

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION CalSTA, Environmental Policy & Housing Coordination	
WORKING TITLE CalSTA Senior Housing Policy Coordinator	POSITION NUMBER 900-074-4724-921	REVISION DATE 02/03/2025

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:

This position will assist California State Transportation Agency (CalSTA) Deputy Secretary for Environmental Policy & Housing in coordinating and advancing statewide transportation policy in alignment with the administration's housing goals. CalSTA, in partnership with the Business, Consumer Services, & Housing Agency (BCSH) is responsible for co-facilitating a statewide housing and transportation working group and executive level steering committee to advance state housing and transportation policy and program linkages. CalSTA is also responsible for the implementation of EO N-2-24 on infill housing, including serving on a task force facilitated by the Governor's Office of Land Use and Climate Innovation (GO-LCI) to develop a framework for statewide mitigation bank that would use infill housing as a mitigation strategy under the California Environmental Quality Act (CEQA). The primary responsibilities of this position will be to support the Deputy Secretary for Environmental Policy & Housing with policy analysis, program support, interagency coordination related to, land use and housing issues, issues related to reduction of vehicle miles traveled, amongst others.

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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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. (Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Lead Climate Action, 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. (Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence, Lead Climate Action - Engagement, Equity, Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)

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TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Serve as project manager and lead coordinator for CalSTA and CalSTA department efforts to implement EO N-2-24 on infill housing, including but not limited to coordinating amongst CalSTA departments and serving as CalSTA lead subject matter expert on Transportation Mitigation Banking and Housing as a Mitigation Strategy initiatives named in the executive order.
20%	E	Coordinate, develop, and administer the implementation of various CAPTI action items where CalSTA is listed as the lead, related to VMT (vehicle miles traveled) and housing issues. Prioritize work and assignment tasks appropriate to staff's classification and skill set.
20%	E	Assist with coordination of the Housing & Transportation Work group. Collaborate with various internal and external stakeholders. Manage working relationships and serve as a subject matter expert on climate mitigation and resilience, land use and housing issues, and environmental policy issues.
15%	E	Assist with additional housing policy initiatives by preparing materials for or participating as a CalSTA representative on interagency efforts. This includes gathering, analyzing information, and serving as a subject matter expert on transit oriented development, land use and housing issues, and vehicle miles traveled issues.
10%	E	Serve as project manager on various initiatives that may arise to implement state goals around VMT reduction, including but not limited to the implementation of CAPTI, as assigned.
5%	M	Other duties as assigned.

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

This position does not directly supervise others, but will act as a project manager and may oversee the work of team members on specific projects. These may be staff, or student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Expertise in the areas of transportation planning, land use policy, housing policy, vehicle miles traveled reduction, and greenhouse gas reductions. Knowledge of environmental and transportation planning, project development, project management and programming processes; CalSTA's mission, visions, goals, and organization, policies and procedures; Federal and State laws and regulations with a focus on climate change, environmental and air quality; program and project management skills; key concepts and application of transportation and climate equity.

Ability to:

Effectively communicate (both orally and written) with management, technical, and non-technical personnel. Ability to implement programs and projects and supporting activities; analyze, interpret, and apply analytical techniques; work independently and as a core member on complex projects; and develop and work with databases as required. Implement and coordinate as required to develop programs, policies, and plans, with awareness and sensitivity to political, economic, and environmental issues.

Additional Desirable Qualifications:

Ability to develop and maintain effective relationships internally and externally for successful on-going interaction; effective multi-disciplinary project management expertise; strong interpersonal and presentation skills; ability to develop innovative and effective solutions and strategies for transportation problems and implement them; and computer skills, including the use of word processing, spreadsheets, and presentation software.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Policy areas under covered under this position are critical and sensitive, and are responsible for high priority state and federal requirements and executive orders, impacting many internal programs as well as partner agencies at local, regional, and federal levels. Errors in guidance, implementation, coordination, and carrying out state and federal law, regulations, and polices could have negative impacts on CalSTA's ability to lead, provide guidance, build partnership and resolve issues.

PUBLIC AND INTERNAL CONTACTS

Represent CalSTA when participating in any meetings with federal, state, regional and local agencies, elected officials, community based organizations, working groups, committees, and the public. In addition, the incumbent may make

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presentations and is expected to maintain good working relationships with all CalSTA partners and stakeholders.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Ability to work under fast-paced environments and manage multiple workloads and conflicting deadlines. Ability to develop cooperative working relationships, respond to difficult situations, recognize emotional and politically charged issues, and respond professionally in all interactions.

Sustained mental activity for report writing, auditing, problem solving, analysis and reasoning, etc. The ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; and demonstrate a sense of responsibility and commitment to public service.

The incumbent may be required to sit for long periods of time, using a keyboard and video display terminal or reviewing written documents.

WORK ENVIRONMENT

The incumbent works in front of a computer system under artificial light in an office setting with long periods of working in a sitting or standing position. Employee may be required to travel.

This position may be eligible for partial telework in compliance with CalSTAs current hybrid schedule. The amount of telework is at the discretion of CalSTA and based on CalSTA's current policy. While CalSTA supports part-time telework, in-person attendance may be required based on operational needs, and current policy requires minimum of 2 days a week in office attendance. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of CalSTA or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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
