

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Transportation Planner	OFFICE/BRANCH/SECTION D7/ Planning/Community, Climate and Modal Planning	
WORKING TITLE Office Chief of Community, Climate and Modal Planning	POSITION NUMBER 907-162-4725-001	REVISION DATE 07/03/2025

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 a Principal Transportation Planner, the Supervising Transportation Planner plans, organizes and manages the work of Office of Community, Climate and Modal Planning. The Community, Climate and Modal Planning Office supports a sustainable, clean and multi-modal transportation system that's resilient to climate change. The focus is on a community focused accessible and multi modal network. The incumbent is responsible for working with various Divisions within the District to ensure that Caltrans Local Development Review and Climate Change policies, priority goals, strategies are implemented so that all projects are planned, programmed, designed, constructed and maintained in accordance with the policies.

The work of this office requires strong public outreach and participation, maintaining a network of active stakeholders, and establishing collaboration with internal programs, federal, state, local and regional agencies, non-profit organizations, and advocacy and advisory groups. The incumbent must have strong leadership skills, interest in supporting the Department's and District's strategic goals and vision, and a commitment to advancing equity through all efforts. The desired outcome is providing an accessible multi-modal network of travel options that enrich all communities. This position will develop and strengthen internal and external partnerships and foster collaborative approaches to creating, implementing, and achieving equity goals.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (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)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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 in order to achieve consistent results. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (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)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹		Job Description
30%	E	Overall management of the District's Office of Community, Climate and Modal Planning, including the direct supervision of senior staff, to ensure the functions of the office are completed in a professional and timely manner. Provides leadership within the Office of Community, Climate and Modal Planning to ensure staff operates in a professional manner and is an effective partner with local agencies. The Office Chief will meet with staff as needed to ensure they are updated on any policy and/or procedure changes and to ensure functions of the office are carried out in a timely fashion. Manages office efforts and responses related to budget and funding, staffing, organization, and staff development.
15%	E	Manages the District's Local Development Review (LDR) Program that is responsible for reviewing environmental documents for local agency projects to identify and mitigate transportation impacts to the State facilities and to ensure CEQA compliance. Incumbent may represent the Department when meeting with local officials, developers and consultants to discuss and negotiate mitigation on major politically sensitive local development projects.
15%	E	Manages the District's Climate Change Program in line with the state climate policy framework, Department Strategic Management Plan, Sustainability Implementation Action Plan, Caltrans Climate Adaptation Framework, District 7 CC Vulnerability Assessment Study Report, D7 Adaptation Priorities Report and other relevant policy documents and plans. Develops, coordinates, and facilitates implementation of climate change policy and strategies, and integration of public health equity considerations into all aspects of transportation decision making. Ensures that climate change is a consideration in the identification of future projects alongside traditional asset condition metrics. Manages staff promoting consideration of public health equity in transportation planning documents and projects.
15%	E	Manages the District's Community Engagement Program in collaboration with External Affairs Public Information Officers and the Headquarters Office of Equity and Engagement. Will integrate meaningful, equitable, and consistent engagement and outreach the public, advocacy groups, transportation agency partners, and stakeholders into all District transportation plans, programs, and projects.
10%	E	Manages the District's Transit Planning Program including development, implementation and facilitation of the District 7 Transit Plan. Communicates how the district supports transit and it's relationship to state and federal funding programs. Monitors actions by major transit boards in the region (i.e., LA Metro and the Southern California Regional Rail Authority).
10%	E	Manages the District's Rail and Mass Transportation Program including the administration and oversight of local agency public transportation capital projects (rail, bus, and transit infrastructure) utilizing state and federal grant funds.
5%	E	Confers with Headquarters and district executive management on difficult technical, administrative and personnel matters and is responsible for directing resolution of highly technical or politically sensitive issues impacting assigned planning projects and staff. Represents District 7 and the Division of Planning in meetings with federal, State, regional and local agencies and other stakeholders concerning the scope and content of the district's Local Development Review, Climate Change, and Transit programs.
5%	M	Serves as and makes management decisions in the Deputy District Director or Principal's absence, which includes but is not limited to responding to external requests during that time.

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 Supervising Transportation Planner directly supervises staff involved in transportation planning, engineering and analytical studies. The staff may comprise of planners, administrators, research analysts, engineers, and others involved in the transportation planning process.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Supervising Transportation Planner is a full managerial level. Must posses excellent communication and negotiation skills. The incumbent must be able to develop a program and direct and manage the staff engaged in that program. Must have knowledge: of the principles and techniques of supervision and personnel management; principles of public administration, including budgeting; the planning process and general principles of transportation planning and techniques of research and statistical analysis; State, local and regional governmental organizations and regulations as they relate to environmental and transportation planning. Must possess an understanding of transportation planning, the programming process of the Department, methods of evaluation of traffic impacts, and multi modal forms of transportation planning; study design and collection/

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

processing; model simulation techniques for forecasting and alternatives analysis; requirements and procedures for federally assisted transit/transportation improvement projects and sources of funding transportation facilities and programs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Supervising Transportation Planner is responsible for using professional planning judgment in interpreting conclusions developed by engineers, planners, environmental and statistical analysts and related professionals. The incumbent is required to make decisions regarding scope of studies, alternative to be studied, scheduling, effective use of staff and budgeting.

Questionable judgment, decisions or recommendations could result in significant financial loss and/or compromise of department credibility.

PUBLIC AND INTERNAL CONTACTS

The incumbent has extensive contact with elected officials, technical staff of local political jurisdictions, planning organizations, and public transportation agencies; private sector interests; and other branches within Caltrans.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

WORK ENVIRONMENT

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.

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and attend meetings outside the district office in-state. The work environment characteristics described here are representative of what an employee encounters while performing the essential functions of his job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work will occur in an office and field environment. Employee may work at workstations within shared cubicles. While performing the duties and responsibilities, the employee may be exposed to loud noise, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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
------------------------	------