particularly with local elected officials and local agency staff and management. Additionally, schedule delays could impact the ability to fund a capital project or grantee.

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## PUBLIC AND INTERNAL CONTACTS

The position requires regular contact with appropriate District and Headquarters functions in addition to local agency staff, decision-makers and consultants. The incumbent must possess a high degree of tact, decorum, and emotional intelligence as effective communication is key to success in this position.

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## 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 occasionally have to respond to irate individuals. The incumbent must be willing and able to accept personal responsibility for successfully meeting delivery milestones and exercise sound personal and professional judgment. The incumbent must be somewhat flexible as assignments and duties can change with little or no notice.

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## WORK ENVIRONMENT

The employee will primarily be working in a professional office environment that is temperature controlled with both natural and artificial light. Some field work may be required at times that may involve traversing uneven terrain. It is expected that the incumbent will be trained, briefed, and will abide by Caltrans safety practices and policies.

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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