

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Transportation Planner	OFFICE/BRANCH/SECTION Office of Air Quality and Climate Change	
WORKING TITLE Chief, Office of Air Quality and Climate Change	POSITION NUMBER 900-074-4725-097	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the general direction of a Deputy Division Chief, the incumbent plans, organizes, and manages the work of the Office of Air Quality and Climate Change (AQCC). The incumbent is required to proactively advance policies and strategies to support a sustainable, clean, and multi-modal transportation system. The focus of this Office is to provide leadership on efforts to develop and integrate climate adaptation, resilience, greenhouse gas emissions mitigation and reduction strategies, and air quality conformity requirements into the transportation planning process and into project development.

**CORE COMPETENCIES:**

As a Supervising Transportation Planner, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Lead Climate Action - Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence - Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Lead Climate Action - Engagement)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Lead Climate Action - Engagement)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Cultivate Excellence - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence - Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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30%	E	Manage and direct climate adaptation planning, implementation, and integration. Oversee and manage the preparation of policies, procedures, guidance and provide training and technical assistance on climate adaptation and maintenance of the latest scientific data on climate vulnerability. Oversee and manage the update and maintenance of district vulnerability assessments and adaptation plans. Oversee and manage the identification of projects, project features, and estimated costs associated with climate adaptation. Oversee and manage the integration of adaptation strategies into design standards and other project delivery templates and business practices. Establish in-house expertise of climate change, adaptation, and resilience planning program activities. Keep up with the latest science, technical expertise, and best practices in climate change from various sources. Organize and manage the internal Climate Change Working group. Maintain strong outreach and collaboration with state and regional agencies as well as other governments, academic and scientific institutions, and private entities on advancing climate change planning; participate in other inter and intra agency working groups and present at various forums.
20%	E	Direct, oversee, and manage efforts related to environmental considerations in planning, including on transportation greenhouse gas reduction. Coordinate with appropriate Caltrans programs and divisions especially Division of Environmental Analysis, as well as with the California Air Resources Board, and other state agencies to collect, compile and report Caltrans internal GHG footprint to California Climate Registry on an annual basis.
20%	E	Oversee and manage the coordination of State and Federal Air Quality Conformity requirements and support integration into the transportation planning process. Ensure effective Air Quality Conformity planning efforts, particularly with the Division of Environmental Analysis, districts, and Federal Highway Administration
15%	E	Ensure high quality technical assistance and training to headquarters and district units as well as stakeholders. Provide quick response to Caltrans management and California State Transportation Agency on special assignments and information requests; monitor, evaluate, and respond to federal and State transportation related legislation, regulations and directives. Organize meetings and activities to discuss and recommend solutions and actions to Caltrans management pertaining to climate change and air quality conformity. Oversee contract proposal, provide guidance on issue papers and studies in-house to support climate change and air quality planning
10%	E	Manage and administer office issues such as the strategic planning, organization, scheduling, training and staff development, performance evaluation, timesheet, safety and specific personnel issues.
5%	M	Organize meetings and participate in inter-agency working groups and other managerial and administrative tasks as required

<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**

The position is a full managerial position responsible for policy development, implementation, and management of a statewide program. The position provides first line supervision to the senior staff, and will oversee the work of all entry and journey level staff within the Office.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of:

- Have a strong technical and analytical background that allows them to understand and make decisions on technical work.
- Be familiar with climate change data, research, strategies, policy, and planning.
- Be familiar with the Department's mission, visions, goals, organization, policies, and procedures.
- Be familiar with Federal and State laws and regulation related to climate change adaptation and resilience.

Ability to:

- Effectively communicate (oral and written) with management, technical, and non-technical personnel.
- Analyze, interpret and apply analytical techniques.
- Develop programs.
- Work independently and as a core member on complex planning projects.
- Develop and work with databases.
- Direct and oversee policies, plans, and programs with awareness and sensitivity to social, political, economic, and environmental issues.

**ADA Notice**

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Climate Change and Air Quality functions are critical and sensitive and responsible for high priority state and federal requirements and executive orders, impacting many internal programs as well as many partner agencies at local, regional and federal levels. Errors in guidance, implementation, coordination, and carrying out state and federal law, regulations, and policies could have negative impacts on the Department's ability to lead, provide guidance, build partnership and resolve issues.

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### PUBLIC AND INTERNAL CONTACTS

Routine internal contacts with the Director's Office, DOTP Offices, various Headquarters Divisions, CTC staff, CalSTA, and others.

Involvement with District Planning and climate change activities, local/regional agencies, stakeholders, advocacy groups, Tribal Governments, and the public.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. Must deal effectively with pressure; maintain focus and intensity yet remain optimistic and persistent, even under adversity. Create a work environment that encourages creative thinking and innovation. Enable others to acquire tools and support they need to perform well. Develop new insights into situations and apply innovative solutions to make organizational improvements. Create and sustain an organizational culture, which encourages others to provide the quality of service essential to high performance and productivity. The incumbent must act in a fair and ethical manner, demonstrate commitment to public service, develop organizational improvements, foster a creative and innovative work environment, be willing to take intelligent risks, and value equity and diversity in the workforce. Adjust rapidly to new situations warranting attention and resolution.

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### WORK ENVIRONMENT

This position is eligible for telework. The employee will work in an office environment, but will be required to travel in state and out-of-state, to meet with customers, or attend meetings and conferences.

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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