



CALIFORNIA TRANSPORTATION COMMISSION DUTY STATEMENT

CLASSIFICATION TITLE Supervising Transportation Planner	DISTRICT/DIVISION/OFFICE California Transportation Commission	
WORKING TITLE Associate Deputy Director	POSITION NUMBER	EFFECTIVE August 2022

The California Transportation Commission (Commission) is an independent public agency dedicated to ensuring a safe, financially sustainable, world-class multimodal transportation system that reduces congestion, improves the environment, and facilitates economic development through the efficient movement of people and goods.

The Commission is responsible for programming and allocating transportation funds used in the construction of highway, intercity passenger rail, active transportation, aeronautics, and transit improvements. The Supervising Transportation Planner, under the direction of the Deputy Director, directs the development, evaluation, administration, and monitoring of policies and procedures for the State's multi-modal transportation system and evaluates of current and pending issues for Commission action. The incumbent directs the development of planning guidelines, policies and procedures; and the coordination of programming, legislative, and environmental matters of the Commission. The Supervising Transportation Planner serves as a member of the policy staff and provides direction on policy and planning decisions for the Commission.

GENERAL STATEMENT: Under the direction of the Deputy Director, the incumbent is responsible for leading the development and management of regional and statewide transportation planning guidance and policies; reviewing, analyzing and advising the Commission on state and federal legislation impacting transportation; and administering the Commission's multimodal transportation planning and sustainability responsibilities including intersectional work on transportation, housing, climate, and equity. Serves as a member of the Policy Staff and participates in high level policy and planning decisions for the Commission.

TYPICAL DUTIES:

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

35% E	<p>State and Regional Multimodal Transportation Issues</p> <ul style="list-style-type: none"> • Develop Commission policies on statewide guidelines and/or procedures for Regional Transportation Plans and Comprehensive Multimodal Corridor Plans. • Develop guidelines for Caltrans' preparation of the California Transportation Plan. • Review and prepare comments for Commission consideration in response to regional transportation plans, the California Transportation Plan, the State Rail Plan, the State Freight Plan, Interregional Transportation Strategic Plan, and other related transportation plans. • Develop policy solutions for Commission consideration in consultation with transportation stakeholders for the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs identified in transportation plans. • Prepare planning issue memos as needed and new planning areas of Commission policy; and follow-up on procedural memos to implement new policy decisions. • Represent the Commission in planning workgroups and committees ensuring the policies and directions of the Commission are represented. • Represent the Commission at the Transportation Housing Workgroup, California Freight Advisory Committee, California Transportation Plan Advisory Committee as well as other workgroups and committees.
35% E	<p>Transportation Sustainability and Equity Goals</p> <ul style="list-style-type: none"> • Develop and provide advice to the Commission on multi-modal transportation issues and formulate policies and recommendations that will effectively use the state's resources. • Develop Commission policies for multimodal transportation planning, sustainable freight, and equity. • Develop Commission policies for air quality, public health, zero-emission vehicle technology, and other sustainability goals as well as transportation equity. Requires close coordination with Strategic Growth Council member agencies, the ARB, HCD, CEC, CPUC and others.

¹ ESSENTIAL 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

	<ul style="list-style-type: none"> • Formulate policy recommendations and advice to the Commission in response to strategic planning activities, including long range transportation plans such as the California Transportation Plan, the California Rail Plan, California Freight Mobility Plan, Comprehensive Multimodal Corridor Plans and the Interregional Transportation Strategic Plan. • Develop Commission policies to address Executive Orders impacting transportation planning and other relevant policy areas.
15% E	<p>Communication and Facilitation</p> <ul style="list-style-type: none"> • Prepare and coordinate speeches, talking points, and presentation materials for the Executive Director, Chief Deputy Director, and Commissioners. • Prepare and review correspondence and respond to inquiries from stakeholders on behalf of the Commission. • Establish and maintain cooperative relationships with others. • Coordinate and organize meetings designed to increase communications with stakeholders. • Prepare issue memorandums as needed and new areas of Commission policy. Follow-up on procedural memorandums to implement new policy decisions. • Act as liaison in facilitation of Commission Town Hall Meetings, Rural Counties Task Force meetings and other events.
10% E	<p>Road Charge Technical Advisory Committee Policy Direction and Reporting</p> <ul style="list-style-type: none"> • Support development of the technical materials necessary to carry out the duties of the Road Charge Technical Advisory Committee. • Support the review and analysis of technical reports and materials to formulate and recommend policy for the Technical Advisory Committee as required pursuant to Vehicle Code Section 3090. • Coordinate with and engages other federal and state governmental agencies as well as Regional and Local Agencies as needed to carry out the responsibilities of the Technical Advisory Committee. • Support the direction and utilization of Caltrans staff and consultants, as requested by the Committee, to provide technical assistance and to carry out the responsibilities of the Technical Advisory Committee.
5% E	<p>Legislation & Coordination</p> <ul style="list-style-type: none"> • Analyze bills which have an identifiable impact on the State Transportation System, and in particular, those measures which influence multimodal transportation planning, transportation funding, the

