

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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| CLASSIFICATION TITLE Sr Transportation Planner | OFFICE/BRANCH/SECTION Director's Office of Sustainability/Complete Streets | |
| WORKING TITLE Complete Streets Hub Coordinator | POSITION NUMBER 900-074-4724-921 | REVISION DATE 02/25/2025 |

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

GENERAL STATEMENT:

Under general direction of the Supervising Transportation Planner, the Senior Transportation Planner will support the development and improvement of complete streets standards, policies, and processes to guide implementation of the Department's Deputy Directive for Complete Streets (DP-37), as well as support the monitoring and tracking of DP-37 implementation statewide. Incumbent will coordinate with a variety of Caltrans functional units across the Department such as Planning, Design, Maintenance, and others to integrate complete streets into Departmental policies and processes. Incumbent will also work with external partners through the California Walk and Bike Technical Advisory Committee (CWBTA), who provide strategic input and technical guidance on Caltrans' complete streets and active transportation efforts.

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.

TYPICAL DUTIES:

| Percentage | Essential (E)/Marginal (M) ¹ | Job Description |
|------------|---|--|
| 30% | E | Leads work to support the development and improvement of complete streets standards, policies, and processes across the Department. Support HQ Divisions and Districts in implementation of complete streets standards, guidance, and policies, including the Director's Policy on Complete Streets (DP-37). Assist with various efforts to implement complete streets across the Department, including bi-annual update of the Complete Streets Action Plan (CSAP) and associated tracking and reporting efforts such as the CSAP Dashboard and quarterly status reports. |
| 30% | E | Lead the development of the new externally-facing Complete Streets Hub website, a central repository of resources and information for HQ complete streets programs, including coordination with key Divisions to support migration of data and information over to Hub; development of content, infographics, tools, and resources to populate Hub; coordination with Caltrans IT and Sustainability Communications staff on design of Hub; other various tasks to support development and roll-out of Hub website. |
| 25% | E | Lead special assignments including the preparation of reports and other documents to advance the Department's complete streets priorities; gathering and analyzing information to identify and recommend opportunities for new policy and guidance on procedures; routinely monitoring and recommending updates and revisions to the internal Complete Streets Hub and other web pages to ensure consistency and up-to-date information; representing the Director's Office of Sustainability (DOS) at meetings, workshops, conferences and other events; developing and maintaining communication materials, meeting agendas, and other written products. |
| 10% | E | Work on new innovations related to active transportation, such as training and guidance for quick-build projects, improving the encroachment permit process for active transportation, various white papers, and more. |
| 5% | M | Assist with other DOS efforts such as producing reports, holding meetings, and similar tasks, as needed, to advance other key initiatives including Zero Emissions Vehicles, Sustainable Operations, SB 743, Equity and others. |

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

No direct supervision; however, will coordinate and lead cross-functional, multi-disciplinary teams, and may supervise student assistants as needed.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of federal, state, and department policies, programs, practices, laws, and issues related to transportation planning, with an emphasis on those affecting sustainability priorities.

Knowledge of Caltrans guidelines and manuals which provide the basis for implementing planning activities. Ability to analyze problems and develop appropriate solutions and recommend an effective course of action. Demonstrated ability to prepare and present reports and analyses using Microsoft Office Suites: Word, Excel, PowerPoint, and Outlook.

Ability to work collaboratively in an interdisciplinary team, maintain effective communications and partnerships, and work cooperatively with federal, state, district, and other Caltrans programs/divisions, and community-based organizations is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making decisions and taking independent action in managing sustainability efforts. Failure to adequately manage the sustainability efforts would result in overall loss of credibility and efficiency of the Program.

PUBLIC AND INTERNAL CONTACTS

The incumbent maintains continuing relationships with the full range of management levels within the Department; fosters partnerships with federal and state agencies, private sector, and local agencies.

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.

Must have the ability to organize and prioritize large volumes of varied documents. Must have the ability to adapt to changes in priorities and complete tasks or projects with short notice.

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 and persistent, even under adversity.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Occasional travel may be required.

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.

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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