

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

|   |   |                                    |
|---|---|------------------------------------|
| CLASSIFICATION TITLE<br><b>Sr Transportation Planner</b>                | OFFICE/BRANCH/SECTION<br><b>Office of Strategic Freight Planning/CFMP</b> |                                    |
| WORKING TITLE<br><b>California Freight Mobility Plan (CFMP) Manager</b> | POSITION NUMBER<br><b>900-074-4724-102</b>                                | REVISION DATE<br><b>02/04/2026</b> |

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 the Office Chief for Strategic Freight Planning, a Supervising Transportation Planner, the Senior Transportation Planner plans, organizes, and manages the California Freight Mobility Plan (CFMP). The work includes development, implementation, external outreach, internal coordination, and reporting for CFMP in alignment with the State's sustainable freight objectives, goals, and vision.

**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 - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Collaboration, Stewardship)
- **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. (Employee Excellence - Collaboration, Integrity)
- **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. (Employee Excellence - Collaboration, Integrity, People First, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Prosperity - Collaboration, Equity, People First, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - 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. (Employee Excellence - Collaboration, Integrity, People First)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Employee Excellence - Collaboration, Integrity)
- **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 - Collaboration, Integrity, Pride, Stewardship)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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|-----|---|--|
| 40% | E | Develop, implement, and monitor the California Freight Mobility Plan (CFMP) according to a workplan. This includes development of policies and strategies and serves as the DOTP's main point of contact for the Freight Plan. The incumbent leads relationships with internal and external partners, California Freight Advisory Committee, private stakeholders, community organizations, advocacy groups, other state agencies, local and regional governments, and the federal government to ensure the plan is consistent with state and federal requirements. Leads a comprehensive and coordinated approach to state actions; coordinates the collection of necessary information and data; leads preparation of specific Plan elements; leads coordination with a variety of freight-stakeholders; lead schedule management to ensure deadlines are met; identifies and addresses potential risks and challenges; and leads any support staff. |
| 20% | E | Working with Caltrans districts and local partners, the incumbent will lead outreach and engagement activities for the development and implementation of the state freight plan and communicate the State and Caltrans' goals for freight and freight-related activities. The incumbent communicates how the Plan supports the California Transportation Plan and other Caltrans modal plans (Interregional Transportation Strategic Plan, Toward an Active California Plan, California Aviation Plan, California Rail Plan, etc.) and its relationship to funding programs (SB1, Active Transportation, etc.). The incumbent develops training material for Caltrans staff and presents to external partners throughout the Plan's development and implementation stages. The incumbent adheres to Caltrans policies and directives.  |
| 15% | E | Develop progress/milestone reporting and appropriate reporting tools utilizing Smartsheet. Track and monitor deliverables to ensure they are punctually delivered. Using project management tools and principles the incumbent is accountable for assessing needs, establishing work plans, establishing and meeting delivery time frames, reporting success, elevating challenges, regularly discusses progress with management, and ensures the plan is delivered on schedule to meet state and federal deadlines. The incumbent demonstrates leadership and an ability to identify options to meet challenges, including how the Plan advances statewide climate change goals, and addresses equity in disadvantaged and vulnerable communities through robust public engagement and investment.  |
| 15% | E | Provide quick responses to Caltrans management, California State Transportation Agency, and the California Transportation Commission on special assignments and information requests.  |
| 10% | M | Represent the Department and/or speak at conferences, workshops, seminars, and special events. Other duties as required to lead the development of the CFMP, legislative analysis, serving on special committees, responding to legislative and Department of Finance inquiries, and general administrative duties. Perform other job-related duties within the scope of the classification as assigned.   |

<sup>1</sup>ESSENTIAL 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 not a supervising position, but may serve in a lead capacity for Transportation Planners or Associate Transportation Planners to complete tasks related to the assignment. May serve as delegated Office Chief on occasions when the Office Chief is out of the office.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of freight planning, supply chain, multi-modal planning, project development, and programming processes. Knowledge of federal, state, and departmental policies, programs, practices, laws, and issues related to freight and transportation planning, equity, sustainability, emerging modes, vehicle miles traveled, and land use planning. Ability to work cooperatively, to initiate effective partnerships with federal, state, and local agencies, district and headquarters programs, freight stakeholders, and planning and engineering professionals. Ability to negotiate the 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; lead studies related to freight planning; communicate effectively; and work independently or as an interdisciplinary team member.

Ability to initiate and maintain effective communications and partnerships. Also, able to provide program leadership and negotiate resolution of issues and problems leading to "win-win" resolution. 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.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Decisions made by the incumbent directly affect Caltrans 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 Caltrans, California State Transportation Agency, California Transportation Commission, Legislature, Federal and State agencies, Metropolitan Planning Organizations, Regional Transportation Planning Agencies, cities and counties, and the private sector related to freight plans and programs, and fund allocation.

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Errors in guidance, implementation, coordination, and carrying out state and federal law, regulations, and policies could have negative impacts on Caltrans ability to provide transformative, sustainable, multi-modal options to the traveling public. Errors also result in Caltrans loss of credibility with partners and advocates.

**PUBLIC AND INTERNAL CONTACTS**

Public – The incumbent has extensive contact with local, regional, and state agencies as well as tribal governments; contact with California State Transportation Agency, Strategic Growth Council, Governor's Office of Land Use and Climate Innovation, and other state departments; the Federal Highway Administration, Federal Transit Administration, U.S. Environmental Protection Agency, California Transportation Commission, Resources agencies, Department of Housing and Community Development, and advocates and interested stakeholders.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

**WORK ENVIRONMENT**

Employee will work in an office environment, but may be required to travel in-state and out-of-state to meet with partners and/or attend meetings and conferences. While at the office, the employee will work in a climate-controlled space under artificial lighting.

The incumbent works in front of a dual-monitor 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 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 consider 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)

SUPERVISOR (Signature)

DATE