

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Transportation Planner	OFFICE/BRANCH/SECTION Office of Planning	
WORKING TITLE Office Chief	POSITION NUMBER 910-155-4725-xxx	REVISION DATE 03/01/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the direction of the Deputy Director for District 10 Planning, Local Assistance & Environmental Support (PLAE), you are a valued member of the District 10 team overseeing PLAE business processes and the delivery of key work products within the Transportation Planning program. The Incumbent is responsible for setting priorities for the delivery of all System and Regional Planning activities, overseeing Sustainability Program 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 Planning Office, and directing staff training and development for all planning 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.

- Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Cultivate Excellence - Pride)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Innovation)
- 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. (Advance Equity and Livability in all Communities - Engagement)
- 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. (Cultivate Excellence - Integrity)
- 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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- 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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence - Engagement)
- 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. (Cultivate Excellence - Engagement)
- Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Pride)

TYPICAL DUTIES:

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

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25%	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.
25%	E	Establishes and manages cross-branch and cross-functional collaborative business practices and tools within Transportation Planning for recurring activities 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	Serves as the District Sustainability Liaison and 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 Department in public meetings. The incumbent will serve as the Transportation Planning liaison on local and regional multi-agency efforts, attend MPO/RTPA meetings as the ex-officio representative for Caltrans District 10, and participate in politically sensitive efforts involving local, state, and federal elected officials and MPO/RTPA staff.
20%	E	Manages Transportation Planning resource and workload commitments and oversees administrative activities within all branches under the Office. This includes working with HQ to establish workload commitments and resources, and then managing updates each quarter. Also includes management of the office expense budget and related purchasing activities.
10%	M	Represents the Department and State as needed on special teams to investigate complex issues and improve business practices and policies, provide technical expertise, present data, and communicate results and implications of analyses.

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 directly supervises senior staff. The Supervising Transportation Planner must have the ability to act independently. Incumbent provides direct supervision and has full responsibility for all aspects related to their office, including subordinates. The incumbent is responsible for a wide variety of tasks and must exercise a high degree of professional expertise, judgment, and initiative in the daily administration of their responsibilities. In many situations, independent action must be taken in the absence of input or direction from the Deputy District Director.

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

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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 is responsible for all decisions, actions, and consequences inherent in planning, organizing, directing, and controlling all Local Assistance activities. All sensitive, controversial, or highly technical decisions and/or new program and policy directions are reviewed with/by the incumbent. Errors would result in loss of Federal funding at both the State and the local level and lower credibility for the Department in dealing with Regional and other State agencies, the Legislature, FHWA, and local public agencies.

PUBLIC AND INTERNAL CONTACTS

Has daily contact with all levels of Department personnel, frequent contact with various city, County, Federal and State agencies, transportation commissions, legislators, and the public.

This position requires a great deal of sensitivity and tact in dealing with the general public, Federal agencies, other State agencies, cities, counties, and local agencies in addition to Headquarters personnel.

Prepares and presents data of a general and technical nature at public meetings and hearings to governmental representatives, private developers, and concerned citizens; may be called upon to testify as a defense or expert witness for the Department in legal proceedings where the appropriateness of planning decisions is an issue.

Preparation of project information and responses to inquiries from outside agencies, citizens groups, and the public is required. Contacts may be through formal/informal meetings, presentations, and via written correspondence.

Interacts externally on a regular basis with legislators, local government officials, elected officials, and consultants either orally or in writing regarding complex and sensitive issues.

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, and complete tasks or projects with short notice.

WORK ENVIRONMENT

The incumbent works in front of a 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's 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 headquarterd 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 headquarterd location will be the responsibility of the selected candidate.

Some travel will be required to attend monthly, quarterly or annual meetings and/or training sessions as a participant or to provide training to the districts and local agencies.

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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.)

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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