

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION District 7 / Division of Planning	
WORKING TITLE LA28 Senior Planning Liaison	POSITION NUMBER 907-162-4724-XXX	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 Deputy District Director of Planning, Goods Movement, and Local Assistance, the Senior Transportation Planner (Specialist) serves as the District 7 lead on engagement with local agencies involved with developing projects for the 2028 Summer Olympic and Paralympic Games, commonly known as LA28. The incumbent will also receive general direction from the LA28 District Liaison.

The incumbent will work with the LA28 project team and the local agencies to develop project scope requirements, budgets, schedules, and fund requirements for local arterials (off the State Highway System) that are required to make the Games Route Network successful. This will also include communicating new Manual on Uniform Traffic Control Devices (MUTCD) requirements, developing a guidance document that will be used for future local engagement, and reporting back to LA28 on the status of local improvements. The guidance will focus on local road and mobility hub improvements. Work will include overseeing and collaborating with other agencies and facilitating meetings with internal and external stakeholders, including but not limited to Headquarters, LA Metro, City of Los Angeles, Federal Highway Administration (FHWA), US Department of Transportation (USDOT), and others.

The incumbent is expected to act independently in pursuing specific tasks that will provide results toward general goals and objectives as provided by the Deputy District Director and LA28 District Liaison.

**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 - Innovation, Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, 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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Influencing Others**: The ability to gain the support of others for ideas, proposals, projects and solutions. (Cultivate Excellence - Engagement)
- **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 - Innovation)

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Innovation, Integrity)

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
55%	E	Develop a guideline document detailing improvements to the local road system and mobility hubs for the LA 28 Games. The guidance document will focus on developing project scope requirements, budgets, schedules, and fund requirements for local arterials (off the State Highway System) that are required to make the Games Route Network successful. This will also include communicating new MUTCD requirements, developing a guidance document that will be used for future local engagement, and reporting back to LA28 on the status of local improvements.
35%	E	Coordinate activities with the Games Mobility Executives and local agencies in the delivery of the LA28 off State system projects. Work will include overseeing and collaborating with other agencies and facilitating meetings with internal and external stakeholders, including but not limited to Headquarters, LA Metro, City of Los Angeles, Federal Highway Administration (FHWA), US Department of Transportation (USDOT), and other jurisdiction with a LA28 related project. Facilitate communication among internal team members. Provide direction and support to resolve any issues that may occur during each phase of the project from initiation to closeout. Ensure that assigned projects are delivered within approved cost, scope, and schedule.
5%	M	Coordinate internally with the Senior Transportation Engineer/LA28 Project Manager. Knowledge sharing will lead to effective integration of the entire LA28 Games network. The incumbent will provide updates on specific local project information including mobility hubs.
5%	M	As directed, may serve as Caltrans representative at any LA28, City of Los Angeles, or Metro meetings and public events on behalf of the Deputy Director, or Director. Coordinate meetings, workshops or tours as needed to facilitate collaboration with partners.

<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 position does not supervise. However, this position acts as a project manager or team leader and in that capacity, directs the work of others.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must be knowledgeable of Caltrans' mission, goals, and programs; laws, rules and policies of the state of California and the federal government. Must have broad administrative abilities to manage a complex organization. Must be able to communicate effectively both orally and in writing to inquiries from interested citizens, legislators, other state agencies, other states, foreign governments, and the Federal government on a wide variety of complex issues. Must be able to perform effectively under rigid time constraints and pressure.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsible for guidelines for local LA28 related transportation projects which seek to provide safety and mobility benefits to the traveling public in accordance with federal, state, and local requirements. Failure to meet commitments as prescribed by federal, state, and local mandates could result in loss of funding and damage the department's credibility; failure could also lead to increased liability by the department.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent will be interacting with internal and external stakeholders in person, and via virtual meetings. The incumbent must establish and maintain working relationships on a regular basis with public and private agencies, industry representatives, university and research authorities, special transportation interests, district management and other Headquarters' divisions/ programs, and with state, federal, and local agencies with the common goal of providing a sound transportation system for California. The incumbent may respond to political inquiries and sensitive issues with external entities.

The incumbent arranges for, attends, participates in, and where appropriate, represents the Department at meetings with interest groups, individuals, local, regional, state, and federal agencies in regard to planning performance measures, issues and mitigation matters for projects and programs.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent may be required to sit for periods of time using a keyboard and video display terminal. The incumbent should be

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

# POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

able to quickly adapt behavior and work methods in response to new information/priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. The incumbent should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage; and value cultural diversity and other individual differences in the workforce.

## WORK ENVIRONMENT

The incumbent works in a climate-controlled office setting under artificial and natural lighting for the majority of the time. On occasion, the incumbent will be required to travel and be exposed to traffic conditions in the field.

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.

This position is required to be in the District 7 Headquarters Office at a minimum of two days during the workweek, as well as for in-person meetings at offsite locations.

-

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)

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

### ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.