	<p>transportation funding programs administered by the Commission, and other matters shaped by Commission policies and actions.</p> <ul style="list-style-type: none">• Work collaboratively with transportation stakeholders and provides technical support in the initiation and development of state and federal legislation that seeks to promote multimodal transportation planning policy to secure financial stability for the State's transportation needs.• Identify and develop recommendations to enhance the efficiency and effectiveness of commission policies around multimodal transportation planning and sustainability.
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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The position may supervise 1-5 direct reports as directed by a Deputy Director.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of:

- The planning process and general practices of transportation planning.
- Research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues.
- Effective public participation techniques.
- The Commission's mission, organization, programs, policies, and procedures.
- Federal and State laws and regulations.
- Concepts and terminology relating to transportation planning
- Sources of funding for transportation programs.
- The Commission's budgeting process.
- Principles and techniques of selecting outside consultants.
- Principles and techniques of effective supervision and personnel management.
- A supervisor's role in safety, health, labor relations and the Commission's Affirmative Action Program
- Purposes, organization, and policies of Federal, State, regional, and local transportation agencies.
- Program goals and objectives of the Commission

Ability to:

- Operate in a professional, objective, and equitable manner consistent with the highest ethical and professional standards.
- Ensure an open process in all operations that encourages and values public participation.
- Meet commitments, act responsibly with public trust, and achieve the highest performance standards.
- Deliver the highest quality, while striving for efficiency, creativity, and continuous improvement.
- Objectively evaluate the effectiveness of plans, policies, projects, and programs.
- Take intelligent risks and support others in taking informed risks; anticipate the implications and consequences of situations and decisions and prepare for possible outcomes.
- Work cooperatively and build effective partnerships.
- Negotiate meaningful and long-lasting solutions to complex planning, project, and program-level conflicts.
- Participate in public forums, communicate effectively, orally and in writing, represent the Commission in advanced transportation matters.
- Analyze and evaluate dynamic planning processes and programs, make judgments and recommendations on appropriate alternatives, and administer a large program with many internal and external partners.
- Respond to inquiries from management and internal and external customers in a timely and effective manner.
- Effectively apply logic and creativity in decision-making processes, and successfully apply negotiation and motivation techniques.
- Handle multiple assignments simultaneously, learn new tasks quickly with little or no formal training, and be responsive to customers and management policy.
- Contribute to the Commission's safety, health, affirmative action, and labor relations objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Recommendations by the incumbent will inform Commission actions and policies, and Commission recommendations to the Legislature and the Administration. The consequences of not meeting responsibilities or making poor decisions and

recommendations could be the result in the inability to complete statutorily requirements, loss of credibility with the Legislature, the Administration, and transportation stakeholders.

CORE COMPETENCIES

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. (*Accountability*)

Communication: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others at the Commission informed as appropriate. (*Transparency*)

Creativity and Innovation: Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (*Innovation*)

Decision Making: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (*Integrity*)

Ethics and Integrity: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (*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. (*Accountability*)

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. (*Accountability*)

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 to achieve consistent results. (*Integrity*)

DESIRABLE QUALIFICATIONS

Awareness and sensitivity of social, economic, and environmental conditions which effect environmental and transportation planning; ability to delegate responsibility to others; ability to inspire the confidence of others; knowledge of Federal and State regulations that apply to and impact the work of the Commission and the Commission's mission, goals, programs, and policies; experience that demonstrates project management skills; demonstrated ability to participate in public forums; represent the Commission in complex transportation matters and serve in a consulting and coordinating capacity with other transportation professionals and organizations; demonstrated ability to develop and implement organizational

improvements or innovations; demonstrated ability to effectively apply logic and creativity in decision-making processes; ability to successfully apply motivational and negotiating skills; excellent oral and written communication skills.

Desirable candidates will have knowledge of: multimodal transportation planning; transportation financing; organization and policies of state transportation agencies; and regional and local transportation planning organizations.

PUBLIC AND INTERNAL CONTACTS

Travel to the Commission meetings may be required. Occasional travel to other meetings and hearings may also be required. Must have effective communication with other staff members, Commission's Executive Director, and be responsive to information requests from Commission members and other stakeholders.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. The position may be eligible for participation in the Telework Program.

PHYSICAL REQUIREMENTS

Employee may be required to sit for long periods using a keyboard and video display terminal to review and access information.

Employee's Name

Signature

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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Supervisor's Name

Signature _____ Date _____