

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Advancing Community Engagement/CERB	
WORKING TITLE Community Engagement Resource Branch Manager	POSITION NUMBER 900-074-4724-xxx	REVISION DATE 11/21/2025

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 a Supervising Transportation Planner within the Director's Office of Equity and Tribal Affairs (ETA), the Senior Transportation Planner plans, organizes, and manages the work of the Community Engagement Resource (CER) Branch. CER develops tools, guidance, trainings, and documents best practices and case studies to support early and continuous community and partner engagement in planning and throughout the project life-cycle; this includes providing technical assistance to headquarters and district staff. The Senior Transportation Planner leads work to ensure Caltrans' engagement efforts are inclusive, accessible, and effectively reach undeserved and historically marginalized communities throughout the transportation planning and project implementation phases. In addition, this position leads or participates in other departmental initiatives related to the Directors Office of Equity and Tribal Affairs (ETA) priorities.

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, Prosperity - Collaboration, Equity, Integrity, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Prosperity - Collaboration, Equity, Integrity, People First)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Equity, Prosperity - Collaboration, Equity, Integrity, People First)
- **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. (Equity, Prosperity - Collaboration, Equity, Integrity, People First)
- **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. (Equity, Prosperity - Collaboration, Equity, Integrity, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity - Collaboration, Equity, Integrity, 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. (Equity, Prosperity - Collaboration, Equity, Integrity, People First)
- **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. (Equity, Prosperity - Collaboration, Equity, Integrity, People First)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Equity, Prosperity - Collaboration, Equity, Integrity, People First)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

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40%	E	Leads the development of resources, training, and tools that support the improvement of engagement standards, policies, and processes across the Department. Support HQ Divisions and Districts with the development and implementation of engagement standards, guidance, and policies, and laws such as Senate Bill (SB) 960 (Wiener, 2024). Leads the CER Branch team that supports various efforts to implement engagement best practices across the Department, including reviewing and assisting with the update of guidance maintained by other divisions, developing specialized guidance, protocols, and presentations for engaging underserved communities, and more. Works in collaboration with key staff in the Advancing Community Engagement Office to promote the use of Caltrans Engagement Portal, the Statewide Community Engagement Playbook, and the Public Engagement Plan Template and Guide, including providing technical assistance to headquarters and district staff.
25%	E	Leads the management of the Community Engagement Toolbox, an internal online repository of engagement resources for various functions across the Department. This includes coordination with key divisions to support migration of data and information in the Toolbox; development of new tools, training, case studies, and guidance to populate the Toolbox; and other various tasks to support development and maintenance of the Toolbox. Routinely monitors and recommends updates and revisions to the Toolbox and other internal webpages to ensure consistency and up-to-date information.
20%	E	Leads special assignments including the preparation of reports and other documents to advance the Department's engagement priorities and implementation of legislation such as SB 960; gathering and analyzing information to identify and recommend opportunities for new policy and guidance on procedures; developing and maintaining communication materials, meeting agendas, and other written products. Works on new innovations related to community engagement, such as training and guidance for a multitude of different engagement needs, improving the engagement process for active transportation, various white papers, grant reviews, and more.
10%	E	Conducts legislative analysis, serve on committees as needed related to implementation of legislation such as SB 960 and community engagement, develop budget change proposals as needed and manage other general administrative duties. Responsible for such other work as may be required or directed including performance of some of the duties of the Supervising Transportation Planner in her/his/their absence and representing the Director's Office of Equity and Tribal Affairs at meetings, workshops, conferences and other events as needed.
5%	M	Performs 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 is a supervisory role responsible for directing the work of Transportation Planners and Associate Transportation Planners in carrying out assignment-related tasks. The position may also serve as Acting Office Chief during periods when the Office Chief is unavailable.

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.

POSITION DUTY STATEMENT

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The work of this position requires initiative, strong leadership and communication skills, the ability to work collaboratively, and a commitment to the Department's mission, values, and goals, to provide excellent customer service and to advance equity through all efforts. The incumbent is accountable for assessing branch needs; developing work plans; establishing and meeting delivery time frames; presenting to various groups; reporting success, elevating challenges, and sharing progress with management. The incumbent must have a team mindset and take proactive steps to drive outcomes and produce quality work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions made by the incumbent directly affect the Department's ability to satisfy Federal and State planning and programming requirements. Additionally, this person's recommendations and decisions broadly affect and are affected by actions of the Department, California Transportation Commission, Legislature, Federal and State agencies, Metropolitan Planning Organizations, Regional Transportation Planning Agencies, cities and counties, and the private sector related to transportation plans and programs, fund allocations, and general transportation systems management. Errors in guidance, implementation, coordination, and carrying out state and federal law, regulations, and policies could have negative impacts on the Department's ability to effectively provide transformative, sustainable, multi-modal options to the traveling public.

PUBLIC AND INTERNAL CONTACTS

Public – The incumbent may have 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 the Equity and Tribal Affairs Office. The incumbent also has contact with management staff of other divisions/programs, Director's Office and District Directors, Division Chiefs, and their staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develops and maintains cooperative working relationships. Ensure employees are treated in a fair and equitable manner. Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Develop new insights into situations and apply innovative solutions to make organizational improvements. Formulates effective strategies consistent with the Department's vision and goals. Creates and sustains an organizational culture that encourages others to provide the quality of service essential to high performance. Employees may be required to stay in the stationary position for long periods of time using a keyboard and video display terminal.

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 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.

POSITION DUTY STATEMENT

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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.)

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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