

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Director's Office, Office of the Federal Liaison	
WORKING TITLE Federal Planning Manager	POSITION NUMBER 900-085-4724-003	REVISION DATE 01/27/2025

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 Assistant Federal Liaison, a Supervising Transportation Planner, in the Director's Office, Office of the Federal Liaison, the incumbent will assist the Office in strategic engagement, strategy, and vision for advancing our federal priorities and short-term and long-term strategic direction for the State transportation system for federal programs as well as to ensure California receives its share of federal funding and competes effectively for directionally grant programs and federal earmarks. This position will lead enhanced outreach efforts, strategy and coordinate on federal discretionary grant applications and management processes. This position will support the Moving Ahead for Progress in the 21st Century Act's (MAP-21) transportation performance management and development of our federal policy positions, coordinate implementation of current and future federal transportation legislation, and provide enhanced outreach and technical assistance to Headquarters (HQ) Programs/Divisions and Districts seeking federal funding for their projects. This work requires extensive coordination and communication with our transportation partners, the public, as well as cross organizational and cross-agency collaboration. Effective working relationships with internal and external agencies/partners 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 - Collaboration, Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Innovation, Stewardship)
- **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. (Safety, Employee Excellence - Collaboration, Integrity, People First, Pride)
- **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. (Safety - Collaboration, Equity, Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Employee Excellence - Collaboration, Equity, 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. (Employee Excellence - Innovation)
- **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. (Employee Excellence - Integrity, Pride)

TYPICAL DUTIES:

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

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60%	E	The incumbent will lead strategy and coordination on implementation of current and future federal surface transportation bills, including helping lead Implementation Working Groups. Collaborate with Caltrans HQ programs, divisions, districts, and external stakeholders to identify priority projects, and align them with federal discretionary funding programs for the development of grant applications. Provide resources, support, and technical assistance to HQ Programs/Divisions for federal discretionary grant program applications, including Notice of Funding Opportunity reviews, final reviews, congressional outreach, letters of support, and other services as needed. Lead strategic enhanced outreach on federal grant programs to key stakeholders focused on Caltrans policy priorities. Hold/attend meetings and workshops with HQ Programs/Divisions, and coordinate with partner agencies on priority projects and development of nomination proposals and grant applications. Track and analyze federal funding programs, prepare reports, meeting/presentation materials, fact sheets, and other material as needed.
20%	E	Support the Office in providing oversight and guidance on the federal legislation and policies that will impact the department. Conduct statewide public outreach and advocacy for our federal transportation priorities, and provide Congressional outreach and support in advancing strategic federal project priorities, discretionary grant programs, federal earmarks, field inquiries, schedule briefings with U.S. Representatives and their staff. Provide prompt responses to Caltrans management and CalSTA on special assignments and information requests. Plan and coordinate meetings with internal staff and external stakeholders to obtain input and identify concerns for consideration by CalSTA and Caltrans' Directorate. Monitor, evaluate, and respond to federal transportation related legislation, regulations, guidance, and procedures, including ongoing federal legislation, inquires, and notices.
10%	E	Assist the Assistant Federal Liaison in coordinating Performance Management implementation and reporting with Caltrans programs, the U.S. Department of Transportation (US DOT), the Federal Highway Administration (FHWA) to provide Caltrans reports, as required for each performance period.
10%	M	Provide timely updates and maintenance to the office contact list, file system, federal grant funding tracker, work assignments/action items, newsletters, and other reports, internal/external websites, and provides administrative support and technical assistance for internal/external coordination efforts. Perform 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 position acts as a specialist, program manager or team leader and in that capacity, may direct the work of others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledgeable of Caltrans Mission, Vision, Goals, strategic objectives, programs, laws, regulations and policies of the State of California and federal government regarding various State and federal transportation competitive fund programs, Caltrans principles and practices of transportation planning, asset management, and various phases of project development.

Ability to work cooperatively, to initiate effective partnerships with federal, state, and local agencies, district and headquarters, planning and engineering professionals, Congressional offices, and private consultants is required. Must be able to communicate effectively (written and oral) with management and technical/non-technical personnel and work cooperatively with staff from a variety of Headquarters and District Divisions and with external partners.

Ability to work independently and as a core member on complex assignments; write creatively and persuasively; research, analyze, and interpret technical data; organize data and information in an easy to understand format by preparing clear and concise reports and professional presentations; collaborate effectively in an interdisciplinary team and with other divisions and programs, both written and oral with all levels of staff; interpret federal and state grant guidelines. Must also have the ability to make timely decisions, develop technically-sound approaches and solutions in developing consensus among stakeholders, perform effectively under stressful situations with strict time constraints, prioritize critical assignments, and quickly adapt to changing priorities to meet immediate deadlines. Must possess intermediate to advance skills in Excel, Word, PowerPoint, and Adobe.

Additional Desirable Qualifications: Public outreach and engagement experience; understanding of federal appropriations and budget processes; federal transportation policy and legislation experience; grant writing experience; multi-disciplinary project management experience; strong interpersonal and presentation skills; experience in graphics such as Adobe In-Design; ability to develop innovative and effective solutions for transportation problems and effectively implement them.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Clear, timely, and accurate communication of federal transportation-related matters, including legislation, regulations, guidance, and media/legislative inquiries between internal and external partners, stakeholders, Congressional offices, and the public is required. Decisions made by this position could impact Caltrans policies and its programs and result in impacts to the Department's credibility with our partners and the public.

PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contact (e.g., phone, email, text, video conference, in person, etc.) with all levels of staff and management in the Department including other Districts and programs. In addition, this position will have contact with other local, state, federal agencies, Congressional offices, and the public and private sector.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Working hours will be set sometime between 6:00 a.m. and 6:00 p.m. The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent must be able to interact with many people, and it is important that the incumbent work with others in a cooperative manner. The incumbent must be able to deal effectively with pressure, maintaining focus and intensity – yet remaining optimistic and persistent, even under adversity. Incumbent must be open to change when presented with new information and adapt behavior and work methods that respond to new information, changing conditions, or unexpected obstacles. The incumbent must act in a fair and ethical manner, demonstrate a sense of responsibility and commitment to public service, develop organizational improvements, foster a creative and innovative work environment, be willing to take intelligent risks, and value equity and diversity in the workforce. Develop new insights into situations and apply innovative solutions to make organizational improvements. Incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent must be able to concentrate in order to review and create documents and meet strict deadlines.

WORK ENVIRONMENT

The incumbent will work in an office environment (in-office and home office), but will be required to travel in state. There will be interaction and/or travel requirements within multiple districts and Congressional offices throughout the state, based on operational need. Out-of-state travel may also be required to attend meetings, conferences, and trainings. 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.

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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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE