

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE C.E.A.	OFFICE/BRANCH/SECTION Planning and Modal Programs	
WORKING TITLE Chief, Division of Transportation Planning	POSITION NUMBER 900-074-7500-002	REVISION DATE 02/12/25

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

**GENERAL STATEMENT:**

Under the general direction of the Deputy Director, Planning and Modal Programs, the incumbent is responsible for the transportation planning programs for the California Department of Transportation (Caltrans) and for ensuring their integration with other Caltrans programs. The incumbent is also responsible for state-wide representation on all matters concerning transportation planning and the associated rules and regulations. Coordination with all Caltrans districts is a vital part of the incumbent's daily responsibilities. The incumbent has executive-level skills in leadership, communication, partnership, and strategic thinking, as well as a deep commitment to the Department's strategic goals and vision, to providing excellent customer service, and to advancing equity through all efforts.

**CORE COMPETENCIES:**

As a C.E.A., 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. (Equity, Employee Excellence - Equity, People First, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action - Equity, Innovation, Integrity, People First)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Equity - Equity, Integrity, Stewardship)
- **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. (Equity, Employee Excellence - Equity, Innovation, Integrity)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity, Climate Action, Employee Excellence - Collaboration, Equity, Integrity, People First, Stewardship)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Equity, Prosperity - Collaboration, Integrity, People First)
- **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. (Safety, Equity, Climate Action, Prosperity - Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)

**TYPICAL DUTIES:**

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

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45%	E	Develops and implements policies on the formulation of work programs and the evaluation of operational effectiveness in the Division that is composed of Active Transportation, Corridor & System Planning, Strategic Investment Planning, Transit Planning, State Planning, Regional & Community Planning, Air Quality & Climate Change, Strategic Freight Planning, Technical Freight & Project Integration, and Project Planning. Develops and implements policies and procedures in concert with federal, state, and regional transportation planning resources and regulatory agencies on statewide issues. Develops and implements policies and procedures for regional planning, including the administration of planning funds to Regional Transportation Planning Agencies (RTPA) approval of overall work programs of RTPAs and technical assistance in the area of air quality, energy, climate change, transportation system management, public transportation, high speed rail, and modeling and forecasting. Develops technical policies on planning issues affecting delivery of Caltrans' projects. Establishes the strategic direction for the transportation planning programs.
35%	E	Responsible for managing the development, distribution, and administration of Caltrans' policies, procedures, and quality standards and manuals relating to state transportation planning programs. Responsible for the technical transportation analysis process including future problems under various assumptions about fuel availability, land use, economic conditions, and emerging behavior patterns; impacts on environmental, social, economic, and existing transportation system from implementation of Caltrans' programs. Plans, organizes, and directs the activities of twelve offices that provide technical assistance to the twelve districts in developing and processing planning studies.
10%	E	Represents Caltrans and the State of California on national, interstate, statewide committees, and organizations relating to the transportation planning aspects of delivering transportation projects and services.
10%	E	Advises and/or represents the Deputy Director, Planning and Modal Programs on related transportation planning matters and responds to inquiries for legislature, public agencies, and the private sector.

<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**

Provides first-line supervision to Principal Transportation Planners, Supervising Transportation Planners and Senior Transportation Planners. Has full responsibility for the operation of the Transportation Planning Division and its employees.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must be knowledgeable of Caltrans' vision, mission, goals, and programs; laws, rules, and policies of the State of California and federal government relating to financial functions and requirements. Must have broad administrative skills and abilities to manage changes to complex financial systems, processes, and creatively pursue financing opportunities. Must be able to communicate effectively both in writing and speaking in response to the steady flow of inquiries from interested employees, management, and other state agencies. Must be able to perform effectively under rigid time constraints and pressure.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent works with a wide range of individuals, employees, public organizations, and elected officials. In this capacity, the person is required to make sensitive and diplomatic decisions consistent with State policy. Lack of tact and/or error in judgment disseminating information could result in project delays, project cancellation, or loss of funding due to audit community pressure, political unacceptability, and/or lawsuits by special interest groups.

**PUBLIC AND INTERNAL CONTACTS**

The position has direct contact with all levels of management in Caltrans, members of the California State Transportation Agency, federal, State, regional and local entities, and the general public. The incumbent works with a wide range of individuals, employees, governmental and non-governmental organizations, and elected officials.

**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 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 on short notice. The incumbent should be able to deal effectively under 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 insight into situations and apply innovative solutions to make organization 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

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and value cultural diversity and other differences in the workforce.

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### WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position. 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.

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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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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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