

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Director's Office/Sustainability	
WORKING TITLE VMT Program Staff	POSITION NUMBER 900-074-4724-921	REVISION DATE 06/01/2022

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the SB 743 Program Manager, a Supervising Transportation Planner, in the Caltrans Sustainability Program, situated in the Director's office. This position will help advance the department's sustainability and equity goals, with a focus on reducing vehicle-miles traveled (VMT). The incumbent should have training in or exposure to strategies that reduce the length and/or number of car trips on the State Highway System, including active transportation, pricing, transportation demand management, transit, and land use. Planning, engineering, and/or public policy training or experience is required. Technical planning skills and/or a solid knowledge of the project development process are desirable.

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

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - 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. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - 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, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - 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, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - 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, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Innovation, Integrity)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Innovation, Integrity)

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- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
25% E	Develop improved guidance and training materials for use by Planners and Project Development Teams in developing low-VMT strategies and project alternatives in support of carbon reduction strategy under the Carbon Reduction Program. Such guidance and training covers both process and technical substance. Process guidance may include efforts to include VMT considerations in workflow descriptions and the PDMP, for example. Technical guidance may include ways to avoid inducing VMT, and to measure and mitigate VMT, with the use of demand models or other tools.
25% E	Directly assists districts and partners with understanding concepts related to induced travel and VMT reduction, including methods of measurement and mitigation, in order to develop low-VMT strategies and project alternatives in support of carbon reduction strategy under the Carbon Reduction Program. Assist in efforts to develop and scope projects that address VMT reduction goals, and improve multimodal access to destinations.
25% E	Review project-level technical studies (VMT estimates, mitigation plans); VMT risk assessments; and environmental documents, and provide comments to project sponsors and other stakeholders in the project development process.
10% E	Assist Program Manager, Sustainability Advisor, and Deputy Director for Sustainability in identifying and implementing new strategies for VMT reduction and other strategies to advance the Carbon Reduction Program.
10% E	Conduct outreach, coordination, and engagement with Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), and other local and regional agencies in development of competitive projects for the new federal discretionary Congestion Relief Program and the Carbon Reduction Program.
5 M	Assist other Sustainability efforts, including Complete Streets, Electric Vehicles, and Facilities, on producing reports, holding meetings, and similar tasks, as needed.

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 may act as a project manager or team leader and in that capacity, directs the work of others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be knowledgeable of Caltrans Mission, Vision, Goals, strategic objectives, programs, laws, regulations and policies of the State of California and federal government regarding various State and federal transportation competitive fund programs, Caltrans principles and practices of transportation planning, asset management, and various phases of project development.

Must be able to communicate effectively (written and oral) with management and technical/non-technical personnel and work cooperatively with staff from a variety of Headquarters and District Divisions and with external agencies.

The position requires exposure to VMT-reduction strategies, either through training or on-the-job exposure. It requires creative thinking to develop and communicate successful strategies that can be applied in project development and absorbed in the project-development process. Technical expertise in planning and policy and/or in the project-delivery process is desirable.

Additional Desirable Qualifications:

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Ability to develop and maintain effective relationships with regional agencies and private sector for successful on- going interaction; knowledge of freight-related planning work done by Caltrans and its role in providing an effective multi- modal transportation system; multi-disciplinary project management experience; strong interpersonal and presentation skills; ability to develop innovate and effective solutions for transportation problems and effectively implement them; and computer skills, including the use of Microsoft software including MS Teams, Word, Excel, Powerpoint, OneNote, Sharepoint, etc.; Smartsheets; Adobe; and other software and tools as required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making decisions and taking independent action and initiative in developing deliverables and working with peers on projects. Decisions made by the position directly affect the Department's ability to satisfy federal and state planning requirements. Additionally, the positions's recommendations and decisions broadly affect and are affected by actions of the Department, California Transportation Commission, Legislature, federal and state agencies, cities and counties. Failure to consider the political sensitivity or to fully evaluate the fiscal, economic, social, and environmental effects of decision on Caltrans' programs could result in policies not feasible to implement and with a delay in project delivery and/or a subsequent inefficient use or loss of funding.

PUBLIC AND INTERNAL CONTACTS

The position has extensive contact with internal stakeholders, including project development teams and functional units with a role in implementing equitable VMT-reduction efforts (Legal, Traffic Ops, Planning, CORE, and others). The position also interacts with partners, mostly on project-level questions and to some extent on guidance development and training.

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 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.

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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.)

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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