

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Office of Transit Grants and Contracts/Rural and Intercity Bus	
WORKING TITLE Chief, Rural and Intercity Bus Transit Operators Branch	POSITION NUMBER 900-064-4724-014	REVISION DATE 12/19/2025

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

GENERAL STATEMENT:

Under the general direction of the Supervising Transportation Planner (Office Chief), of the Office of Transit Grants and Contracts, Division of Local Assistance (DLA), the Senior Transportation Planner, as the Branch Chief, is responsible for administering the Federal Transit Administration (FTA) Section 5311 grant program. Principal duties include the development of annual Section 5311 Rural Transit Formula grant and annual 5311(f) Rural Intercity Bus grants to ensure the timely processing of applications, coordinate District and Headquarters staff activities associated with monitoring and of the funded projects and assist with the procurement of transit-related equipment funded through the State and Federal Grants Program. In addition, the Branch Chief is responsible for the development of statewide policies and procedures governing the programs, and administrative duties pertaining to the distribution of resources and workload, tracking expenditures, dealing with personnel issues, staff development, and other related activities. Effective working relationship with Districts, public transit providers in the rural areas, and the Federal Transit Administration is critical.

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. (Employee Excellence - Equity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Equity, Employee Excellence - Equity)
- **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 - Integrity)
- **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. (Equity - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity - Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Innovation, Integrity)
- **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. (Equity - Collaboration, Integrity, Pride)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Equity - Innovation, Integrity, Pride)
- **Diagnostic Information Gathering:** Identify information needed to clarify a situation, seeking that information from appropriate sources. (Equity - Equity, Innovation)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Supervises staff and manage the Section 5311 program through policy and procedural guidance, assigns work, set priorities, reviews work and controls the quality of outputs. Indirectly manages the work activities of our FTA Section 5311 counterparts in the Districts and perform administrative duties as required, ie: training, approving timesheets, making new hires, developing and evaluating staff, developing budgets.

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20%	E	Administers the FTA 5311(f) Rural Intercity Bus program. Ensures all FTA statutes are met related to FTA 5311(f). Ensures the California Rural Intercity Bus Plan is developed and updated regularly. Holds an annual call for projects and assemble a scoring committee. Monitors and reports on funded projects and maintain accurate records on the program.
20%	E	Provides technical assistance to Rural Transit providers. Provides guidance to the Rural Transit Assistance Program to inform on what training needs the rural stakeholders need. Collects and completes FTA reporting for the FTA Section 5311 and 5311(f) programs, such as maintaining current Program of Projects, Milestone reporting, and oversees the annual National Transit Database reporting.
5%	E	Maintains current knowledge of pertinent State and Federal policies, procedures, and regulations. Keeps Districts and/ or transit providers apprised of changes impacting them. Provides direction and oversight to District staff for efficient and effective project management and delivery.
5%	E	Maintains effective working relations with the FTA, Districts, public transit providers, Regional Transportation Planning Agencies, other Headquarters units with whom we interface, and other public and/ or private partners.
5%	E	Takes actions as deemed necessary in order to maintain compliance with program requirements. Identifies program needs of the Department
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

Supervision of a staff of five Associate Transportation Planners. Branch Chief is responsible for establishing work priorities, managing work flow, utilizing staff, and coordinating Office activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Familiarity with State and Federal laws and regulations that apply to the division and the Department’s programs and policies. The Branch Chief must have the ability to supervise planning technical staff, participate in making public contacts, represent the Department in technical matters and serve in consulting capacity to the Department, local agencies, and oversight entities. The Branch Chief must be able to communicate effectively, both verbally and in writing, and use good judgment and tact in working with other departmental staff and outside agencies to resolve complex and controversial transportation issues. The Branch Chief must be able to handle multiple priorities, be able to delegate, and demonstrate organizational skills.

The incumbent must have knowledge of transit operations, transit equipment and ability to develop specifications and conduct the procurement of equipment in compliance with state and federal laws and regulations. This includes knowledge of impacts on transit operations related to needs of specific clientele, geographical issues, accessibility of alternative fuels, etc. All issues must be considered in approving equipment purchases for grant recipients and is the responsibility of this position.

The incumbent must have the ability to perceive needs and recognize problems in the promotion, financing and monitoring of specialized transportation, and establish a course of action that leads to successful solutions to the Department. The incumbent must have the ability to analyze the impacts of complex legislative proposals, program applications, methodology, financial statements and reports, audits and regional transportation plans.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of error can be serious and far-reaching, affecting not only the Department but also regional transportation planning agencies, transportation service providers and the general public. The incumbent is frequently responsible for making recommendations on politically sensitive areas such as access to specific information, distribution of transit resources and transit financing, and operational issues, and proposed changes in State law and federal regulations and policies affecting transit.

PUBLIC AND INTERNAL CONTACTS

The incumbent has a wide variety of regular contacts with persons outside the Division of Rail and Mass Transportation, by telephone, in writing, and in person for the purpose of assessing transit equipment needs, recommending actions and providing project oversight. The incumbent has frequent contact with regional transportation planning entities, transit service providers and district staff. Other regular contacts include staff from Caltrans functional areas such as planning, contracts, legal, budgets, and accounting to ensure compliance with all State and federal laws and regulations pertaining to procurement of transit equipment.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:
To have the ability to work on a keyboard; manual dexterity; stay in the stationary position for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time. This position requires occasional bending, stooping and

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kneeling. Employees may be required to move large or cumbersome reports from one location to another.

Mental Requirements:

Incumbent must be able grasp the essence of new information and master new technical and business knowledge. Must be able to organize and prioritize large volumes of varied documents. Has the ability for innovative solutions to situations to make organizational improvements. Creates and sustains an organizational culture which encourages team members to provide the quality of service essential to high performance.

Must be able to organize and prioritize a workload that is subject to frequent, substantial, and unexpected changes.

Emotional Requirements:

Must be able to develop and maintain cooperative working relationships. Ability to resolve emotionally charged issues reasonably and diplomatically. Considerate to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Must have the values a cultural diverse workforce.

WORK ENVIRONMENT

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. Employees will be required to travel in state and occasional out-of-state travel may be required. 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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

Wendy King

SUPERVISOR (Signature)

DATE