

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION D3/Planning, Local Assistance, and Sustainability	
WORKING TITLE District Community Engagement and Equity Coordinator	POSITION NUMBER 903-800-4724-XXX	REVISION DATE 08/02/2023

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 Supervising Transportation Planner, the incumbent serves as one of the District's advisor and subject matter expert on public outreach, engagement, and equity for the District's plans in the planning phase and project development process (i.e. K phase, O phase, etc.). The position works closely with the Public Information Office on public outreach and engagement during the project development phase. The incumbent develops and manages the Community Engagement and Equity Programs at the District level to promote, incorporate, and support community engagement activities through resource materials, best practices, guidance, and templates to District staff for the purpose of equitably improving the multimodal transportation network and promoting equity and livability in all communities. The incumbent's work promotes meaningful and equitable community engagement in transportation with the goal of creating a brighter future for all Californians.

The District Community Engagement and Equity Program Coordinator will help develop and promote an engagement process that embodies social justice principles, where everyone is treated with respect and fairness. Working with District staff across multiple functions, beginning at the planning stages through the construction phases of the project development process, the incumbent will promote the integration of meaningful, equitable, and consistent engagement and outreach with the public, advocacy groups, transportation agency partners, and stakeholders in all District plans, programs, and projects. The incumbent will actively help to transform Caltrans programs, policies, and procedures based on this engagement to improve quality of life for all Californians, with particular focus on underserved, disadvantaged, and vulnerable communities (equity priority communities). As a result, the position will be lead for equity related activities in the Division while providing continuity in outreach and engagement throughout the planning and project development processes.

The incumbent will support the development and deployment of the equity and community engagement plans, programs, and databases, such as the new Caltrans Public Engagement System (CPES) and Equity Action Plan. The incumbent will lead and assist with the District deployment, operation, and maintenance of CPES, working in coordination with multiple District Divisions as needed, and with the Public Engagement Program Manager in the Headquarters Division of Transportation Planning (DOTP), who will be the overall manager for CPES. The incumbent will monitor and collect CPES metrics to track status and progress of District level engagement for annual reporting and performance measures.

**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. ( Advance Equity and Livability in all Communities - Engagement, Equity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. ( Advance Equity and Livability in all Communities - 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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)

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- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
30%	E	Coordinates with PIO and acts as one of the subject matter experts for public engagement plans to advise District staff on public outreach and engagement within the planning phases and project development processes (i.e. K phase, 0 phase, etc.). The work includes helping to ensure that the District integrates equitable public engagement into all relevant transportation planning and project delivery processes by implementing Caltrans' goals, policies, strategies, actions, and best practices at the District level (e.g., the Caltrans Strategic Plan, Climate Action Plan for Transportation Infrastructure (CAPTI), the California Transportation Plan (CTP), and the Equity, Engagement, and Health (EEH) Action Plan); serving as the District's representative in a statewide working group of all District Community Engagement Program Managers and coordinate with district Public Information Office to implement a comprehensive, coordinated, and continuous approach for state messaging and public engagement to federal, state, regional, and local agencies, and advocacy groups; and serving as a community engagement advisor to District Project Development Teams (PDTs) on effective public engagement strategies and best practices.
30%	E	Coordinates with PIO and acts as one of the subject matter expert to advise and coordinate with District staff, Headquarters, and external partners on equity related assignments in relation to plans and project development and partnership activities. The position will hold a role in the entire planning and project delivery processes. Examples includes working on sections related to Project Initiation Documents, long-range transportation plans, statewide or regional plan developments, and coordinating Title VI efforts. Coordination includes north region partners related to District 3 or North Region equity action or implementation plans.
15%	E	In coordination with Headquarters and District Divisions and programs, 1) assist in the development and implementation of a Community Engagement Playbook statewide framework and, 2) lead the development and implementation of a District-level Community Engagement Playbook. The Playbook will be a repository for best practices, templates, guidance, contact lists, training materials, lessons learned, and other resources. It will also help the District set priorities, track progress, and plan ongoing and future engagement. In coordination with HQ and District divisions and programs, lead the deployment, operation, and maintenance of CPES at the district level. Develop knowledge and understanding of CPES functionality from a user's perspective and assist with training. Report metrics on public engagement to District management. Act as the primary point of contact in the District for CPES.
15%	E	Leads the effort in developing and implementing guidance, tools, and training efforts related to public outreach and equity. Includes leading special assignments, which may include solicitation and contract development and administration; preparation of working papers; reviewing and commenting on draft reports or papers; participating as an Office or Division representative in transportation planning meetings; serving as a meeting facilitator in internal and external settings; preparing correspondence; updating tracking and reporting tools to Management; contributing to the Division business plan; conducting legislative analyses; and other activities as assigned. The position also requires leading the north region equity team and coordinating with internal Divisions to promote equity goals and actions.

