

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Transportation Planner	OFFICE/BRANCH/SECTION District 12 Division of Planning & Local Assistance	
WORKING TITLE Office Chief of Transportation Planning	POSITION NUMBER 912-800-4725-001	REVISION DATE 02/10/2025

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 Deputy District Director (DDD) of Planning and Local Assistance, the Supervising Transportation Planner manages all District 12 Transportation Planning and Modal Programs, including Local Development Review, Rail and Mass Transit, Climate Change, System Planning, Active Transportation, Equity & Engagement, State Planning, Special Studies, Regional Planning, Strategic Investment Planning, Goods Movement and Air Quality Programs. The Supervising Transportation Planner is responsible for leading, directing, reviewing and approving all transportation planning deliverables to ensure 100% delivery of planning commitments in the Division Delivery Plan. The incumbent handles complex and sensitive plans and projects that arise to the Department under the guidance of the DDD. This involves ongoing coordinating responsibilities with HQs, other districts, other D12 functions, Federal, State, Regional and Local Agency partners, elected officials and communities on various issues and makes decision and recommendations. The incumbent manages Transportation Planning resources and workload commitments. The incumbent develops and strengthens internal and external partnerships and fosters collaborative approaches to creating, implementing, and achieving overall transportation planning goals and objectives. This position is located in Santa Ana and may require occasional travel throughout 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.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	The Supervising Transportation Planner plans, organizes and directs the work of all Senior Transportation Planners in the Division of Planning and Local Assistance. Manages all District 12 Transportation Planning Programs, including Local Development Review, Rail and Mass Transit, Climate Change, System Planning, Active Transportation, Equity & Engagement, State Planning, Special Studies, Regional Planning, Rail and Transit Planning, Strategic Investment Planning, Relinquishment, Goods Movement and Air Quality Programs. The Supervising Transportation Planner is responsible for leading, directing, reviewing and approving all transportation planning deliverables to ensure 100% delivery of all the Transportation Planning Program commitments with high quality and within the budget specified in the Division Delivery Plan.
20%	E	Provides leadership and direction to staff and operates the Office of Transportation Planning in a professional and effective manner. Represents the Division in both internal and external meetings. Directs the development and implementation of district planning documents including the District System Management Plan, Comprehensive Multimodal Corridor Plans, Special Studies, Transit Plans, Climate Change Plans, Active Transportation Plans and other modal plans. Special emphasis placed on developing and maintaining strong relationships with stakeholders by coordinating Division activities with Maintenance and Traffic Operations, Strategic Portfolio Management, Project Delivery, Environmental, Administration and other functional areas at both the District- and Headquarters-level. Represents District Director and Deputy District Director at statewide, regional and sub-regional transportation forums and in negotiations with local agencies regarding programmatic and project mitigation for impacts to the State Highway System. Advocates for the State's interest through local and regional planning and development process, including the inclusion of projects in applicable County Transportation Commission, Regional Transportation Planning Agency, and Metropolitan Planning Organization long-range plans and programming documents, consideration for mitigation of impacts to State Highway System, participation in local and regional studies and competitive funding processes.

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20%	E	Develops creative and innovative program strategies to integrate all transportation planning activities that will improve partnership and community engagement and enhance the multimodal connectivities in Orange County. Serves as the Transportation Planning liaison on local and regional multi-agency efforts and participates in planning efforts involving local, state, and federal elected officials and all transportation planning agencies. Represents the District at various meetings with elected officials, regional and local agencies, Headquarters, consultants and public hearings. Represents Division and Office on community engagement and politically sensitive external agency interactions. Serves as Caltrans' representative at various committee meetings and ensures that State laws, rules and Caltrans' policies and priorities are considered and carried out. Independently performs the most difficult analytical work on confidential and controversial issues.
15%	E	Manages Transportation Planning resources and workload commitments, supervises administrative staff, directs staff training, workforce development and succession planning within the Division. Oversees the preparation and monitoring of staffing and budget allocation plans and budget sub-allocation proposals. Ensures completion of work plans, implements performance agreements, and monitors expenditures for personal services dollars and operational expense resources with District Budget and the Headquarters Planning and Modal Program.
5%	M	Other duties as required. May act for the Deputy District Director of Planning & Local Assistance 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

