

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

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| CLASSIFICATION TITLE Sr Transportation Planner | OFFICE/BRANCH/SECTION D10 Office of System Planning & Goods Movement, PLAE Div. | |
| WORKING TITLE System Planning & Goods Movement Office Chief | POSITION NUMBER 910-155-4724-xxx | REVISION DATE 10/31/2024 |

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 direction of the Deputy District Director for Transportation Planning, the incumbent is responsible for planning, organizing, and leading system planning activities in District 10. The incumbent will lead the development of corridor plans, freight and mobility hub activities, relinquishments, and support the development of local, regional, and statewide plans related to the state highway system. The incumbent will provide leadership in coordinating and promoting these efforts through collaborative efforts consistent with state goals and policies. Additional work may include providing technical assistance in identifying and supporting research and analysis of long-range planning activities, and other core planning areas such as competitive grant applications, local development reviews, project initiation documents, regional planning, etc. This Office also coordinates technical support functions for, but not limited to, Geographical Information Systems (GIS), Intelligent Transportation Systems (ITS), and special assignments. 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence, Advance Equity and Livability in all Communities - Equity, 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 - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Lead Climate Action - Equity)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Enhance and Connect the Multimodal Transportation Network - Innovation, Integrity)

TYPICAL DUTIES:

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

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| 40% | E | Lead system planning activities in the District, that includes the development of plans related to corridors on the State Transportation System. Plans can include comprehensive multiple corridor plans, feasibility studies, and preliminary investigations. Plans should be consistent with statewide goals and priorities. The position requires managing the development of multiple activities at one time. |
| 30% | E | Lead in freight and mobility hub activities in the District. This includes managing staff who are the coordinators for these role and are the point of contact for internal and external coordination. Role may include work as a program advisor and acting as the technical expert from the planning perspective. Work includes contributing to all corridor planning efforts by bringing freight and mobility hubs into corridor plans, identify where feasibility studies are recommended, and identify where impacts to local/regional segments of the transportation system requires complex planning across jurisdictions. Overall, provide innovative direction to develop priorities and procedures for addressing 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 local, regional, and statewide plans that affect the State Transportation System. Act as in-house subject matter expert on these plans 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. |
| 10% | M | Assist in the development of relinquishment activities related to the State Transportation System. This includes working with internal and external partners. Also provide review and comments on Project Reports and Right of Way Relinquishments. |

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 is responsible for the supervision of a professional staff, primarily consisting of Transportation Planners.

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 System Planning, with a focus on the areas outlined in the Typical Duties section above. 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 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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failing to meet deadlines could result in impacts to the Department's credibility and ability to deliver studies and projects according to schedules.

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.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must be able to develop and maintain cooperative working relationships, be tactful and treat others with respect. Behave in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Travel for this position may be required.

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.

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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

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