

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION DOTP Corridor & System Planning/System Planning	
WORKING TITLE Chief, System Planning Branch	POSITION NUMBER 900-074-4724-921	REVISION DATE 08/22/2024

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 general direction of the Chief, Office of Corridor & System Planning, a Supervising Transportation Planner, the Senior Transportation Planner serves as the Chief of the System Planning Branch, which is fundamental to Caltrans' long-range planning for a multimodal State Highway System; System Planning identifies community, transit, bicycle, pedestrian, climate, freight, planning for operations, and roadway needs on every state highway. The incumbent leads System Planning's development and implementation of performance-based plans that identify current and future deficiencies on the state highway. The incumbent leads the development of innovative and transformative strategies and project concepts and advises on how workflow, guidance, or tools can better support concept development. The incumbent ensures project concepts are aligned with the California Action Plan for Transportation Infrastructure, California Transportation Plan, and Caltrans Strategic Plan. This position is limited term, with the possibility of becoming permanent.

**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. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **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. (Cultivate Excellence - Pride)
- **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/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Advance Equity and Livability in all Communities - Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Innovation)

**TYPICAL DUTIES:**

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

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35%	E	<p>Serves as the Chief of the System Planning Branch, which works on Caltrans long-range planning and implementation for the multi-modal State Highway System; identifies current and future deficiencies on the state highway; and identifies community, transit, bicycle, pedestrian, climate, freight, planning for operations, and roadway needs on every state highway. Provides direction, leadership, and guidance on updating and implementing the process for the statewide System Planning Guidance, District System Management Plans, GIANT Tool, and in moving identified needs to project concepts. Ensures project concepts and plans are aligned with and advance state policies, goals, and objectives from California Action Plan for Transportation Infrastructure, California Transportation Plan, and Caltrans Strategic Plan.</p> <p>Supervises and directs the work of staff and coordinates with other Division offices. Tracks and reports on District System Planning work, provides expert System Planning guidance and advice to Districts and others, and coordinates with other Department functional areas, public agencies and stakeholder groups. Ensures consultant and university contracts are executed and follow contracting rules. Ensures system planning products are delivered on schedule, both within Headquarters and the Districts, and serves as the Department's respondent to system planning issues and questions. Coordinates closely with the Office of Strategic Investment Planning and other Division of Transportation Planning Offices and Divisions to implement system plans. Directs the assignment of staff to complete Branch deliverables and in support of Caltrans System Investment Strategy, multi-modal investment planning, CAPTI alignment efforts, Interregional Transportation Strategic Plan, and relinquishment/rescission efforts.</p>
35%	E	<p>Provides direction, support and guidance on the development of modal plans, which identify needs of the state highway system, and in order to meet Caltrans district customers, external agency partners, and community needs. Provides direction, support and guidance on the development of the Interregional Transportation Strategic Plan, multi-modal investment plan, rescissions and relinquishments, and implementation of Caltrans Strategic Investment Strategy. Coordinates with leads for Caltrans Adaptation Plans, Active Transportation Plans, etc. to improve workflow of turning plan needs into project concepts. Assigns work and provides guidance, tools, and training deliverables to Branch staff, reviews and monitors staff work, and coaches staff as needed.</p>
20%	E	<p>Acts as system planning liaison to Caltrans management and executives. Acts as Caltrans representative to multi-state system planning studies. Develops and directs technical studies, special reports, research studies, and consultant studies to improve system planning. Directs the legislative analysis for system planning-related bills; responds to inquires from the Legislature and Department of Finance.</p>
5%	E	<p>Ensures contract execution and management follow all contracting rules. Develops annual Branch deliverables and work plans. Tracks work plan delivery and is accountable for on-time delivery. Serves on special committees.</p>
5%	M	<p>Performs other job-related duties within the scope of the classification as assigned.</p>

<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**

Work independently on complex planning projects. Supervise, organize and direct the work of Associate Transportation Planners and Transportation Planner staff engaged in a variety of planning activities.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of all phases of the transportation planning process. Knowledge of the Department's mission, visions, goals, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; and techniques of selecting and managing outside consultants. The ability to effectively communicate (oral and written) with management, technical, and non-technical personnel. Knowledge of system and corridor planning, project development, and programming processes. Ability to develop programs and supporting activities; analyze, interpret and apply analytical techniques; work independently and as a core member on complex planning projects; and work with databases.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

System planning is the basis for the long-range planning of the entire statewide transportation system. It includes assessing and identifying improvements for a variety of important elements including system operations and management, sustainable planning, addressing climate change, complete streets, and others. Errors in guidance, implementation, coordination, and carrying out Federal law and regulations related to the previously identified system planning responsibilities could have negative impacts on the Department and the traveling public. Consequences of errors could lead to Caltrans Management not having sufficient

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information to make informed decisions.

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### PUBLIC AND INTERNAL CONTACTS

Daily internal contact with headquarters and District units in Transportation Planning; Design; Traffic Operations; and Transportation Programming; Research, Innovation and System Information; and others. Frequent coordination and reporting to Caltrans Management. Frequent involvement with Metropolitan Planning Organizations and Regional Transportation Planning Agencies. Contact with the Directorate and Federal Highway Administration are less frequent but will occur.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

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### 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.

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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

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