

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Office of State Planning/Long Range Policy Planning Branch	
WORKING TITLE Long Range Policy Planning, Branch Chief	POSITION NUMBER 900-074-4724-XXX	REVISION DATE 10/17/2024

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 a Supervising Transportation Planner, the Senior Transportation Planner directs the Long Range Policy Planning (LRPP) Branch and supervises a team of Transportation Planners and/or Associate Transportation Planners to fulfill the mission of the Office of State Planning. The incumbent engages in a variety of policy and statewide planning efforts, supporting the development and implementation of the California Transportation Plan (CTP), coordinates related research and studies critical to the Department's mission and of statewide significance consistent with State and Federal legislations. The incumbent works closely with other management staff, various offices, divisions and districts within Caltrans to develop and review regional and state led planning deliverables. In coordination with management, staff, peers, and others to ensure that the State's long range planning/policy goals are addressed by 1) delivering planning products to advance the State's multimodal transportation system, 2) identifying "best practices" in statewide and long range transportation planning, 3) developing staff knowledge, skills, and abilities, 4) providing customer service to districts, partners, and the public in a timely manner.

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. (Cultivate Excellence - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Enhance and Connect the Multimodal Transportation Network - Pride)
- **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. (Lead Climate Action - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Equity)
- **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. (Advance Equity and Livability in all Communities - Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First - 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. (Cultivate Excellence - Engagement)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Enhance and Connect the Multimodal Transportation Network - Equity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Strengthen Stewardship and Drive Efficiency - Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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45%	E	Working with the Office of State Planning management team, assist, review, and delegate activities and tasks for the development and implementation of the California Transportation Plan (CTP). Duties include, but are not limited to, assigning work tasks, securing internal and external stakeholder input (through surveys and/or advisory committees), review and editing of working papers, draft and final documents, ensuring deadlines are met, and presenting the final document to management. Work includes coordinating with various Caltrans divisions and regional agencies. CTP includes various State and Federal compliance work including greenhouse gas analysis, development of materials and information, aligning with project programming and performance monitoring and reporting. Assist with and may lead CTP Advisory Committee meetings. Manage staff workload for these activities.
20%	E	Coordinate with district to ensure CTP, policies, implementation issues and concerns are identified and addressed in district products including corridor planning, Project Initiation Documents, etc. Compile, and deliver to management, quarterly statistics on Headquarters funded district CTP activities.
15%	E	Identify, assign, and evaluate staff work duties, tasks, and products. Ensure staff adhere to timely review of Regional Transportation Plans (RTPs), Overall Work Program (OWPs), statewide long range planning related studies, plans, research, and grant proposals. Research and develop white papers on statewide planning trends and policies. Ensure staff has access to appropriate training and development opportunities that will strengthen staff knowledge, skills and abilities in the area of goods movement and freight planning. Maintain effective and ongoing supervisor/staff communication.
15%	E	Prepare talking points and presentations for management regarding key program issues, deliverables, and activities. On request, represent management at internal and external meetings. Manage staff workload, staff hiring and on-boarding, coaching, performance evaluations, training needs, individual development plans, etc.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

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

This position supervises Transportation Planners and Associate Transportation Planners.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of federal, state, and departmental policies, programs, practices, laws, and issues related to transportation planning, including complete streets, Smart Mobility Framework, sustainability, active transportation and emerging modes, land use planning and related practices including transit oriented development, livable communities, housing, and public participation are required. Knowledge of multimodal system and corridor planning, project development, and programming processes. Key concepts and critical nature of transportation equity.

Ability to manage a large sub-program and provide clear guidance and direction to districts and headquarters staff for statewide program management. Ability to work cooperatively, to initiate effective partnerships with federal, state, and local agencies, district and headquarters, planning and engineering professionals, and private consultants. Ability to effectively direct the work of others and negotiate resolution of issues and problems. Ability to analyze and interpret data relative to program; apply analytical techniques to resolve or recommend creative solutions to transportation problems; conduct studies related to transportation planning; communicate effectively; and work independently or as an interdisciplinary team member.

Ability to initiate and maintain effective communications and partnerships, and work cooperatively with Federal, State, regional, and local agencies, the private sector, districts and other Caltrans programs/divisions. Also, able to provide program leadership and negotiate resolution of issues and problems leading to “win-win” resolution. In particular, ability to direct planning research, studies, and analyses leading to cost-effective and practical solutions. Ability to oversee policies, plans, and programs with awareness and sensitivity to social, political, economic, and environmental issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions made by this position could impact Caltrans policies and its programs. Failure to consider the political sensitivity or to fully evaluate the fiscal, economic, social and environmental impacts or technological constraints on Caltrans programs could result in delays in program delivery and subsequent losses of funding. Failure to adequately direct or complete analyses according to project scope and schedule could result in project or program delays and decreased credibility with the Legislature, the goods movement industry, and /or other agencies or customers.

ADA Notice

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PUBLIC AND INTERNAL CONTACTS

This position requires frequent personal contact with others who are in politically sensitive positions. Incumbent must be able, with a combination of knowledge, tact, maturity and authority, to communicate with and build positive working relationship with public and private sector parties, including legislators local governmental officials, and staff, freight carriers, and shippers and receivers. Failure to communicate and work in a timely and effective manner with internal and external contacts could result in lost opportunities to improve system performance, secure funds for transportation programs and projects, or advance transportation plans and analyses, and which could negatively impact future opportunities to advance the Department's interests.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Public – The incumbent has extensive contact with the local agencies and governments; contact with the Federal Highway Administration, Federal Transit Administration, U.S. Environmental Protection Agency, California Transportation Commission, Resources agencies, Department of Housing and Community Development, California Energy Commission, Air Resources Board, and representatives of other Federal, State, regional, county, city, and private agencies and groups.

Internal – The incumbent has daily contact with DOTP programs. The incumbent also has contact with management staff of other divisions/programs, Director's Office and District Directors, Division Chiefs, and their staff.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial lighting and must be able to travel to meetings.

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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