

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Transportation Planner	OFFICE/BRANCH/SECTION District 5	
WORKING TITLE Community Engagement and Public Affairs Office Chief	POSITION NUMBER 905-001-4725-xxx	REVISION DATE 11/01/2024

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 Administration, a CEA, the Supervising Transportation Planner serves as the Community Engagement and Public Affairs Office Chief. The incumbent will serve as an advisor and subject matter expert on incorporating public outreach and engagement outcomes and findings into the district's transportation plans and project development. The incumbent develops and manages the Community Engagement Program 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 provides direction to the Public Information Branch, ensuring that press releases, social media, and all other public outreach is timely, effective, and anticipates the public's transportation needs. This position is responsible for management and supervisory responsibility over the Public and Legislative Affairs Branch, Community Engagement Support Branch, and two District Community Engagement Coordinators who work with project development teams to create and implement engagement plans.

**CORE COMPETENCIES:**

As a Supervising 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 - Engagement, Equity, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence - 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. ( Advance Equity and Livability in all Communities - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. ( Advance Equity and Livability in all Communities - Integrity)
- **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 - Engagement)
- **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. ( Advance Equity and Livability in all Communities - Engagement, Equity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence - Integrity)

**TYPICAL DUTIES:**

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

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40%	E	Community Engagement - Provides leadership and manages staff to build connections with local, state and federal government agencies, elected officials, tribal nations, private organizations, community groups, and members of the public in order to coordinate State transportation matters with local activities, projects, and plans. As the manager over the Engagement Support Branch and Engagement Planning Senior Specialists, ensures that community engagement processes are well conceived and that content is clear, concise, and includes well developed supporting graphics. This role supports a number of functions within District 5 by providing engagement planning and engagement support services district-wide. This includes engagement planning expertise and engagement support services that shape public engagement processes within the capital program broadly and for Transportation Planning, Maintenance, Traffic, and Administration. In addition to managing the processes above, this role will also represents the district in making decisions for the resolution of highly technical or politically sensitive problems, inter-agency, and public relations issues. Ensures all affected interests are aware of projects and that the appropriate level of communication takes place with each interest group, reducing the occurrence of project delays, and/or political embarrassment. Responsible for community outreach activities and actively involves the community in project planning and development. Additionally, the incumbent drafts and reviews letters involving transportation policy for the District Director. Actively participates in the district's Equity Committee and recommends concrete actions to the district's programs to implement the Caltrans Equity Statement.
35%	E	Public/Legislative Affairs - Develops and implements policies regarding legislative and media issues, and organizes major public relations efforts to publicize district programs. Provides the media with timely transportation information. This involves press releases, radio and television appearances, social media posting, and internet presence. Acts as a liaison between the district, Caltrans Headquarters and various legislative bodies (federal, state, and local) to provide input on State legislation related to transportation, evaluate the impact on the receipt of funds, and recommend alternative language when appropriate. Works directly with the Legislature and legislative staff in promoting the State's transportation related goals and initiatives and influencing policies with non- governmental organizations and other states' transportation agencies to develop and organize support for California's transportation initiatives. Ensures effective and timely communication between the District and the legislature making maximum use of all District resources. Serves as a major focal point for the District Director's office during emergency operations and major incidents from relations with the media and elected officials.
15%	E	Serve as the subject matter expert on planning and project development with a focus on engagement to advise district staff on incorporating transportation related to public outreach and engagement findings into district transportation public engagement plans. The work includes helping to ensure the district integrates equitable public engagement into all relevant transportation planning processes such as corridor, active transportation, freight, climate action, and transit plan development. This includes but not limited to meeting with cities, counties, RTPA/MPO (local agencies) board and technical advisory committees, advocacy groups, and other stakeholders.
5%	M	In partnership and collaboration with project delivery and Headquarters (HQ) and district divisions and programs, support headquarters in the development, implementation, and maintenance of a Community Engagement Playbook statewide framework, and 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. This position will be responsible for providing input and feedback toward the Headquarter version of the Playbook, which will be used to derive the District level Playbook. The Playbook will be a living document, which will consistently be revised at the District level to ensure consistency with messaging from a Headquarters perspective.
5%	M	Help to identify, suggest and recommend improvements in transportation planning project plans related to community engagement and initiate, develop, and/or support tools, and guidance to implement improvements.

<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**

Direct supervision of Public/Legislative Affairs Branch Chief (Information Officer II), Community Engagement Support Branch Chief, and two Community Engagement Managers (Senior Transportation Planners).

**ADA Notice**

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must possess knowledge of the planning and project development process and practices of transportation planning; research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques, Federal and State laws and regulations; concepts and terminology relating to transportation planning; and sources of funding transportation programs.

The incumbent must be proficient in Caltrans planning and project development process, and equitable public and stakeholder engagement best practices. Incumbent must have the ability to speak in public to a variety of stakeholder and deliver complex presentations, which can include detailed research and writing that is appropriate for the audience. In addition, incumbent must have the ability to 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.

**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.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent will be required to communicate with all levels of District and HQ Sacramento personnel and management, as well as other State Departments. Must conduct business in a professional manner and establish and maintain positive working relationships. Must be able to project competence and integrity when representing Caltrans. Incumbent will interface with external agencies, community groups, and elected officials and needs to represent the department well when doing so.

**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.

**WORK ENVIRONMENT**

While at their base of operation, the incumbent will work in an office setting with controlled temperatures under artificial light. Must be able to sit and/or stand and use a keyboard/mouse and video display monitor for extended periods of time. Occasional travel may be required to outside offices and/or facilities.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered

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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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