

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Office of Technical Freight and Project Integration	
WORKING TITLE Interagency Freight Coordinator	POSITION NUMBER 900-074-4724-095	REVISION DATE 10/16/2025

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

GENERAL STATEMENT:

Under general direction of the Supervising Transportation Planner, the Senior Transportation Planner is a non-supervisory technical expert in coordinating, developing and implementing various California's freight activities. This includes goals, policies, strategies and programs, and the analysis of critical state freight initiatives, including those pertaining to California Transportation Agency, Air Resource Board, Energy Commission, Governor's Office of Business and Economics (GO-BIZ), Public Utilities Commission, Department of Food and Agriculture, and the California Transportation Commission.

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. (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)
- 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 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)
- 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)
- Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (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)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (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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20%	E	Through partnership with key representatives of other federal, state, regional and local agencies, the private sector, rail (Class 1 and Short Lines) and other Department divisions and Districts, develop and implement the Department's freight goals, policies, strategies, programs and performance objectives in conformance with the California's Freight Policies include those from CA Air Resources Board, CA Energy Commission, Governor's Office of Business and Economics (GO-BIZ), Public Utilities Commissions, CA Department of Food and Agriculture.
20%	E	In coordination with communities, private freight entities, local, regional, State, and national partners, lead efforts to initiate and develop innovative freight projects to optimize system efficiencies. Participate in various working groups/committees to strengthen Caltrans's innovative efforts.
20%	E	Working with other State agencies, Department divisions and Districts, the incumbent will develop plans and strategies to deploy medium and heavy duty zero emission vehicle and infrastructure implementation; the develop plans and strategies will work towards strengthening California's leadership in zero emission deployment and best practices.
20%	E	Work with and stay involved with Caltrans's districts and regional partners' in freight project development. Coordinate and partner with the California Transportation Agency, Air Resource Board, Energy Commission, Governor's Office of Business and Economics (GO-BIZ), Public Utilities Commissions, Department of Food and Agriculture, California Transportation Commission, the regions, the public, Tribal Governments, advocacy groups, and other key stakeholders to promote sustainable freight strategies; including those that may be funded through the Trade Corridor Enhancement Program, Solutions for Congested Corridors Program, State Transportation Improvement Program (STIP), the State Highway operations and Protection Plan (SHOPP) and other funding programs.
15%	E	Deliver key products and increase the State of California's capacity and knowledge in freight planning, policy, logistics, industry needs, and community responses.
5%	M	Work in cooperation with the Department's Research program, Legislative Affairs and other Department units to achieve outcomes that fosters long-term mobility, efficiency, and environmental quality/ sustainability. 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

The position is a full time position responsible for project initiation, policy development, implementation, and management of a statewide program. The position does not have supervisory duties but may be asked to oversee the work of entry and journey level staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: -Freight planning, freight operations, supply chain and logistics. Caltrans planning and project development process. -Caltrans System Planning and goods movements with specific emphasis on trends in national and international goods movement, industry characteristics, inter-modal, regulatory issues; federal and state legislation as it affects transportation and related areas; contract management; state/Department personnel goals and practices, and the Department policies programs. Ability to: Recognize evolving issues in system planning and goods movement, direct the research, analysis, and development of logical and pragmatic recommendations on these issues; write, edit, and review effectively and critically; communicate clearly both orally and in writing; and work effectively with others both within and outside the Department to establish and maintain cooperative relationships, particularly on sensitive issues involving private industry and other states. Additional Desirable Qualifications: 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; effective supervisory experience; 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; ArcGIS; Cascade; and other software and tools as required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent maintains contacts outside the department concerning transportation system planning and goods movement issues, including but not limited to, U.S. DOT, Federal Highway Administration, Federal Railroad Administration, Metropolitan Planning Organizations, Regional Transportation Planning Agencies, warehouse operators, trade groups/associations, trucking companies, and with other state, federal and local transportation decision makers. Failure to adequately consider the political aspects or to fully evaluate the fiscal, economic, social and environmental effects of a decision, action, or communication could negatively affect the Department's capability to reasonably implement policies, programs, or projects in a reasonable and cost effective fashion to improve mobility, could delay project delivery and/ or result in the inefficient use or loss of funding.

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PUBLIC AND INTERNAL CONTACTS

Public - The incumbent will have extensive contact with the California Transportation Agency, U.S. DOT, private freight entities/operators, trade groups and developers, Federal Highway Administration, transportation consultants, Metropolitan Planning Organizations, and Regional Transportation Planning Agencies. The incumbent will have coordinate projects and efforts with various State agencies, including the California Air Resources Board, Energy Commission, Public Utilities, California Transportation Commission staff, California High-Speed Rail Authority staff, other state agencies and private agencies. Contact will be on a regular (daily to weekly), on-going basis, by phone, mail, and e-mail and in person. On-going contact that establishes effective, two-way communication with our stakeholders and external partners is vital to the success of this position. Internal - The incumbent will have extensive contact with top management in the districts and headquarters in performing duties in this position. The incumbent will need to closely collaborate with Sustainability, Planning and Modal divisions (Research Innovation and System Information, Transportation Planning, Rail and Mass Transportation, Aeronautics), HQ Operations, Design, Asset Management, as well as the units within Caltrans districts including Traffic Operations, Programming, Environmental, Sustainability. Contact will be on a daily, on-going basis, by phone, mail, and e-mail, and in-person. On-going contact that establishes effective, two-way communication is vital to the success of this position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. Must deal effectively with pressure; maintain focus and intensity yet remain optimistic and persistent, even under adversity. Create a work environment that encourages creative thinking and innovation. Enable others to acquire tools and support they need to perform well. Develop new insights into situations and apply innovative solutions to make organizational improvements. Create and sustain an organizational culture, which encourages others to provide the quality of service essential to high performance and productivity. Consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations, is tactful and treats others with respect. Adjust rapidly to new situations warranting attention and resolution.

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.

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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