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10%	M	Help to identify improvements for community engagement and initiate, develop, and/or support tools, training, and guidance to implement improvements. Assist HQ and district training offices by providing training and/or feedback on effectiveness of training and identifying district training needs. Other duties as required.
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<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The position is a full time position responsible for initiating community engagement, supporting and guiding the development of public engagement plans and tools, implementation, and management of a District wide program. The position does not have supervisory duties but may be asked to oversee the work of entry and journey level staff.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

#### Knowledge:

- Contract development and management
- Caltrans planning and project development process
- Equitable public and stakeholder engagement best practices

#### Abilities:

- Public speaking and deliver complex presentations
- Writing and research
- Lead multi functional teams toward program goals
- Train Districts teams and programs on public engagement and CPES best practices
- Solicit feedback from user groups and programs to develop and implement best practices

#### Additional Desirable Qualifications:

Ability to develop and maintain effective relationships with staff within District programs and HQ divisions, other partnering states, regional agencies, and consultants for successful ongoing interaction; knowledge of equity and engagement planning work done by Caltrans and its role in providing an effective multi-modal transportation system; effective leadership skills; multi-disciplinary project management experience; strong interpersonal and presentation skills; ability to develop innovate and effective solutions for transportation problems and effectively implement them; and computer skills, including the use of Microsoft software including MS Teams, Word, Excel, Powerpoint, OneNote, Sharepoint, etc.; Smartsheets; ArcGIS; Cascade; and other software and tools as required.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions made by the incumbent directly affect the Department's ability to satisfy Federal and State planning and programming requirements. Additionally, this person's recommendations and decisions broadly affect and are affected by actions of the Department, California Transportation Commission, Legislature, Federal and State agencies, Metropolitan Planning Organizations, Regional Transportation Planning Agencies, cities and counties, and the private sector related to transportation plans and programs, fund allocations, and general transportation systems management. Errors in guidance, implementation, coordination, and carrying out state and federal law, regulations, and policies could have negative impacts on the Department's ability to effectively provide transformative, sustainable, multi-modal options to the traveling public.

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### PUBLIC AND INTERNAL CONTACTS

Public – The incumbent can have contact with the local agencies and governments; contact with representatives of other Federal, State, regional, county, city, and private agencies and groups, and the public.

Internal – The incumbent has daily contact with District programs. The incumbent also has contact with staff of other Divisions/ programs, District Directors, Headquarters Division Chiefs, and their staff.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. Must deal effectively with pressure; maintain focus and intensity yet remain optimistic and persistent, even under adversity. Create a work environment that encourages creative thinking and innovation. Enable others to acquire tools and support they need to perform well. Develop new insights into situations and apply innovative solutions to make organizational improvements. Create and sustain an organizational culture, which encourages others to provide the quality of service essential to high performance and productivity. Consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations, is tactful and treats others with respect. Adjust rapidly to new situations warranting attention and resolution.

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### WORK ENVIRONMENT

Employee will work in a telework environment but may be required to travel to the District building, and meet with stakeholders and Headquarters staff as needed, as well as serve on panels, and attend meetings and conferences.

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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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