

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Division of Transportation Planning
WORKING TITLE DOTP Chief of Staff	POSITION NUMBER 900-074-4724-064
	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 the Chief of the Division of Transportation Planning (DOTP), the incumbent acts as a representative of and provides support to the Division Chief across all aspects of DOTP. The incumbent will coordinate and track implementation of the DOTP Strategic Plan, as well as provide review, analysis, and recommendations to the Division Chief on the wide array of policy, planning, and administrative issues. As a representative of the Division Chief, the incumbent will manage tasks and coordinate activities that involve multiple division offices and programs, divisions, districts, partners, or other governmental agencies. The incumbent has skills in leadership and organization, interest in supporting the Department, PMP, and DOTP strategic goals and vision, a spirit of innovation, and a commitment to advancing equity through all efforts.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, 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 - Innovation, Integrity, Pride)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Innovation, Integrity, Pride)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Assists in launching strategic initiatives from the ground-up to a point that can be organized over to an existing Program's responsibility. These activities include supporting the Division Chief in the conceptualization phase of the initiative through writing or messaging, research and development and providing coordination support to mobilize key people in the Department to engage on the effort.
30%	E	Assists in monitoring implementation and change management associated with the DOTP Strategic Plan and the Department's Strategic Management Plan; facilitates strategic communications and branding across DOTP offices and with the districts. Identifies opportunities for greater collaboration, innovation, and efficiency in working to achieve strategic objectives, within DOTP and across PMP. Facilitates transparent and accountable communication on progress toward strategic objectives, through data sharing and other communication means.
25%	E	Coordinates and monitors complex assignments, researches topics, compiles briefing packets, and advises the Division Chief on any issues related to DOTP. Reviews high-level incoming requests and invitations, recommends an appropriate course of action to the Division Chief, and ensures that assignments have been delegated to the appropriate entities. Distributes appropriate information to offices/branches and/or districts for resolution or recommendation, and coordinates response as needed. Assists in tracking active or pending assignments to ensure deadlines are met and that internal or external partners have received a clear response and high quality customer service.
10%	E	Provides leadership support to the DOTP management team, office chief and senior meetings, Planning Hot Topics meetings, and other strategic meetings as needed; identifying key topics for discussion, setting agendas, and preparing materials; facilitating meetings and capturing action items; and ensuring follow up on action items. Serves as a point of contact on behalf of the Division Chief for deputy division chiefs and office chiefs, as well as internal and external partners.
5%	M	The incumbent supports other duties as assigned to support DOTP or to represent the Division Chief.

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 will not have direct supervision responsibilities; however, the incumbent will be required to lead and/or coordinate with employees at all levels to accomplish projects or tasks at the direction of the Division Chief.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Caltrans mission, vision, and strategic goals, and the strategic direction of Planning and Modal Programs
- Department organization, and high level policies and procedures that pertain to the work of Planning and Modal Programs
- Critical federal and State laws and regulations that govern transportation policy and planning in California
- General practices of transportation planning, including rail and transit planning, local assistance, research, and effective public participation
- Key concepts and critical nature of transportation equity

Ability to:

- Analyze policies, plans, and problems, research and develop solutions, and recommend appropriate courses of action
- Facilitate dialogue and input on key issues and assist with negotiating agreements with various internal and external stakeholders/partners
- Gather, compile, analyze, and interpret data, and develop materials to effectively present and display data and information
- Work productively, communicate effectively, and build strong partnerships with others as an interdisciplinary team member
- Monitor a large number and variety of ongoing activities and assignments, stay organized, and ensure deadlines are met

The incumbent should be able to analyze the impacts of policies and projects to the transportation system with consideration to

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various factors. Awareness and sensitivity to social, political, economic, and environmental issues is critical.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will have the authority to recommend actions to the Deputy Director of Planning and Modal Programs, distribute information to division chiefs, and follow up to ensure that the actions have been implemented. Errors could result in delays or loss of funding for transportation plans or projects and impact credibility with stakeholders.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have authority to represent the Deputy Director but without delegated authority to make decisions. As a representative of the Deputy Director, the incumbent will attend meetings with division chiefs, managers, and staff across programs; external partners; other state, regional, or local agencies; California Transportation Commission staff; and members of the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may need to sit for long periods of time using a keyboard and video display monitor; think critically and analyze a range of issues; balance many ongoing assignments and re-prioritize work quickly to respond to more urgent assignments as needed; foster a diverse, creative, and innovative work environment; and develop and maintain cooperative working relationships.

WORK ENVIRONMENT

Employee may be required to travel in State. Out-of-State travel may be occasionally necessary.

The incumbent works in a climate-controlled office 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 and potentially fluctuating building temperature.

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.)

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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