

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervising Transportation Planner	District 6 - Transportation Planning	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Office Chief of System and Regional Planning	906-155-4725-xxx	10/2025

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 Deputy District Director for Transportation Planning, Local Assistance and Environmental Analysis (PLAE), a CEA-A, you are a valued member of the District 6 team overseeing Transportation Planning business processes and the delivery of key work products within the Transportation Planning program. You are responsible for setting priorities for the delivery of all System and Regional Planning activities, overseeing transportation planning engagement and outreach activities within the district, and working on politically sensitive efforts involving partner agency staff and elected officials. In addition, you are responsible for establishing and managing cross-branch and cross-functional collaborative business practices and tools within Transportation Planning, managing Transportation Planning resource and workload commitments, overseeing administrative activities within the PLAE Division, and directing staff training and development for all Transportation Planning related functions.

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.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
20%	E	Sets priorities and manages the delivery of all System and Regional Planning activities within the district. This involves identifying priorities for upcoming District System Planning work products, including corridor studies, route concept reports, investment planning activities, and seeking resources to ensure the products can be delivered as anticipated. This also involves setting priorities, in coordination with the System Planning and Regional Planning Branch Chiefs, for all Regional and System Planning activities. Directly supervises the managers over assigned branches and is responsible for complex and sensitive decisions.
20%	E	Represents planning on community engagement and politically sensitive external agency interactions. This includes providing input on statewide policy matters, overseeing district community outreach activities, and representing the District in public meetings. The incumbent may serve as the Transportation Planning liaison on local and regional multi-agency efforts such as local Measure working groups, attend Metropolitan Planning Organization (MPO) meetings as the ex-officio representative for Caltrans District 6, and participate in politically sensitive efforts involving local, state, and federal elected officials and MPO staff.
20%	E	Establishes and manages cross-branch and cross-functional collaborative business practices and tools within Transportation Planning for recurring activities (i.e. Investment Planning, TPSIS development, complete streets integration, LD-IGR reviews, GIS services, etc.) as well as setting ongoing practices for effective cross-functional collaboration(recurrent meetings, information sharing tools, etc.). Establishes office goals and standards for the delivery of services and monitors performance for consistency with Departmental policies and management expectations.
20%	E	Manages Transportation Planning resource and workload commitments and oversees administrative activities within all PLAE branches. This includes integrating input from all Transportation Planning branches into the Workload Commitment Tool (WCT), working with HQ to establish workload commitments and resources, and then managing updates to the WCT each quarter. Also includes management of the PLAE office expense budget and related purchasing activities.
10%	E	Directs staff training and development for all PLAE functions. This includes considering PLAE staff training and development needs and then seeking and securing training opportunities to meet those needs. Also included leading regular all-staff and safety meetings within PLAE, management of the rotation program within Transportation Planning, providing opportunities for cross-branch staff mentoring and coaching.

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5%	E	Independently performs the most difficult analytical work on confidential and controversial issues.
5%	M	Performs other work commensurate with the Supervising Transportation Planner classification.

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 incumbent is responsible for the supervision of a professional staff, primarily consisting of Senior Transportation Planners and AGPA's. May also oversee Retired Annuitants and Student Assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:
Caltrans mission, vision, and strategic goals, and the strategic direction of Transportation Planning Programs. Department organization, and high-level policies and procedures that pertain to the work of Transportation Planning Programs. Critical federal and State laws and regulations that govern transportation policy and planning in California. General practices of transportation planning, including rail and transit planning, local assistance, research, and effective public participation

The incumbent should be able to analyze the impacts of policies and projects to the transportation system with consideration to various factors. Awareness and sensitivity to social, political, economic, and environmental issues is critical. Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of project management, program management, employee supervision, development, and training; formal and informal aspects of the legislative process; the administration and department's goals and policies; and governmental functions and organization at the State and local level.

Ability to:
Must maintain strong administrative skills and the ability analyze policies, plans, and problems, research and develop solutions, and recommend appropriate courses of action. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; consult with and advise district management or other interested parties on a wide variety of subject-matter areas; and develop and effectively utilize all available resources. Must be able to monitor a large number and variety of ongoing activities and assignments, stay organized, and ensure deadlines are met.

Must have the ability to communicate effectively in both oral and written form; encourage and support innovation; develop and implement process improvements; foster a team environment; and effectively manage workload.

Understand how our decisions impact the disadvantaged and under-served within our state, and a commitment to eliminating the disproportionate impacts and burdens placed on these communities. Engage in meaningful conversations, understand, increase awareness of, and take appropriate action regarding the importance of uplifting diversity and equity in our work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will have the authority to recommend actions to the Deputy Director of Planning, distribute information to division chiefs, and follow up to ensure that the actions have been implemented. Errors could result in delays or loss of funding for transportation plans or projects and impact credibility with stakeholders.

Part of the incumbent's responsibilities include managing workplans, resources, and maintaining compliance of various administrative requirements. Issues not properly resolved or errors in judgment could result in monetary loss to the state and affect the Department's public image.

PUBLIC AND INTERNAL CONTACTS

The incumbent is expected to 1) interact with others in a positive, open way that builds lasting relationships, 2) respect all individuals and different points of view, and 3) engage with others to promote collaboration and share knowledge. Incumbent communicates and works extensively with various levels of staff and with most functions in District 6 and the Central Region, and with Headquarters Planning and Modal Programs. The incumbent will often need to communicate with external agency staff, members of the public, and elected officials on sensitive matters and in a way that encourages ongoing trust and collaboration.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully and professionally. Must be able to work independently and as part of a team. Must be able to sit for long periods of time using a keyboard and video display terminal while performing tasks utilizing a personal computer. This position requires patience and understanding when dealing with a high volume of request form a diverse group of people. Must have the ability to multi-task, adapt to changes in priorities, stay mentally focused for long periods of time,

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and complete tasks or projects with short notice.

WORK ENVIRONMENT

While at their base of operation, employee will be required to work in a climate-controlled office, under artificial light and potentially fluctuating building temperature. Employee may be required to travel in State. Out-of-State travel may be occasionally necessary. The environment requires considerable flexibility in managing time, priorities, and assignments.

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.

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