

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Project Development, Management & Delivery	
WORKING TITLE Chief, Funding & Capital Projects	POSITION NUMBER 900-075-4724-920	REVISION DATE 07/18/2024

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 direction of Chief, Office of Project Development, Management, and Delivery (OPDMD) in the Division of Local Assistance (DLA), the Senior Transportation Planner's (Sr. TP) responsibilities shall include funding and management of capital projects.

The funding responsibilities include but not limited to: providing subject matter expertise to inform the prioritization of projects based on knowledge of financial programming requirements for individual programs; develop funding strategies for priority capital projects in coordination with Rail Planning & Operations Office staff; coordinate, develop, and prepare applications for single and multi-year local, state and federal grants/funding for funding of projects, programs, and activities to achieve the capital and program/service strategies and objectives of California State Rail Plan and State of California; identify sources of all grant funding and other funding; act as a lead person to match the grant/ funding opportunities with the potential projects, take a lead role to complete the funding/grant application packages including, but not limited to, participation in the meetings with the Rail Regional Coordinators and other staff related to the projects and gain in-depth understanding of the projects in the State Rail Plan/other Projects/Rail Plans for short mid-term projects, long term and priority projects. Assemble and track the list of potential state and federal funding opportunities such as (but not limited to) State Transportation Improvement Program (STIP), Interregional Transportation Improvement Plan (ITIP), Senate Bill 1 (SB1), Consolidated Rail Infrastructure and Safety Improvements (CRISI), Transit and Intercity Rail Capital Program (TIRCP) etc. Keep this list updated and add new funding opportunities as they become available as well as when potential new funding opportunities might become available. Prepare the calendar/matrix for the listed funding opportunities and keep the calendar updated, identify/match the grant/funding requirements for the potential projects and provide recommendations to Caltrans and local agency/ Joint Power Authority (JPA) staff on the programming of funds to projects.

Capital Projects Management responsibilities include developing, administering, evaluating, and monitoring transportation programs and projects across the state. Sr. TP will collaborate and coordinate with internal and external partners including but are not limited to: California State Transportation Agency (CalSTA), California Transportation Commission (CTC), Division of Transportation Planning (DOTP), Division of Local Assistance (DLA), Federal Liaison Office, Division of Financial Programming, and Division of Budgets. Sr. TP is also responsible for Caltrans Rail Program's compliance with all statutes, regulations, and other federal/state grant application requirements to ensure a successful and timely award of funds. Sr. TP has the responsibility for rail program capital project activities statewide. This position is a senior specialist position and is required to coordinate the work with all staff within OPDMD and State divisions and departments. The incumbent will act as technical expert performing the most difficult and complex work which is either critical to the Department's basic mission or of statewide significance. The incumbent will be required to act as the OPDMD lead in receiving and processing the Advanced Payment requests from the local agencies as well as leading the Advanced Payment program.

CORE COMPETENCIES:

As a Sr 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Enhance and Connect the Multimodal Transportation Network - Integrity)

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- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Equity, Innovation)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence - Integrity)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Strengthen Stewardship and Drive Efficiency - Innovation, Pride)

TYPICAL DUTIES:

Percentage	Job Description
50%	<p>Essential (E)/Marginal (M)¹</p> <p>E</p> <p>Incumbent shall be responsible for delivery of assigned portfolio of complex and difficult projects as well as assigned special projects and projects related special tasks. Incumbent will collaborate and work with regional and local agencies statewide, CalSTA, California Air Resources Board (CARB), CTC staff and other Caltrans departments to develop, implement, and monitor multiyear agreements of a variety of state-funded local rail and transit projects. Tasks may include:</p> <ol style="list-style-type: none"> 1. development, management, and delivery of capital projects, 2. preparation of applications and allocation requests for State, and Federal funds including all documents required for Programming and CTC allocations, 3. writing and administering Master Agreements and Program Supplements for intercity rail and transit capital projects, 4. administering and managing contracts with local agencies in support of intercity passenger rail and transit capital improvement projects, 5. reviewing project scopes, costs, and schedules and presenting to the office chief, 6. preparing and scheduling items for CTC review and action, 7. providing grant management and technical assistance to the partner agencies, and ensuring environmental compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). <p>Incumbent will develop, administer, and monitor projects to ensure the projects are meeting their anticipated goals. Tasks will include preparing and implementing projects' agreements and supplemental documents, reviewing and approving invoices, and tracking and monitoring projects' expenditures. Incumbent will ensure project performance and project delivery. Tasks will include: preparing and submitting periodic reports and developing and maintaining project records and files, reviewing and finalizing final delivery reports, and closeout documentation.</p> <p>Act as the OPDMD lead in receiving and processing the Advanced Payment requests from the local agencies as well as leading the Advanced Payment program.</p> <p>Assist Office Chief on special assignments. Act as Office Chief as needed. Perform other duties as required and assigned.</p>

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25% E

The incumbent shall act as OPDMD's single point contact and technical expert and advisor in Federal/ State funding/grant funding/financial assistance to the projects/programs related to Caltrans, Rail and local agencies; therefore, incumbent is expected to perform all the duties and responsibilities from the project planning to project completion related to grant/funding application preparation, submission including application follow-up, responding to requests for information, receiving funding/grants, managing funding/grants through project completion per funding/grants requirements. The incumbent shall also serve as OPDMD's subject matter expert in Financial Programming requirements and to inform prioritization of rail and transit projects by Caltrans.

Coordinate with all internal and external partners and other stakeholders on the need and timing for grant and funding applications completion. The Sr. TP regularly confers with the Division of Transportation Planning (DOTP) and DLA to ensure project scope, costs, and schedules align with grant funding requirements and comply with grant agreements and regulations.

