

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Sr Transportation Planner	District 3/Planning, Local Assistance, and Sustainability	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Local Development Review/Complete Streets Branch Chief	903-800-4724-XXX	06/17/2025

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

GENERAL STATEMENT:

Under direction of a Supervising Senior Transportation Planner, as a Senior Transportation Planner, the position is responsible for managing the Local Development Review (LDR) planning team which leads all LDR activities in the District, along with covering the coordinator roles for complete streets and Native American duties. The team is responsible for reviewing and tracking local development impacts to the state highway system, while also providing support for a variety of activities, including planning documents and capital projects. Your team assists with specified assignments and assist with representing the Department's policies, programs and projects in activities.

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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	In a lead capacity, the position manages and leads a team of planners in their review of LDR activities. This includes evaluating indirect and direct impacts to the state highway system through roadway modifications or local developments. Activities include reviewing, tracking, and commenting on projects throughout the development and approval process. The position should ensure that developments and impacts to the state highway system are consistent with state, local, and regional policies. Coordinating with external partners on the LDR activities through early consultations or quarterly check ins as needed. Coordination is required to avoid for high profile developments to maintain partnerships.
25%	E	Act as a subject matter expert on local development policies, mitigation fee programs, vehicle miles traveled impacts to the SHS from local development. Assist with the development of Project Initiation Documents (PIDs) and attend project development team (PDT) and committee meetings as necessary, based on LDR program.
25%	E	Lead the coordinator roles for complete streets and Native American activities. This includes acting as the subject matter expert for these roles in relation to the planning and project development process. Work includes coordination and partnership with internal and external partners, and developing plans and studies as needed.
5%	M	Assist or back up the other senior level positions within the Planning and Modal Program functions of our division. This can units such as system planning, regional planning, investment planning, and etc.
5%	M	Assist or back up in the development of trainings related to LDR

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

This position does not directly supervise other staff but may act in a lead role for assignments or serve as the Acting Office Chief, and must exercise appropriate communication, leadership, and organizational skills and abilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: The Department's mission, organization, policies, and procedures; federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs. 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 incumbent must also have specific knowledge of the following:

- State and Federal transportation planning regulations
- Verbal, written, and listening communication skills
- Caltrans and District organizational structure
- Personnel management techniques and strategies
- Caltrans mission and applicable transportation planning policies
- Project management techniques
- Local land use planning
- Air quality planning issues and procedures
- Local, regional, State, and federal funding processes

Ability to: Conduct studies related to transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals. Gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively, both orally and in writing; work effectively with others as an interdisciplinary team member; persuasively negotiate with various internal and external clients; establish and maintain effective and cooperative working relationships with those contacted during the course of the work.

The incumbent must be able to analyze the impacts of projects to the transportation system, with adequate consideration to a multitude of administrative, legal, political, and institutional factors. Awareness and sensitivity to social, economic, and environmental conditions, which affect transportation planning, the ability to inspire the confidence of others and the ability to further the recognition of the Department as a multimodal transportation organization is necessary.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is involved with large and sometimes controversial projects and participates in regional decisions with far reaching consequences to the transportation system. Errors could result in a loss of funding or large cost increases for the Department and its projects; diminished Department credibility with the public; local and regional transportation partners, the California Transportation Commission, the Legislature, federal agencies, and other organizations/interest groups with which the District

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interacts.

PUBLIC AND INTERNAL CONTACTS

The incumbent has extensive contact with high-level staff of other public agencies (State, federal, cities, counties, RTPAs, MPOs, sales tax authorities, etc.), development representatives, public officials, Headquarters' staff, consultants, and other District staff functions. Functions as an expert to respond to requests or communication generated from the projects or plans.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must be able to develop and maintain cooperative working relationships, be tactful and treat others with respect. Behave in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Travel for this position is required.

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