

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION District 10/PLAE	
WORKING TITLE Climate Change Manager	POSITION NUMBER 910-155-4724-xxx	REVISION DATE 01/20/2023

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 direction of the Deputy District Director of Planning, Local Assistance and Environmental (DDD), the incumbent is responsible for planning, organizing, and leading climate change adaptation activities in District 10. The incumbent will support District implementation of federal climate change programs, including those established as a result of the Federal Infrastructure Investment and Jobs Act (IIJA), as well as programs established by the State Legislature on climate change adaptation. The IIJA programs include, but are not limited to, the PROTECT Program and Carbon Reduction Program. The incumbent will provide leadership in coordinating and promoting climate change efforts, including developing, coordinating, and facilitating implementation of climate change adaptation policy and strategies into transportation decision-making. Incumbent will coordinate climate change activities across all appropriate functional units; provide technical assistance identifying and supporting research and analysis of climate change and adaptation; and identify and provide outreach, education, and training on climate change. The incumbent will act as program advisor for climate change adaptation projects and/or assists in identifying adaptation measures for SHOPP projects to ensure climate resilience of district transportation investments. The position requires excellent analytical, writing, and communication skills, composing special reports and knowledge of contract management. The incumbent has skills in leadership and organization, interest in supporting the Department's and District's strategic goals and vision, and a commitment to advancing equity through all efforts. The desired outcome is providing an accessible multi-modal network of travel options that enrich all communities.

**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. (Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence, Lead Climate Action - Integrity)
- **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. (Cultivate Excellence, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Integrity)
- **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, Lead Climate Action - 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, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Lead Climate Action - Engagement)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Innovation, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

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- **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. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Equity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
40% E	Lead climate change planning activities in the District, prioritizing working with disadvantaged communities that are most affected by climate change impacts. Manage the development, implementation, and facilitation of the District's Adaptation Project Priorities Assessment, including helping scope project priorities and position them for adaptation funding. Lead District engagement in Caltrans Climate Change Vulnerability and Risk Assessments including cross-divisional coordination to ensure data and results can be linked directly to Asset Management prioritization processes and project development. Participate in managing and administering various Planning grants and contracts related to climate change as well as 1-2 climate-driven adaptation planning studies per year. Develop grant proposals for District studies related to climate change including gathering pertinent information for proactive planning in protecting and managing State assets.
30% E	Act as in-house subject matter expert on climate change and serves as key planning staff in response to technical inquiries on climate change adaptation and resiliency planning issues. Ensure all corridor planning efforts adequately consider and prioritize climate risks and adaptation needs. Contribute to all corridor planning efforts by bringing climate analysis into corridor plans, identify where feasibility studies are required, identify where climate risk on a corridor impacts local/regional segments of the transportation system and requires complex planning across jurisdictions. Bring climate risk and adaptation measures into early project scoping activities (TPSIS and PIR/PID development) to ensure climate risk and adaptation strategies are considered within project candidates. Overall, provide innovative direction to develop priorities and procedures for addressing climate change risks to the State Transportation System, including through providing technical information, guidance, and best management practices to guide planning, project development, and other functions in meeting the requirements of the State of California.
20% E	Coordinate internally and externally with city, county and other public stakeholders on climate change issues that affect the State Transportation System. Act as in-house subject matter expert on climate change to respond to technical inquiries. Participate on various local and regional agency committees and groups as well as serve on internal statewide committees. Review and provide comments on internal/external projects, plans, and documents as applicable in relation to climate change adaptation.
5% E	Respond to legislative, media, and other inquiries regarding climate change, and other duties as required.
5% M	Serve as a member of various teams or committees for special planning projects and activities. This includes assisting by collecting and analyzing data, preparing reports and administering various records, files, maps, and other related documents.

<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**

This is not a supervisory position; however, the Senior Transportation Planner Specialist may at times lead Associate Transportation Planners, and Transportation Planners for specific projects and assignments for a limited period of time.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Incumbent must be knowledgeable of the Caltrans mission, vision, goals, strategic objectives, programs, laws, rules and policies of the State of California and federal government regarding Climate Change, with a focus on climate adaptation and resilience. Must be able to communicate effectively and work cooperatively with staff from a variety of District and Headquarters Divisions, as well as with staff from other public agencies, and the general public. Must possess the ability to prepare clear and concise reports, make presentations, communicate effectively (both written and orally) with all levels of staff, negotiate effectively, deal tactfully with all parties in stressful situations, make timely decisions, prioritize critical programs, and be adept in conflict resolution. Must be able to perform effectively under rigid time constraints and pressure. Should be familiar with modern technology and its application in the Department.

Incumbent must be familiar with Caltrans principles and practices of transportation planning, asset management, performance

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management, the project delivery process, as well as the maintenance and operation of transportation projects and facilities.

Must also have knowledge of general principles of planning related to climate change, as well as the status of current research, trends and assessment techniques. Must possess general knowledge of climate change planning methods, performance measurement and statistical analysis. Have ability to analyze and gather data; work effectively on an interdisciplinary team; and apply effective public participation techniques. Be capable of Identifying, assessing and resolving difficult environmental and transportation problems and prioritize projects based on various constraints. Develop technically-sound alternatives and solutions and develop consensus among stakeholders.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent makes decisions, counsels and provides advice on varied and difficult issues involving Climate Change to District and Department management. Develops policy concerning a broad range of subjects of concern to the District. Errors in decisions could cost the State a significant amount of money, adversely affect employee relations, lost delegations, delay in meeting project schedules, litigation, or embarrassment to the State.

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### PUBLIC AND INTERNAL CONTACTS

Both internal and external coordination is required with staff and management at all levels, and with public, non-governmental and private stakeholders. Coordination of and attendance at various meetings representing the Department is key to open communication and collaboration with partners.

Incumbent must consult with and advise other employees at all levels on Climate Change issues, provide liaison with various District and Headquarters Staff involving a wide range of complex and politically sensitive issues. Must handle all difficult queries from the public, and must project competence and integrity in these dealings.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display monitor. The incumbent may also be required to move large or cumbersome plans and documents from one location to another. The incumbent should be able to deal with pressure, maintain focus, and intensity yet remains optimistic and persistent. The incumbent shall act in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public services. Able to develop new insights into situations and apply innovative solutions to make organizational improvements; grasp the essence of new information and master new technical and business knowledge; value cultural diversity and other individual differences in the workforce.

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### WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and attend meetings outside the district office in-state. The work environment characteristics described here are representative of what an employee encounters while performing the essential functions of his job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work will occur in and office and field environment. While performing the duties and responsibilities, the employee may be exposed to loud noise, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations.

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

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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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