

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Transportation Planner	OFFICE/BRANCH/SECTION Division of Transportation Planning	
WORKING TITLE Roadway Pricing Program Manager	POSITION NUMBER 900-074-4725-921	REVISION DATE 10/28/2025

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 the Deputy Division Chief, Transportation Planning, the incumbent is responsible for accelerating the development of equitable roadway pricing policy and strategy for the California Department of Transportation (Caltrans) to implement roadway pricing recommendations in the California Transportation Plan 2050 and the Climate Action Plan for Transportation Infrastructure. Responsibilities include providing leadership and policy direction to Caltrans programs and staff, assisting all Caltrans districts with strategic roadway pricing project development, and developing financial and staff resources within the Department to assist Caltrans and partners with innovative financing approaches. The incumbent is also responsible for statewide representation on roadway pricing with federal, state, and regional partners, coordinating closely with the Road User Charge Program. The incumbent has management level skills in leadership, communication, partnership, and strategic thinking, as well as a deep commitment to the Department's strategic goals and vision, to providing excellent customer service, and to advancing equity through all efforts.

CORE COMPETENCIES:

As a Supervising 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 - Collaboration, Integrity, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Prosperity - Equity, Innovation, Pride)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Equity - Collaboration, Pride)
- **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 - Equity, Innovation, Integrity, 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, Prosperity, Employee Excellence - Innovation, Integrity)
- **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 - Equity, Innovation, Integrity, Pride)
- **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 - Integrity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Employee Excellence - Equity, Innovation)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Equity - Innovation, Integrity)

TYPICAL DUTIES:

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

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30%	E	Develop strategies to implement state programs, policies, and goals related to roadway pricing and ensure roadway pricing meets the objectives of the Department and Administration, including to advance equity, reduce vehicle-miles traveled, emissions, and congestion and to avoid costly new highway capacity. Develop strategy for Caltrans to pursue innovative finance mechanisms to meet the Department's objectives and those of its partners. Provide recommendations for policies, identify sensitivity of policy issues, and otherwise advise on roadway pricing related matters to the executive level staff and committees.
30%	E	Lead a multi-disciplinary team related to roadway pricing within Caltrans to develop strategies and recommendations for Caltrans Executive Management. Serve as a representative, subject matter expert on roadway pricing strategies and initiatives in existing work groups; on roadway pricing policy discussions on the national, state, and regional level; and as required at public meetings, including California Transportation Commission meetings. Develop and lead new forums to coordinate roadway pricing initiatives statewide, in close collaboration with the California State Transportation Agency, Caltrans divisions and districts, Metropolitan Planning Organizations, cities, transit agencies, non-governmental organizations, and other key stakeholders. Implement procedures to identify and develop roadway pricing projects that need statewide support, such as through collective messaging for statewide pricing programs and consistent approaches for equitable implementation.
20%	E	Collaborate with federal agencies, including the Federal Highway Administration; other national, state, and regional thought leaders; the legislature; other state agencies; and the Governor's office to expand opportunities and remove barriers to implementation of roadway pricing and other innovative financing mechanisms in California. Build the capacity for Caltrans to provide innovative finance mechanisms, analytical support, and legal frameworks for California transportation agencies.
15%	E	Identify and develop short-term demonstration opportunities to test innovative approaches to roadway pricing and assess new technologies or approaches to roadway pricing in the California context. Responsible for developing and maintaining relationships with finance, technology, and infrastructure industry, including public private partnerships, to foster innovative approaches to roadway pricing in California.
5%	M	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

The incumbent will develop a program, including budget and resources, and may oversee staff as program needs evolve. The incumbent will be required to lead and/or coordinate with employees at executive level to advance program goals.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess knowledge of the Department's mission, vision, and strategic goals; principles and practices of public administration, budgeting, personnel, planning, program management and evaluation; Planning and Modal Programs functions; laws, rules, and policies of the State of California and the Federal government relating to program functions. The incumbent must have the ability to prioritize based on risk and impact to the Department and identify administrative or managerial issues or conflicts in program direction and respond with good solution options; a high level of expertise in effectively communicating (writing and oral), and working cooperatively with all management and employee levels; capacity to negotiate resolutions to issues or problems; sensitivity to political issues; enthusiasm for work in a fast paced environment; skills in interpreting policy, determining appropriate action, and developing and utilizing effective performance metrics. The incumbent should have knowledge of organizational and planning frameworks; federal and state programs, laws, and policies; technical terminology; financing approaches; and funding sources as they relate to roadway pricing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for taking independent action and initiative in carrying out duties as identified to develop and support implementation of equitable roadway pricing policy and strategy. The consequence of error could undermine the ability of the Department to implement roadway pricing projects that improve capacity to effectively manage and operate the state highway system, and could result in negative media or public attention.

PUBLIC AND INTERNAL CONTACTS

The incumbent must work closely with executive-level HQ and district management to provide policy and guidelines and support project implementation, and coordinates with the Federal Highway Administration, California State Transportation Agency, California Transportation Commission, and the Governor's Office. The incumbent will also develop and maintain relationships

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with other national, state, regional, and local agencies and stakeholders to collaborate on roadway pricing policy development.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time, using a keyboard and monitor or paper documents. Sustained mental activity is required for report writing, problem solving, analysis and reasoning. Ability to multi-task, adapt to changes in priorities, develop new insights into situations, foster a work environment that encourages creative thinking and innovation, develop and maintain cooperative working relationships, and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

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 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