Research new grant/funding opportunities to support the ongoing and emerging Caltrans Rail Program activities. This includes both transportation-related and non-transportation grant funding sources available through state and federal departments such as the Federal Railroad Administration, California Energy Commission, California Air Resources Board, and the US Department of Energy. Prepare and maintain a matrix of all potential funding opportunities and match the priority projects with the available funding opportunities. Meet with DOTP and DLA staff to discuss and to choose the projects and matching funding opportunities to prepare the applications.

Manage all aspects of pre-grant/funding award functions including planning, programming, grant/funding application preparation and submission, certifications and assurances and all supporting materials. Responsible for compliance with all applicable statutes, regulations, and other federal/state grant application requirements to ensure a successful and timely award of funds.

Must have the ability to interpret grant funding requirements and provide ongoing training, share information with internal and external partners and stakeholders. With support and coordination from contract/project managers in DLA and DOTP, ensure funding/grant requirements' compliance in accordance with all applicable statutes, regulations, and other federal/state grant application requirements; develop reports and monitor the status of approved grants to ensure the full, timely utilization of all grant funds and compliance with granting agency's terms and conditions; and perform related duties as assigned.

Analyze and monitor state and federal legislation as it may affect Caltrans Rail grants/funding programs. Prepare reports, correspondence, and other materials and documents regarding grant/funding issues for internal and external distribution. Present information, proposals, and/or recommendations clearly, logically, and persuasively to executives and internal and external partners and stakeholders and represent Caltrans Rail program at various meetings.

Actively represent the Caltrans Rail Program with all agencies involved in the planning and programming of grants and funding at the local, regional, state and federal levels.

Act as the OPDMD lead in receiving and processing the Advanced Payment requests from the local agencies as well as leading the Advanced Payment program.

Assist Office Chief on special assignments. Act as Office Chief as needed. Perform other duties as required and assigned.

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20%	E	Responsible for the timely, accurate gathering and submission of all mandated/required reporting for all assigned projects, including reports required for State and Federal Programs.
		Serves as a liaison with local agencies in order to coordinate planning activities and develop prioritized capital project lists that provide clearly defined benefits for intercity rail passenger and transit service, making maximum use of divisional and other Department resources. Communicate effectively with staff of other agencies and the public.
		Perform reviews and approval of invoices and projects close outs, determine if promised work was completed and intercity rail and transit scopes and benefits have been realized. Work with contracting agency to identify and resolve any deficiencies. Develop a standard process for project review, and train other team members in the project review process and verify this process is being followed for all projects. Coordinate with OPDMD's senior staff to learn Capital Projects office roles and assist the OPDMD's senior staff in their roles and act as Capital Projects' office chief on as needed basis. Assist Office Chief on special assignments.
		Develop Budget Change Proposal (BCP) and other documents in support of program funding. Prepare funding estimates in support of OPDMD workload. Work with DLA & OPDMD staff, Budgets, Programming and other programs to insure OPDMD's needs are represented in the capital funding process. Monitor appropriations, expenditures, encumbrances, project balances and fund expirations to ensure timely use of funds and avoid loss of funding.
		Assist Office Chief on special assignments. Act as Office Chief as needed. Perform other duties as required and assigned.
5%	M	Evaluate statutory changes and ensure project compliance with regulations established by State and Federal legislation. Attend community and district meetings on the impact of North Region capital projects on the corridors.

¹ESSENTIAL 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 shall work as a specialist. The incumbent may direct work of one or more individuals for specific project(s) or act as a team leader and has program-level responsibility for department-wide performance measurement activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have the ability to learn and to apply rail and transit expertise to the work. This includes preparation and analysis of scopes, plans, specifications and estimates, cost/benefit analyses, safety evaluations for rail and transit capital projects, data collection, evaluation, alternative analysis and selection, and recommending courses of action for the Department. Knowledge of: basic principles and problems of transit, freight and intercity passenger rail operations; current social, political, and economic trends and development related to rail and transit; understanding of climate actions and commitment to equity; principles and methods of consultation; principles and practices in the organization and administration of Capital Project program. Familiarity with all applicable laws, rules and regulations of the railroads and transit; public relations principles and methods; principles and practices in the planning and development of an intercity passenger rail and transit program. Administration of financial assistance to passenger rail and transit service; and general principles for the operation of state, county, city and special districts in the California rail and transit industry and Federal Government. Principles of supervision and management of personnel, principles of project management, and the Department's health, safety and labor relations programs. Must have knowledge of the Department's budgeting process. Establish a spirit of cooperation and maintain effective working relationships with Caltrans management and persons or agencies involved with or interested in rail and transit programs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for guidelines and policies relating to capital programs and projects. They must ensure that the rail and transit projects are implemented in compliance with such policies. Decisions must be consistent with Departmental policy and the authority vested in the position. Failure to ensure compliance with policies, granted authority and Department plans and processes could result in State funds being expended without the accrual of the required benefits to the State. Contracts that are not developed and managed properly could result in additional unknown costs to the State through claims and legal actions. Failure to keep projects moving by obtaining available potential fundings and through the project development, management, and

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delivery process could result in unacceptable gaps in intercity rail passenger and transit services provided by Caltrans, missing chances of potential available funding, the loss of project funding, and could subject the Department to ridicule.

PUBLIC AND INTERNAL CONTACTS

Has considerable contact with various rail and transit agency employees of Local, State and Federal agencies; private industry representatives including railroad companies; general public and special interest groups.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. Ensure employees are treated in a fair and equitable manner. Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.

Develop new insights into situations and apply innovative solutions to make organizational improvements. Formulate effective strategies consistent with the Department's vision and goals. Create and sustain an organizational culture that encourages others to provide the quality of service essential to high performance

WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE

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