

POSITION DUTY STATEMENT

DOT PM-0924 (REV 12/2024)

CLASSIFICATION TITLE Supervising Transportation Planner	OFFICE/BRANCH/SECTION Director's Office of Sustainability
WORKING TITLE Complete Streets Program Manager	POSITION NUMBER 913-176-4725-001
	REVISION DATE

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

GENERAL STATEMENT:

Under general direction, plans, organizes, and directs a major transportation and/or environmental or research and development program. Provides direction on implementation of policies related to transportation and/or environmental planning. Reporting to the Deputy Director for Sustainability, the incumbent works with direct reports and colleagues across the department to help provide better access to destinations via walking, biking, and transit, in concert with Director's Policy 37. The incumbent and team work to identify needs, opportunities and barriers, and to address these via policy and actions (departmental and external). The team is also responsible for tracking progress, coordinating efforts with external partners, and reporting on complete streets initiatives.

The Caltrans Director's Office of Sustainability values diversity, equity, and inclusion. We are committed to fostering an environment that supports, encourages, and celebrates the unique voices of our employees. Caltrans Sustainability believes diversity inspires innovative solutions to strengthen our work for the people, planet, and prosperity of California.

CORE COMPETENCIES:

As a Supervising 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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Enhance and Connect the Multimodal Transportation Network - 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. (Cultivate Excellence - Engagement, Equity, Innovation, Integrity)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation, Integrity)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation, Integrity)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation, Integrity)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation, Integrity)
- **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. (Enhance and Connect the Multimodal Transportation Network - 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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation, Integrity)

TYPICAL DUTIES:

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

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40%	E	Serve as a Headquarters focal point with other HQ and District staff, as well as external stakeholders, to advance Caltrans' policy and practice around provision of complete streets facilities. This work requires knowledge of planning, design, and asset management issues around complete streets. It also entails interacting with stakeholders, including those in the California Walk and Bike Technical Advisory Committee. The incumbent works with both internal and external stakeholders to better meet the needs of non-auto travelers.
30%	E	Manage staff members in the Complete Streets Branch. The incumbent will provide direction to staff members in order to implement the Department's Complete Streets goals. They will be responsible for hiring and development of staff as necessary to assure high-level performance.
20%	E	Provide subject-matter expertise around issues relating to improving access to destinations via non-auto modes. While other units will provide expertise in their functional areas, the incumbent will need a working knowledge of planning, design, and operations/maintenance issues and processes with respect to complete streets.
10%	M	Other duties as required. May act for the Deputy Director of Sustainability in their absence.

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 serves in a leadership role with extensive responsibility for exercising guidance over others and directing work. The position will supervise staff directly and will interact and influence with managers and staff in other headquarters units and in the districts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be knowledgeable of Caltrans' mission, vision, and goals, as well as laws, rules, and policies of the State of California and the federal government regarding multimodal transportation, sustainability, climate change, and equity. Must have demonstrated subject matter expertise or experience working in the areas of complete streets in the transportation sector.

Must have demonstrated effective leadership skills. Supervisory experience is preferred.

Must have the ability to:

*Communicate effectively verbally and in writing with stakeholders such as internal colleagues, other agencies, the public, and the media.

*Work with minimal direction and supervision, to initiate action and work independently on complex projects, analyze problems and develop solutions, and to handle multiple assignments simultaneously.

*Organize, direct, monitor, and evaluate the work of staff, as well as to plan, organize and direct the work of Caltrans consultants if needed.

*Participate in and represent Caltrans in public forums.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent will be responsible for decisions around hiring and management of staff. Incumbent will share responsibilities with other functional units in developing, implementing, and tracking actions to improve non-auto access to destinations. Errors, including failure to foster bold action around complete streets, can make the system less safe and useable by non-auto travelers, potentially leading to crashes and reduced destination access.

PUBLIC AND INTERNAL CONTACTS

The position has extensive contact with external and internal stakeholders; maintains continuing relationships with the full range of management levels within the Department; and fosters partnerships with federal, state, and local agencies to better provide for non-auto travel in the state. External stakeholders include but are not limited to members of the California Walk and Bike Technical Advisory.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Mental requirements include the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames; formulate effective strategies consistent with the business and competition; create a work environment that encourages creative thinking and innovation; enable others to acquire the tools and support they need to perform well; develop new insights into situations and applies innovative solutions to make organizational improvements.

Emotional requirements include the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively; respond appropriately to difficult situations; recognize emotionally charged issues or problems; must deal effectively with pressure, maintain focus and intensity yet remain optimistic

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and persistent, even under adversity.

WORK ENVIRONMENT

This position will work in a climate-controlled office under artificial lighting while at their base of operation in the office. The position may also frequently work at off-site offices in a climate-controlled environment under artificial lighting. This position is impacted by departmental telework policies and directives.

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.)

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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