

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Office of Regional & Community Planning	
WORKING TITLE District Climate Change Adaptation Planning Branch Chief	POSITION NUMBER 904-111-4724-XXX	REVISION DATE 10/16/2024

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 District Office Chief for Regional & Community Planning, the incumbent leads a team of planners responsible for planning, organizing and implementing critical climate change adaptation planning activities in District 4. Supports District implementation of federal climate change programs, including those established as a result of the Federal Infrastructure Investment and Jobs Act (IIJA), as well as programs established by the State Legislature on climate change adaptation. The IIJA programs include, but are not limited to, the PROTECT Program and Carbon Reduction Program. The incumbent provides leadership in coordinating and promoting climate change adaptation planning efforts. Develops, coordinates, and facilitates implementation of climate change policy and strategies into transportation decision-making. Coordinates climate change planning activities across all appropriate functional units; provides technical assistance identifying and supporting research and analysis of climate change adaptation and resilience strategies; identifies and provides outreach, education, and training on climate change adaptation and resilience. Acts as the District SHOPP Program Advisor for the Climate Change Adaptation & Resilience program, assisting in identifying adaptation measures for SHOPP projects. The position requires excellent analytical, writing and communication skills, the ability to compose special reports and knowledge of contract management. The position also requires strong leadership, partnership, and strategic thinking skills, as well as a deep commitment to the Department's strategic vision, mission, values, and goals, and to advancing equity through all efforts.

**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. (Cultivate Excellence, Lead Climate Action - Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Integrity)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence - 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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, Equity, Innovation)

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- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Cultivate Excellence - Engagement, Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
30%	E	Lead and manage climate change adaptation planning activities in the District as its Climate Change Adaptation Planning Program Manager, prioritizing working with disadvantaged communities that are most affected by climate change impacts. Manage the facilitation, identification, development and implementation of the District's adaptation project priorities, including helping scope project priorities and position them for funding. Lead District engagement in Caltrans Climate Change Vulnerability and Risk Assessments including cross-divisional coordination to ensure data and results can be linked directly to Asset Management prioritization processes and project development. Participate in, develop and help implement District Climate Change Adaptation Plans and its recommendations as part of statewide efforts.
20%	E	Serve as the SHOPP Program Advisor for climate change projects and assists in identifying adaptation measures for SHOPP projects. Identify and help resolve climate-related issues throughout the project development process, as well as recommend planning studies and grant programs related to climate change adaptation and resiliency. Coordinate with internal staff and management from all functional units on climate change issues that affect the State Transportation Network. Serve on District committee to address climate change adaptation, composed of representatives from various District Divisions and functional areas. Serve on additional internal statewide committees as needed.
15%	E	Manage the District Climate Change Adaptation Planning Program as an in-house resource on climate change adaptation and provide planning staff support in response to technical inquiries on climate change adaptation and resiliency planning issues. Ensure all corridor planning efforts adequately consider and prioritize climate risks and adaptation needs. Contribute to all corridor planning efforts by bringing climate change adaptation analysis into corridor plans, identify where feasibility studies are required, identify where climate risk on a corridor impacts local/regional segments of the transportation system and requires complex planning across jurisdictions. Bring climate risk and adaptation measures into early project scoping activities (TPSIS and PIR/PID development) to ensure climate risk and adaptation strategies are considered within project candidates.
15%	E	Representing the District as its Climate Change Adaptation Planning Program lead, work with city, county, regional and other public agencies on climate change issues that affect the State Transportation Network. Participate on various local and regional agency committees and groups including the Bay Area Regional Collaborative (BARC), the Bay Conservation and Development Commission (BCDC), California Coastal Commission and the Metropolitan Transportation Commission (MTC) and others, as well as serve on interagency committees as needed.
15%	E	Lead and manage climate change planning and climate-driven feasibility studies in the District. Participate in managing and administering various Planning grants related to climate change adaptation. Develop grant proposals for District studies related to climate change including gathering pertinent information for proactive planning in protecting and managing State assets. Review various District reports for adequacy in addressing climate change. Represent the District on various Headquarters climate change-related committees and task forces.
5%	M	Respond to legislative, public information requests and other inquiries regarding climate change; other duties as required.

<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**

Supervises a staff of Transportation Planners or Associate Transportation Planners. May serve as the delegated Office Chief for Regional & Community Planning on occasions when the Office Chief is on leave.

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**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 Climate Change. 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**

Failure to use sound judgment in the execution of the duties of this position could result in damage to the credibility of the Department and limit the effectiveness in the relationship between the Department and its partners. Additionally, recommendations and decisions broadly affect and are affected by actions of the Department and its partners related to adaptation policies, plans, programs, regulations and funding. Errors in judgement in the carrying out adaptation policies, plans, programs, regulations and funding could have negative impacts on the Department's ability to effectively meet the State's climate action goals.

**PUBLIC AND INTERNAL CONTACTS**

Both internal and external coordination is required with public agency staff and management at all levels, as well as with community and non-governmental organizations, private companies and the public. Coordination of and attendance at various meetings representing the Department is key to open communication and collaboration with partners.

Public – The incumbent has contact with the local agencies and governments; contact with representatives of other Federal, State, regional, county, city, community and non-governmental organizations, private companies 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.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Develop and maintain cooperative working relationships in an interdisciplinary setting. 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, and acknowledging various opinions. Enable others to acquire tools and support they need to perform well. Develop new insights into situations and apply innovative solutions. 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, be tactful and treat others with respect. Adjust rapidly to new situations warranting attention and resolution.

**WORK ENVIRONMENT**

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 headquarterd 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 headquarterd location will be the responsibility of the selected candidate.

The employee will primarily work in a climate-controlled office or cubicle under artificial lighting while in office. Extensive computer usage is required. A combination of virtual and regular travel is expected within and outside the District and Headquarters to attend meetings and other events. Employee may be required to make field visits throughout the District.

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**ADA Notice**

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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