

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Office of Rail Planning/Integration & Network Planning	
WORKING TITLE Branch Chief, Integration & Network Planning	POSITION NUMBER 900-075-4724-920	REVISION DATE 11/05/2024

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 for the Office of Rail Planning in the Division of Rail, the Senior Transportation Planner manages rail network planning functions. This includes: development and administration of the California State Rail Plan and the state strategic service planning process, management and coordination of rail network integration activities and plans with partner agencies, other Caltrans Divisions, the California High Speed Rail Authority, and California State Transportation Agency (CalSTA). Preparation of rail transportation related studies, including freight; liaison activities with other Caltrans multi-modal and corridor transportation studies, committees and activities. Coordination between service planning branch and Regional Coordinators on ridership modeling and planning activities in the Division. Proposing and managing rail related transportation planning research and analysis of proposed statewide legislation. The responsibilities of this position include preparing plans, conducting studies, budgeting, and administering contracts.

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, 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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation, Integrity, 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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, 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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation, Integrity, Pride)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation, Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

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

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30%	E	Oversees a staff team that leads an ongoing strategic planning process informing the creation and implementation of the California State Rail Plan at least every four years responding to State and Federal requirements. This includes procurement and administration of consulting assistance, task order development, review of the technical approach, document review, public and stakeholder outreach including coordination with the California Transportation Commission (CTC), Federal Railroad Administration (FRA), and CalSTA.
20%	E	Manage and coordinate rail network integration activities and service development plans with partner agencies, including development of funding applications and support of the federal Corridor Identification and Development Program.
15%	E	Produce, support and manage staff and consultant work for other rail planning efforts, training, and research. Review and comment on statewide rail planning documents, funding and programming requests, and legislation. Lead and support rail planning training.
30%	E	Lead and support development of an online State Rail Plan platform that includes, but is not limited to: updated project maps, project statuses, progress towards implementation, and capital program database.
5%	M	Act as a subject matter expert with other Caltrans multi-modal and corridor transportation studies, committees and activities; including the California Transportation Plan (CTP), Interregional Transportation Strategic Plan (ITSP), Freight Activities, Complete Streets, and other multi-modal plans and activities. Participate in Technical Advisory Committees and review multi-modal plans. Perform other job-related duties within the scope of the classification as assigned.

<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**

The incumbent supervises a team of five Associate Transportation Planners/Transportation Planners. The Senior Transportation Planner has total responsibility for meeting deadlines and work productions.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Knowledge and understanding of passenger rail and service planning principles that are the basis for the California State Rail Plan and State-sponsored passenger service planning.
- General knowledge of federal and state rail transportation programs and financing mechanisms; federal and state transportation planning process and general requirements; air quality, land use and environmental planning principles and practices; transportation program and project financing mechanisms; and contemporary transportation, land use, social, economic, environmental, financial, technical, legal and political issues relevant to the planning and delivery of passenger and freight rail improvements; and Departmental resource procedures and current Departmental policies.
- Ability to recognize and understand evolving issues, gather, analyze, and present data. Reason logically, creatively, identify trends, and recommend pragmatic courses of action.
- The ability to work proactively and cooperatively with others, independently as a team member or as a manager, travel as required, and prioritize competing assignments. Quickly direct and provide completed staff work, consult, and advise managers, and make determinations and resolve problems.
- The ability to write clearly, edit documents, and provide guidance to staff on developing written documents.
- The ability to work cooperatively and speak knowledgeably with representatives of other Caltrans units and representatives from external partner agencies in a lead capacity - including state control agencies, federal agencies, cities, counties, Metropolitan Planning Organizations and Regional Transportation Planning Agencies, railroad operators, state-supported intercity passenger rail JPAs non-profit and advocacy organizations, consultants to partner agencies, and the general public.
- The ability to speak effectively before groups and cultivate a positive image of the Division and the Department in any situation. The ability to provide leadership to subordinates by taking action appropriate to Division and Department policies.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Decisions must be consistent with Departmental policy and the authority vested in the position. Failure to ensure compliance with policies, granted authority and Department plans and processes could result in State funds being expended without the accrual of the required benefits to the State. Contracts that are not developed and managed properly could result in additional unknown costs to the State through claims and legal actions.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent has frequent contacts with others in the Department and representatives from external partner agencies - including state control agencies, federal agencies, cities, counties, Metropolitan Planning Organizations and Regional

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Transportation Planning Agencies, host railroads and rail service operators, non-profit and advocacy organizations, consultants to partner agencies, and the general public.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. Ensure employees are treated in a fair and equitable manner.

The ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.

Develop new insights into situations and apply innovative solutions to make organizational improvements. Formulate effective strategies consistent with the Department's vision and goals.

Create and sustain an organizational culture that encourages others to provide the quality of service essential to high performance.

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### WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees will be required to traverse the District compound to discuss projects with staff in other buildings. This may be necessary during inclement weather conditions. Employees may also be required to travel for special assignments, meetings or route reviews some of which may be before or after regular business hours or inclement weather. Employees may be required to work outside to perform project field and site reviews during varying seasonal conditions.

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

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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