Provides first-line supervision to Senior Transportation Planners involved in a variety of Planning activities and one AGPA who is the Division's administrative assistant. Also provides direction to consulting firms performing activities on State and local transportation facilities. May act for the Deputy District Director of Planning & Local Assistance in their absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Caltrans mission, vision, and strategic goals, and the strategic direction of Transportation Planning Programs. Department organization, and high-level policies and procedures that pertain to the work of Transportation Planning Programs. Critical federal and State laws and regulations that govern transportation policy and planning in California. General practices of transportation planning, including rail, transit and active transportation planning, research, and effective public participation. The incumbent should be able to analyze the impacts of policies and projects to the transportation system with consideration to various factors. Awareness and sensitivity to social, political, economic, and environmental issues is critical. Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of project management, program management, employee supervision, development, and training; formal and informal aspects of the legislative process; the administration and department's goals and policies; and governmental functions and organization at the State, regional and local level.

Ability to work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants. Communicate effectively with other agencies, the public and the media; effectively contribute to Caltrans' safety, health, labor relations, and EEO Program objectives. Provide direction of the analysis of transportation and environmental planning studies. Must maintain strong administrative skills and the ability analyze policies, plans, and problems, research and develop solutions, and recommend appropriate courses of action. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; consult with and advise district management or other interested parties on a wide variety of subject-matter areas; and develop and effectively utilize all available resources. Must be able to monitor a large number and variety of ongoing activities and assignments, stay organized, and ensure deadlines are met. Must have the ability to communicate effectively in both oral and written form; encourage and support innovation; develop and implement process improvements; foster a team environment; and effectively manage workload. Must understand how our decisions impact the disadvantaged and under-served within our state, and possess a commitment to eliminating the disproportionate impacts and burdens placed on these communities. Must be able to engage in meaningful conversations, understand, increase awareness of, and take appropriate action regarding the importance of uplifting diversity and equity in our work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will have the authority to recommend actions to the Deputy District Director of Planning and Local Assistance, distribute information to division chiefs, and follow up to ensure that the actions have been implemented. Errors could result in delays or loss of funding for transportation plans or projects and impact credibility with stakeholders.

Part of the incumbent's responsibilities include managing workplans, resources, and maintaining compliance of various administrative requirements. Issues not properly resolved in a timely manner or errors in judgment could result in monetary loss

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to the state and affect the Department's public image. Responses and decisions in error could result in project delivery failure; loss of Federal funds at both State and local levels, and major citizen concerns and lawsuits against the State.

PUBLIC AND INTERNAL CONTACTS

Has daily contact with all levels of Department personnel; frequent contact with various City, County, Federal and State agencies, transportation commissions, legislators and the public. Prepares and presents data of a general and technical nature at public meetings and hearings to governmental representatives, private developers and concerned citizens; may be called on to testify as defense or expert witness for the Department in legal proceedings where the appropriateness of planning decisions is an issue. Preparation of project information and responses to inquiries from outside agencies, citizens groups, and the public is required. Contacts may be through formal/informal meetings, presentations, and written correspondence. Interacts on a regular basis with area legislators, local government officials, elected officials, and consultants either orally or in writing regarding complex and sensitive issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires sufficient manual dexterity to operate a computer keyboard; the ability to sit for long periods; the ability to develop and maintain cooperative relationships; the ability to focus on difficult tasks for long periods of time. Must have the ability to multi-task, to adapt to changes in priorities, and to complete tasks or projects on short notice.

The position requires interaction with many people. It is important that employees work with others in a cooperative manner; adjust rapidly to new situations, which warrant attention and resolution; behaves in a fair and ethical manner toward others; and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at their base of operation, employee will be required to work in a climate-controlled office, under artificial light and potentially fluctuating building temperature. Employee will be expected to work in office as well as by telework. Employee may be required to travel in State. Out-of-State travel may be occasionally necessary. The environment requires considerable flexibility in managing time, priorities, and assignments.

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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