

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION 74/Transportation Planning/Regional Planning	
WORKING TITLE Chief, Local Development Review Branch	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 general direction of the Chief, a Supervising Transportation Planner within the Office of Regional and Community Planning, the Senior Transportation Planner is responsible for the development, review, analysis, and implementation of policies, directives and guidance with regard to the statewide Local Development Review (LDR) program, with particular focus on transitioning the department's approach in response to recent policy updates (particularly Senate Bill 743). The incumbent provides statewide program direction, guidance, and training for district and headquarters LDR coordinators and functional reviewers, and provides guidance to districts on local development issues and inter-district projects. The incumbent functions as the single-point-of-contact with various federal and state agencies on topics relating to statewide transportation, land use, permitting, procedural issues, and inter-district, inter-state, international and multi jurisdictional projects.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Understanding Others/Motivation**: Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Cultivate Excellence - Engagement, Innovation)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)

TYPICAL DUTIES:

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

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40%	E	Provide direction to Caltrans' Headquarters units and District offices on policies and procedures for the Local Development Review (LDR) program. Develop, oversee and provide technical, program, and policy-related information and guidance to the Districts, lead agencies, local partners, and other external agencies. Ensure consistency and compliance with the state's requirements, recommendations, and guidance. Ensure statewide delivery and consistency in overall quality, activities and products. Remain engaged and involved in district issues and must be ready to provide briefings and advise executive management, the Office Chief, Division Chief, and other functional managers.
25%	E	Identify and execute coordination opportunities between federal, state, and partner agencies on LDR. Lead and participate in opportunities to optimize early identification of efficiencies, resolution of issues and streamlining opportunities in Local Development Review. Coordinate with the Legal Program on statewide issues involving litigation that affects the LDR. Initiate research on case law, city and county powers, and departmental powers that require coordination with other department programs impacted by legal action. Monitor federal and state court decisions on CEQA, NEPA, land use and transportation law, and Native American issues. Prepare analysis of potential impacts for management. Develop program guidance and outreach materials as it relates to state legislation, LDR, and CEQA statutes. Adjust LDR program and guidance to changes in law or case law as appropriate.
15%	E	Develop and teach training classes for transportation planners, environmental planners, traffic engineers, structural engineering, permit engineers, and others involved in LDR review activity. Work to optimize the Geo-Based Tracking System (GTS) by streamlining workflows and modernizing geospatial web mapping capabilities. Conduct workshops and meetings as needed to keep LDR reviewers educated and up to date.
15%	E	Supervise staff and their assignments, providing feedback and training. Manage branch issues related to assigning and managing workload, and issues related to organization, scheduling, staff development, performance evaluation, safety and specific personnel issues. Prepare complex agreements, consultant contracts, policy and technical correspondence, informational reports; issue memos, and analysis of legislation, special assignments and other written materials.
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

The incumbent directs the tasks of professional transportation planning staff, and provides policy direction to Caltrans staff statewide. The incumbent may act in the capacity of Chief, Office of Regional Planning (ORP). The incumbent is a project manager in ORP over complex projects and multi-disciplinary local, state and federal teams. Receives direction and supervision from the Office Chief in the Office of Regional Planning.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Federal, State and Departmental policies and programs, as well as planning and programming requirements related to transportation, environmental planning principles, project delivery; fiscal management, program and project financing mechanisms, departmental policies and procedures, contemporary transportation, social economic, technical, legal and political issues.

Knowledge and understanding of: Department resource procedures, current Departmental policies, organizational programs and practices in strategic, operations and business plans.

Ability to work with minimum direction and supervision; to initiate action independently or as an interdisciplinary team member; to handle multiple assignments simultaneously; to learn new tasks quickly with little or no formal training; and to be responsive to customers and management policy.

Ability to communicate effectively both in writing and orally. The ability to develop and maintain effective working relationships and partnerships and work cooperatively with others. Ability to effectively direct the work of others and negotiate resolution of issues and problems. Ability to respond to inquiries from Departmental management and internal and external customers in a timely and effective manner.

Ability to research, gather, compile, analyze and interpret data in order to resolve problems; apply analytical techniques to resolve or recommend creative solutions to transportation problems; and conduct studies related to transportation planning.

ADA Notice

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Principal areas of responsibility include: Statewide program expertise and direction (particularly implementation of SB 743); Inter-agency coordination; Legal activities, and Training. A core responsibility will be integrating our updated approach on transportation analysis and safety and providing training for reviewers. The position requires a comprehensive understanding of regulatory requirements for project impact assessment, particularly CEQA and SB 743, and general knowledge of law and policy guiding local land use and development. The position also requires the ability to provide clear guidance and direction to districts and headquarters for statewide program implementation.

The incumbent has a major responsibility to help ensure the principles and practices of regional planning are carried out and implemented in accordance with the Department's mission and Federal and State laws and policies. The incumbent manages the administration of federal and state funds that enable regional agencies to perform collaborative, integrated planning activities, improving the transportation systems of their respective regions and the statewide transportation system. Recommendations and decisions made by this position to Directorate and Agency management directly impact the budgets and programs of the Department, local, regional, State and Federal agencies. The position has responsibility to ensure that the principles and practices of early regional and environmental planning coordination are carried out, and implemented in accordance with the Department's mission and Federal and State laws. Errors could result in loss of credibility with Federal, State and local agencies with which the Department interacts. Failure could result in project delays and increased costs to the Department and to state and local partners.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts regularly with Directorate and Agency management and other staff throughout the Department, and with representatives of local, regional, State and Federal agencies, environmental organizations and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements are those usual to an office: use of office equipment (e.g., computers, phone, fax, etc.), accessing information in files and folders, interacting with co-workers and other customers and suppliers. Some travel may involve overnight stays.

WORK ENVIRONMENT

The incumbent works in a typical fluorescent-lighted, climate-controlled, office environment in an older multi-story state office building. The incumbent must operate usual office equipment. On occasion, the incumbent will need to travel to other locations to attend meetings, make presentations, etc., in different offices, conference and convention facilities and the like. If overnight stays are involved, these would generally be in hotels/motels or accommodations in Department facilities (e.g., lodging at Maintenance Stations). Travel would generally be via plane, train, car, public transit, bicycle, ferry or foot.

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)

Brenda Caruso

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

Erin Thompson

SUPERVISOR (Signature)

DATE
