

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION State Planning/PM3 Program Manager	
WORKING TITLE PM3 Program Manager	POSITION NUMBER 900-074-4724-XXX	REVISION DATE 02/09/2026

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 Office Chief for State Planning, a Supervising Transportation Planner, the Senior Transportation Planner is the lead for reporting Federal Highway Administration (FHWA) Transportation Performance Measurement (TPM) Performance Management 3 (PM3) reporting and performance assessment. The incumbent is responsible for establishing, monitoring, and maintaining PM3 targets, which is one element of the Federal Performance Measures required by the Federal Highways Administration every four years. This responsibility includes monitoring reliability data through the INRIX reporting system developed by FHWA and providing interim and final data to the Federal Performance Measures lead. The incumbent will provide support and leadership to support the implementation and achieving of PM3 related goals along with identifying performance measures to incorporate into project assessments. Using project management tools and principles, the incumbent regularly discusses progress with the Office Chief and Division of Transportation Planning (DOTP) management.

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. (Prosperity - Equity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Climate Action - Collaboration)
- **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. (Equity - Stewardship)
- **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 - Pride)
- **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 - People First)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Prosperity - Integrity)
- **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. (Climate Action - Innovation)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity - Equity)
- **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. (Safety - Collaboration)

TYPICAL DUTIES:

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

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35%	E	Under general direction, the incumbent will coordinate with internal and external partners to establish 2- and 4- year PM3 targets which include INRIX baseline System Performance, Non-Single Occupancy Vehicle (SOV), and Peak Hour Excessive Delay metrics. Coordinate and communicate with Metropolitan Planning Organizations (MPO) and develop baseline numbers and proposed 2- and 4-year targets that include low risk, medium risk, and high risk metrics for each 4-year cycle. Host multiple public engagement sessions and individual MPO meetings to establish 2- and 4-year statewide and urbanized area targets. Report the finalized targets, and the methodology and reasoning for those choosing the targets, to the Office of Federal Liaison (OFL) in the Director's Office. Provide support to the DOTP related to data and system analysis, including project and plan level analysis. Coordinate with Caltrans executives, California State Transportation Agency, California Transportation Commission, state departments, regional agencies, local agencies, advocates, community members, transportation consultants and practitioners. Demonstrate leadership and an ability to identify options to meet challenges.
25%	E	Coordinate with staff to pull NPMRDS INRIX metrics for the 2-year mid-term and the 4-year full term targets for each reporting cycle and share those metrics with Caltrans, California Air Resources Board, and MPOs; mid performance period reporting for 2-year targets will be submitted to FHWA and Final draft 4-years targets shall be pulled in May 2026 and shared with Caltrans, California Air Resources Board, and MPOs. Final Performance Period reporting for 2-year targets will be submitted to FHWA in October 2026 through the OFL in the Director's Office.
20%	E	Work with the DOTP, the Division of Transportation Programming, and MPOs to establish methodology to link PM3 targets to project identification and selection criteria in Regional Transportation Plans and project nomination processes. Develop non-SHOPP project performance measures that can be used to assess project impact prior to and after project completion based on Caltrans priorities.
10%	E	Update the annual workplan which identifies all PM3 tasks and deliverables by date for System Performance targets, Congestion Mitigation and Air Quality targets, and urbanized area targets and metrics and attend all related meetings.
10%	M	Provide direction to staff on maintaining, updating, and distributing PM3 related information. Provide support for data-related activities. 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 is not a supervising position, but the incumbent may serve in a lead capacity for a Transportation Planner in the State Planning Office to complete tasks related to the assignment. Will serve as delegated Office Chief for the Office of State Planning Office Chief on occasions when the regular Office Chief is out of the office.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of all phases of transportation planning process; the Department's mission, visions, goals, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; and techniques of selecting and managing outside consultants. The ability to effectively communicate (oral and written) with management, technical, and non-technical personnel. Knowledge of system and corridor planning, project development, and programming processes.

Ability to develop programs and supporting activities; analyze, interpret and apply analytical techniques; and work with databases. Ability to work cooperatively, to initiate effective partnerships with federal, state, and local agencies, district and headquarters programs, stakeholders, and planning and engineering professionals. Ability to negotiate the resolution of issues and problems and work independently or as an interdisciplinary team member. Ability to initiate and maintain effective partnerships, 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 the Department's ability to satisfy Federal and State planning and programming requirements. The incumbent'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. Active Transportation Planning and Complete Streets are the basis for the short, medium, and long-range planning of non-motorized solutions and strategies. It includes assessing and identifying improvements for a variety of important bicycle, pedestrian, and transit connectivity elements. Errors in guidance, implementation, coordination, and carrying out state and federal law, regulations, and policies could have negative impacts on

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the Department's ability to effectively provide transformative, sustainable, multi-modal options to the traveling public.

PUBLIC AND INTERNAL CONTACTS

Regular internal contacts with headquarters and District units in DOTP; Mass Transportation and Rail; Aeronautics; Traffic Operations; Transportation Programming; Research, Innovation and System Information; Sustainability Office, and others. Frequent reporting and coordination with Caltrans' Management and the California State Transportation Agency. Frequent involvement with Metropolitan Planning Organizations and Regional Transportation Planning Agencies; Cities and Counties; internal and external advisory committees, the California Transportation Commission; and others.

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

While at the base of operation, the employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel to meetings in other office buildings and work from home.

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 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)

SUPERVISOR (Signature)

DATE