

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION DOTP Corridor & System Planning, Corridor Planning	
WORKING TITLE Corridor Planning Program Manager	POSITION NUMBER 900-074-4724-092	REVISION DATE 02/26/2025

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 Chief, Office of Corridor & System Planning, a Supervising Transportation Planner, the incumbent serves as a Corridor Planning Program Manager. Corridor Planning Program Manager is fundamental to Caltrans long-range planning for interregional transportation, corridor system management, and multi-modal statewide travel analysis on the State Highway System (SHS) through the development and implementation of performance-based plans that identify current and future deficiencies on the SHS and surrounding corridors, strategies and projects to address deficiencies, and system improvements to meet Caltrans mission, vision, and strategic goals.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity, Climate Action, Prosperity - Collaboration, Equity, Innovation, Integrity, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Stewardship)
- **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. (Employee Excellence - Collaboration, People First)
- **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. (Employee Excellence - Collaboration, Stewardship)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - Collaboration, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - Collaboration)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Collaboration)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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40%	E	Act as a Caltrans subject matter expert on Corridor Planning. Lead and/or support the development of guidance and templates based on best practices and adhering to federal and state requirements. Ensure plans are aligned with and advance state policies, strategic goals, and funding program objectives. Work closely with districts to ensure these planning documents meet the approved guidance and are leading to successful project delivery. The incumbent coordinates with other Division offices, tracks and reports on plan development in the Districts, provides expert Corridor Planning guidance and advice to Districts and others, and coordinates with other Department functional areas, other public agencies and stakeholder groups. The incumbent will support in a variety of office deliverables where needed, including updates to District System Management Plan (DSMP), efforts to bridge planning to programming, and guidance to districts to support rescission and relinquishment efforts. The incumbent, as Senior Specialist, ensures that planning products are delivered on schedule both within Headquarters and the Districts and serves as the Department's lead respondent to corridor planning & District Strategic Plan development issues and questions.
30%	E	Support the development and implementation of Corridor Plan Prioritization process, District Strategic Plan guidance development & implementation, and other future initiatives that will improve project delivery, internal/external partnerships, and maximize benefits to regions/communities. Support updates to a Dashboard that tracks plan status, outcomes, and policy alignment. Support efforts to bridge planning to programming, and rescission/relinquishment efforts. The incumbent works with the Office of Strategic Investment Planning and other Division of Transportation Planning Offices and Divisions to implement strategic priorities into office workload deliverables.
25%	E	Lead and/or support statewide initiatives including updates to the Interregional Strategic Plan (ITSP) through internal/external engagement, policy analysis, data and information gathering, analysis, recommendations, and approval of corridor prioritization. Conduct legislative analysis, serving on special committees on issues that include sustainability, complete streets, climate change, asset management, and operational and corridor management, development of budget change proposals and general administrative duties. The incumbent will also lead and/or participate in training presentations to District staff as needed.
5%	M	Performs other job-related duties within the scope of the classification 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

The position does not supervise. However, this position acts as a project manager or team leader and in that capacity, directs the work of others. Serve as delegated Office Chief for the Office of Corridor & System Planning Office Chief on occasions when the regular Office Chief is out of the office.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of all phases of transportation planning process; the Department's mission, visions, goals, organization, policies, and procedures; Federal and State laws and regulations; Concepts and terminology relating to transportation planning; and techniques of selecting and managing outside consultants. Must have the ability to effectively communicate (oral and written) with management, technical, and non-technical personnel. Knowledge of system and corridor planning, project development, and programming processes. Ability to develop programs and supporting activities; analyze, interpret and apply analytical techniques; work independently and as a core member on complex planning projects; and work with databases.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Corridor & System Planning is the basis for the long-range planning of the entire statewide transportation system. It includes assessing and identifying improvements for a variety of important elements including system operations and management, sustainable planning, addressing climate change, complete streets, and others. Errors in guidance, implementation, coordination, and carrying out Federal law and regulations related to the previously identified system planning responsibilities could have negative impacts on the Department and the traveling public. Consequences of errors could lead to Caltrans Management not having sufficient information to make informed decisions.

PUBLIC AND INTERNAL CONTACTS

Daily internal contact with headquarters and District units in Transportation Planning; Traffic Operations; and Transportation Programming; Research, Innovation and System Information; and others. Frequent coordination and reporting to Caltrans Management. Frequent involvement with Metropolitan Planning Organizations and Regional Transportation Planning Agencies. Contact with the Directorate and Federal Highway Administration are less frequent but will occur.

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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

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 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 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.)

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.

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

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