

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION State Planning	
WORKING TITLE Long Range Policy Planning, Branch Chief	POSITION NUMBER 900-074-4724-XXX	REVISION DATE 08/28/2025

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 Supervising Transportation Planner, the Senior Transportation Planner leads the Long Range Policy Planning (LRPP) Branch to fulfill the mission of the Office of State Planning. The incumbent directs and monitors a variety of policy and statewide planning efforts to support the development and implementation of the California Transportation Plan (CTP), including managing the CTP Dashboard and responding to internal and external inquires. The incumbent works closely with other management staff, various offices, divisions and districts within Caltrans to develop and review regional and state led planning deliverables; delivers planning products to advance the State's multimodal transportation system; identifies "best practices" in statewide and long range transportation planning; develops staff knowledge, skills, and abilities; and provides customer service to districts, partners, and the public in a timely manner.

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. (Equity - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Climate Action - Integrity)
- **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)
- **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. (Prosperity - Collaboration)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Climate Action - Collaboration)
- **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. (Employee Excellence - People First)
- **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. (Climate Action - Stewardship)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Prosperity - Innovation)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Pride)

TYPICAL DUTIES:

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

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50%	E	Under general direction, work with the Office of State Planning management team to assist, review, and delegate activities and tasks for the development and implementation of the California Transportation Plan (CTP). Duties include, but are not limited to, securing internal and external stakeholder input (through surveys and/or advisory committees); reviewing and editing working papers, draft and final documents; and ensuring deadlines are met and presenting the final document to management. Coordinates with various Caltrans divisions and regional agencies, including the Federal Highway Administration, Federal Transit Administration, U.S. Environmental Protection Agency, California Transportation Commission, Department of Housing and Community Development, California Energy Commission, Air Resources Board, and representatives of other Federal, State, regional, county, city, and private agencies and groups. Work on various State and Federal compliance work associated with the CTP, including greenhouse gas analysis, and developing materials and information to align with project programming and performance monitoring and reporting. Assists with and may lead CTP Advisory Committee meetings.
20%	E	Coordinate with district to ensure the CTP policies, implementation issues and concerns are identified and addressed in district products, including corridor planning and Project Initiation Documents. Compile and deliver to management quarterly statistics on Headquarters funded district CTP activities.
15%	E	Identify, assign, and evaluate staff work duties, tasks, and products. Ensure staff adhere to timely review of Regional Transportation Plans (RTPs), Overall Work Program (OWPs), statewide long range planning related studies, plans, research, and grant proposals. Research and develop white papers on statewide planning trends and policies. Ensure staff has access to appropriate training and development opportunities that will strengthen staff knowledge, skills and abilities in the area of goods movement and freight planning. Maintain effective and ongoing supervisor/staff communication.
10%	E	Prepare talking points and presentations for management regarding key program issues, deliverables, and activities. On request, represent management at internal and external meetings. Manage staff workload, staff hiring and onboarding, coaching, performance evaluations, training needs, individual development plans, etc.
5%	M	Perform other job-related duties within the scope of the classification as assigned.

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 supervises Transportation Planners and Associate Transportation Planners.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of federal, state, and departmental policies, programs, practices, laws, and issues related to transportation planning, including complete streets, Smart Mobility Framework, sustainability, active transportation and emerging modes, land use planning and related practices including transit oriented development, livable communities, housing, and public participation are required. Knowledge of multimodal system and corridor planning, project development, and programming processes. Key concepts and critical nature of transportation equity. Ability to manage a large sub-program and provide clear guidance and direction to districts and headquarters staff for statewide program management.

Ability to work cooperatively, to initiate effective partnerships with federal, state, and local agencies, district and headquarters, planning and engineering professionals, and private consultants. Ability to effectively direct the work of others and negotiate resolution of issues and problems. Ability to analyze and interpret data relative to program; apply analytical techniques to resolve or recommend creative solutions to transportation problems; conduct studies related to transportation planning; communicate effectively; and work independently or as an interdisciplinary team member.

Ability to initiate and maintain effective communications and partnerships, and work cooperatively with Federal, State, regional, and local agencies, the private sector, districts and other Caltrans programs/divisions. Also, able to provide program leadership and negotiate resolution of issues and problems leading to “win-win” resolution. In particular, ability to direct planning research, studies, and analyses leading to cost-effective and practical solutions. Ability to oversee policies, plans, and programs with awareness and sensitivity to social, political, economic, and environmental issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Decisions made by this position could impact Caltrans policies and its programs. Failure to consider the political sensitivity or to fully evaluate the fiscal, economic, social and environmental impacts or technological constraints on Caltrans programs could result in delays in program delivery and subsequent losses of funding. Failure to adequately direct or complete analyses according to project scope and schedule could result in project or program delays and decreased credibility with the Legislature,

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the goods movement industry, and /or other agencies or customers.

PUBLIC AND INTERNAL CONTACTS

This position requires frequent personal contact with others who are in politically sensitive positions. Incumbent must be able, with a combination of knowledge, tact, maturity and authority, to communicate with and build positive working relationship with public and private sector parties, including legislators local governmental officials, and staff, freight carriers, and shippers and receivers. Failure to communicate and work in a timely and effective manner with internal and external contacts could result in lost opportunities to improve system performance, secure funds for transportation programs and projects, or advance transportation plans and analyses, and which could negatively impact future opportunities to advance the Department’s interests.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Public – The incumbent has extensive contact with the local agencies and governments; contact with the Federal Highway Administration, Federal Transit Administration, U.S. Environmental Protection Agency, California Transportation Commission, Resources agencies, Department of Housing and Community Development, California Energy Commission, Air Resources Board, and representatives of other Federal, State, regional, county, city, and private agencies and groups.

Internal – The incumbent has daily contact with DOTP programs. The incumbent also has contact with management staff of other divisions/programs, Director’s Office and District Directors, Division Chiefs, and their staff.

WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position and must be able to travel to meetings.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee’s designated Headquarters 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.

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
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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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