

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Principal Transportation Planner	OFFICE/BRANCH/SECTION D04/Division of Transportation Planning & Local Assistance	
WORKING TITLE Planning and Modal Programs Implementation Manager	POSITION NUMBER 904-111-4723-XXX	REVISION DATE 10/13/2023

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 Deputy District Director of Transportation Planning & Local Assistance (TPLA), a CEA B, the incumbent serves as the District Division Chief for Transportation Planning. The incumbent provides strategic direction for, and plans, and directs the activities of the following offices: Multimodal & System Planning, Regional & Community Planning, Sustainability, and Transit & Active Transportation. The incumbent is responsible for planning, organizing, budgeting, reviewing, and directing the work of his/her assigned functions, and for advising the Deputy District Director on the full range of issues relating to these functions. The incumbent may serve as chief spokesperson for projects at meetings and act as the contact person within the Department and to various outside agency groups, including federal, other State, regional and local transportation and regulatory agencies.

CORE COMPETENCIES:

As a Principal 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.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	<p>Directly manage four major offices in the Division of TPLA including: Office of Regional and Community Planning, Office of Multimodal System Planning, Office of Transit & Active Transportation, and Office of Sustainability.</p> <p>Work cooperatively with local transportation partners in developing policy to plan and administer State and federal multi-modal funding programs for the district. Provide strategic direction and ensures the delivery of a multitude of planning, complete streets, and sustainability functions, including but not limited to development of multimodal corridor plans, freight coordination, Geographic Information System (GIS) support, air quality conformity, investment planning and coordination, local development review, regional planning, Native American liaison, community planning, State and federal transit grant administration, equity and engagement, climate change coordination, transit coordination, active transportation coordination, complete streets performance, and park and ride planning. Ensure these programs are consistent with district and departmental goals and objectives. Justify and request resources from Headquarters; develop program goals and objectives; monitor program delivery; identify and implement best practices with a focus on equity for Division activities; and ensure public engagement is solicited in all phases of the planning process.</p>
20% E	<p>Develop and maintain effective working relationships with federal, State, regional and local agencies, including the Federal Highway Administration, the Metropolitan Transportation Commission, the Bay Area County Transportation Agencies, elected officials and major transit operators, to ensure transportation projects are in alignment with Caltrans' goals and the California State Transportation Agency's Climate Action Plan for Transportation Infrastructure to further Departmental goals and objectives. Develop effective working relationships with Native American tribes in the Bay Area to facilitate engagement and coordination. Represent the District on various policy-level advisory committees and boards for local or regional transportation projects, plans, and programs. Confers with Headquarters staff and District Division Chiefs on difficult technical, budget or administrative matters, and directs resolution of highly technical or politically sensitive issues impacting assigned transportation projects.</p>

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15%	E	Provides leadership and direction to subordinate managers in recommending and implementing policies, procedures and best practices that promote equal employment opportunity, employee engagement, workforce/succession planning, diversity and inclusion, innovation, and organizational excellence. Develop and implement effective performance management procedures that ensures timely completion of performance appraisals, probationary reports, consistent communication with staff, and when warranted, appropriate corrective and disciplinary actions. Provide continuous feedback to staff that highlight performance successes and develop action plans to close competency deficiencies and performance gaps. Develop and maintain succession plan and business plan for the planning offices.
15%	E	Prepares budgets for staffing allocations, operating expenses, training and other anticipated expenditures, and manages and monitors expenditures consistent with allocations. Maintains approved staffing levels within prescribed allocations and leads the effort to request for additional allocations via Budget Change Proposal (BCP) process. Ensures that mandatory and discretionary training is provided to staff to enhance professional skills and maintain safety.
5%	M	Serves the Department as needed on special teams to investigate issues and improve business practices and policies.
5%	M	Works on a variety of special projects and assignments as needed by the Deputy District Director, as well as Executive Management.

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 District Division Chief directly supervises four or more Supervising Transportation Planners and indirectly supervises other staff in the performance of planning of multimodal, climate adaptive and sustainable transportation projects assigned to the office. The incumbent shall exercise proper administrative and technical control in order to accomplish tasks and on time delivery on projects for the benefit of the Department.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Principles, practices and trends of public administration, organization and management with emphasis on transportation planning, budgeting, sound management of fiscal resources, use of management information systems, strategic planning, program development, management and evaluation; performance improvement, principles and practices of employee supervision, development training, Caltrans organization and administrative policies and procedures.

Ability to: Manage the work of a multi-disciplinary professional and administrative staff; develop and utilize all available resources to attain goals; reason logically and creatively; analyze data, develop and evaluate alternatives; present ideas and information effectively both orally and in writing; establish and maintain project priorities; initiate, recommend, and champion changes that promote innovative solutions; motivate others and resolve conflicts; think cross functionally, learn quickly and comfortably handle risk. Develop cooperative and trusting relationships with representatives of all levels of government and the public; gain the confidence and support of top level managers and advise them on a wide variety of administrative matters.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for day-to-day management of the Division of Transportation Planning and for providing guidance in statewide planning efforts. Poor judgment may unnecessarily delay projects, increase Caltrans' transportation project costs, risk loss of delegations and assignments from other agencies, cause lower quality work, mismanagement of public monies and lose public confidence and trust.

PUBLIC AND INTERNAL CONTACTS

The incumbent must work collaboratively and communicate regularly with a broad spectrum of individuals and entities, including: Caltrans executive management from the Regions/Districts and corporate Headquarters; other State and local government agencies; industry representatives; special interest groups; the California State Legislature and legislative staff; DOF; California Transportation Commission; CalSTA; and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires the ability to work with others in a cooperative manner, multi-task, adapt to changes in priorities, ensure completion of tasks or projects given short notice, develop new insights into situations, foster a positive work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial light. The incumbent may be required to travel throughout the

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state and to other Districts, attend off-site meetings and conferences and be subject to the typical rigors of air, auto and transit travel and overnight hotel stays, including lifting and carrying their own luggage, computer equipment and other materials. Per Caltrans telework policy, the incumbent may have the ability to telework part time.

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