

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Transportation Planner	OFFICE/BRANCH/SECTION D7/ Planning/Regional and Multimodal System Planning	
WORKING TITLE Office Chief of Regional and Multimodal System Planning	POSITION NUMBER 907-163-4725-XXX	REVISION DATE 10/16/2025

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 general direction of a Principal Transportation Planner, the Supervising Transportation Planner is responsible for managing the work of transportation planners, engineers, analysts, and administrators involved in implementation of transportation planning activities within District 7 (Los Angeles and Ventura counties). The incumbent manages the District's System Planning (Corridor Planning) Program, the Regional Planning Program, the transportation modeling and traffic forecasting activities, goods movement/freight planning efforts, and investment planning.

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. (Advance Equity and Livability in all Communities - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement, Integrity, Pride)
- **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. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Integrity, Pride)
- **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. (Cultivate Excellence - Engagement, 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Pride)
- **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. (Cultivate Excellence - Engagement, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, Pride)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Cultivate Excellence - Engagement, Pride)

TYPICAL DUTIES:

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

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20%	E	Overall management of the District's Office of Regional and Multimodal System 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 Regional and Multimodal System 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	System Planning - The incumbent ensures staff prepares the transportation planning documents necessary to identify future needs of the State Transportation System within the District, including the District System Management Plan (DSMP), Comprehensive Multimodal Corridor Plans (CMCPs), and other specialized Plans. Office staff serve as the District Planning liaison for the Caltrans System Investment Strategy (CSIS), the Relinquishment Master list, and Aeronautics.
15%	E	Regional Planning - The incumbent ensures staff monitors the Metropolitan Planning Organization, the Southern California Association of Government (SCAG), which includes the development of the Regional Transportation Plan, annual Overall Work Program, and land use specific plans. Ensures conformance with Federal and State air quality standards and meeting State Greenhouse Gas (GHG) reduction goals.
10%	E	Goods Movement/Freight Planning - The incumbent ensures staff manages the District's Goods Movement Program and is responsible for the identification of Goods Movement policies, strategies and priority projects. Freight Planning staff conducts evaluation of various project reports for incorporation of goods movement. In addition, staff monitors ongoing Goods Movement studies including Port of Los Angeles, Port of Long Beach and Port of Hueneme projects that tie into the State Highway System.
10%	E	Sustainable Transportation Planning (Grants) (STPG) - The incumbent ensures staff provides assistance to communities to develop concepts or plans that promote efficient land use-transportation infrastructure investments, which address sustainable growth while maintaining community value and integrity.
10%	E	Investment Planning - The incumbent ensures staff manages investment planning work in District 7 by identifying, prioritizing, and recommending transformative, sustainable, and multi-modal projects that promote travel options and enrich all communities, while meeting state and federal program goals and criteria.
5%	E	Transportation System Information (TSI) - The incumbent ensures staff prepare the annual update, correction and modification of the State Highway inventory. TSI staff maintains partnerships with SCAG, MTA, VCTC and City Public Works Directors on Functional Classification of roads and FHWA approved maps, Urban Boundaries and Highway Performance Monitoring System (HPMS) and monitors Functional Classification System Information for comprehensive corridor plans.
5%	E	Transportation Modeling - The incumbent manages the District Travel Forecasting and Analysis function, which provides the District travel forecast data and project modeling and analysis for project delivery. Modeling staff also reviews documents and reports on the modeling methodology and results, and monitors the regional travel demand model development of the Southern California Association of Governments (SCAG).
5%	E	California Transportation Plan (CTP) - The incumbent ensures staff provides updates to stakeholders through informal and formal public engagement. Leads District review of draft Plan.
5%	M	Management Support - The incumbent may be requested to represent the Division to Executive management and/or the District to external partners.

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 possess 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

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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/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

The incumbent will telework and/or work in a climate controlled office or cubicle under artificial lighting. Extensive computer usage is required. Travel both within and outside the District may be required when attending meetings. 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. Incumbent is expected to be able to report to their worksite with minimal notification if an urgent need arises. The incumbent may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an incumbent'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 incumbent.

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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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