

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Multimodal System Planning/System Planning Branch	
WORKING TITLE District System Planning Branch Chief	POSITION NUMBER 904-121-4724-XXX	REVISION DATE 08/21/2024

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 Office Chief for Multimodal System Planning, the incumbent will serve as District Branch Chief and be responsible for development of various Caltrans System Planning products; Management and oversight of Transportation Planning studies (local and Caltrans grant administered); Conducting Transportation Planning liaison activities with County Transportation Agencies (CTA), the Metropolitan Transportation Commission (MTC) and other stakeholders; Providing specialized support concerning Project Initiation Document prioritization and development; and Managing the District's freeway and expressway route rescission function. In addition to the above mentioned work tasks, incumbent will also be responsible for managing, directing, and overseeing the work of three Associate Transportation Planners/Transportation Planners.

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. (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)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Integrity, Pride)
- **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, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (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, Pride)
- **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. (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, Pride)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (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, Pride)

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TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	SUPERVISION AND DEVELOPMENT OF DISTRICT SYSTEM PLANNING PRODUCTS: Research, develop, and draft State Highway System Planning documents including Comprehensive Multimodal Transportation Plans (CMCP), Corridor Plans (CP), project fact sheets, Managed Lanes System Plan (MLSP), and project nominations; Work with internal and external partners on development of concepts for State Highway routes; Present System Planning products to internal and external partners; Oversee staff development of CMCPs, CPs, MLSP, and various fact sheets; Represent District System Planning with HQ with respect to workplan development, quarterly reporting, and resource management. Project prioritization and selection for various State and federal funding programs.
25%	E	PLANNING STUDIES PARTICIPATION, COORDINATION AND ADMINISTRATION: Develop and maintain professional relationships with local agencies and other stakeholders and provide expertise and assistance on a wide variety of Transportation Planning issues; Coordinate with District Program/Project Management, Environmental, Traffic Operations and other Divisions and functional units for input on Transportation Planning studies and projects; Administer Planning studies including serving as a Contract Manager when needed; Initiate the development of concepts and proposals for State Planning and Research (SP&R) funding (or other sources) in cooperation with internal and external partners in identifying District needs; Represent the Office of Multimodal System Planning at PDT and other internal and external meetings.
15%	E	CTA and MTC COORDINATION AND LIAISON: Attend regularly scheduled CTA Technical Advisory Committee meetings, MTC Committee meetings, and other meetings relating to liaison activities; Review agendas, gather and disseminate information internally when appropriate and respond to CTA requests.
10%	M	District Freeway and Expressway Rescission Coordination: Coordinate with internal and external stakeholders to identify, prioritize and implement the rescission of conventional highway routes on the Freeway and Expressway system.

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 will supervise a staff of three or more transportation planners and will be able to draw on the assistance of a broad spectrum of expertise from the District and Headquarters to provide information and technical data which will allow for the completion of the duties of the position.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent should have a thorough knowledge of the Transportation Planning process, methods, policies, rules and regulations. Have knowledge of the requirements of the Infrastructure Investment and Jobs Act/ Bipartisan Infrastructure Law, State SB 45 and SB 1, Caltrans Strategic Plan, California Transportation Plan, Climate Action Plan for Transportation Infrastructure, and other pertinent State and federal transportation laws and regulations. Have a basic understanding of traffic engineering principles, the project development process, and familiarity with District organization and functions. The ability to persuasively communicate verbally and in writing and demonstrate a high level of professionalism and independence.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions made by the incumbent directly affect Caltrans 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 Caltrans, California State Transportation Agency, California Transportation Commission, Legislature, Federal and State agencies, Metropolitan Planning Organizations, CT As, cities and counties, and the private sector related to freight plans and programs, and fund allocation.

Errors in guidance, implementation, coordination, and carrying out State and federal law, regulations, and policies could have negative impacts on Caltrans' ability to provide transformative, sustainable, multi-modal options to the traveling public. Errors also result in Caltrans loss of credibility with partners and advocates.

PUBLIC AND INTERNAL CONTACTS

Public -The incumbent has extensive contact with local, regional, and State agencies as well as tribal governments; contact with California State Transportation Agency, Strategic Growth Council, Governor's Office of Planning and Research, and other State departments; the Federal Highway Administration, Federal Transit Administration, U.S. Environmental Protection Agency,

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California Transportation Commission, Resources agencies, Department of Housing and Community Development, and advocates and interested stakeholders.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

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 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.)

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
