

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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| CLASSIFICATION TITLE Sr Transportation Planner | OFFICE/BRANCH/SECTION District 11/Planning and Local Assistance/Border & Freight | |
| WORKING TITLE International Border Studies and Freight Planning Manager | POSITION NUMBER 911-820-4724-500 | REVISION DATE 02/06/2026 |

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 Transportation Planning, a Supervising Transportation Planner, as a Senior Transportation Planner, the incumbent is responsible overseeing the International Border Studies and Freight Planning Program. This includes representing the State of California with international, federal, state and local agencies in the U.S. and Mexico border region. The incumbent helps define, coordinate, and respond to various issues and opportunities pertaining to transportation planning, programming and funding, goods movement, ITS, and border crossing mobility. This also involves working within the Department and District to apply for and administer grants, be a resource on border related project development activities, and communicate with the various functional areas within the Department on border and freight issues.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Innovation)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Equity)
- **Continuous Professional Development**: Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - 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. (Prosperity - Collaboration)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity - Integrity, Stewardship)
- **Understanding Others/Motivation**: Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Equity - Equity, 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. (Climate Action - Integrity)
- **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. (Prosperity - People First)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Prosperity - Pride)

TYPICAL DUTIES:

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

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| 45% | E | International Border Relations: Coordinates border region planning with other District and State activities. This includes setting and attending border related meetings, conferences, official visits, and activities with the private sector, public interest groups, and U.S. and Mexican federal, state and local governmental agencies. |
| | | International Border Planning: Conducts complex planning studies, which includes data gathering; Leads advisory committees, and prepares written and oral presentations on border issues and programs. Recommends, identifies, and pursues funding sources for studies and projects that improve cross border goods and people movement. Additionally, incumbent is responsible to administer funds received, including maintenance of project records and files with an orientation to interim and final audits. |
| 40% | E | Freight Mobility: Oversees freight/goods movement planning documents and activities, including the California Sustainable Freight Action Plan. Keeps up-to-date with Federal and State legislation pertaining to freight policies and funding opportunities, including the Trade Corridor Enhancement Program. Participates in technical working groups, Headquarters round table discussions, and collaboration with international border studies and activities related to freight to ensure goods movement issues/concerns are identified and addressed. |
| 10% | E | Provides translation to the Spanish language on demand for planning studies, strategic plans, presentations, studies, projects as well as other sources of information to ensure proper coordination with the government of Mexico including federal; state, local agencies, and private associations. |
| 5% | M | Participates in professional development activities, strategic planning, continuous improvement initiatives, setting performance goals, resource budgeting and monitoring, employee recognition, and promoting awareness of Caltrans and District 11 goals, values, objectives, and best business practices. Lead or participate as a departmental representative on transportation planning issues at inter-or intradepartmental meetings and public or private meetings and hearings. |

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 may provide direction and training to others on a particular assignment but does not entail full supervisory responsibilities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: The planning process and general practices of transportation planning; research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques; the Department's mission, organization, policies, and procedures; U.S. and Mexican Federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs; International trade programs; the Department's budgeting process; principles and techniques of selecting outside consultants.

Ability to: Gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work; conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals and work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants; communicate effectively with other agencies, the public, and the media; effectively contribute to the Department's safety, health and labor relations.

The work is complex, frequently requiring creativity, initiative and originality. The ability to evaluate technical documents is essential. A broad spectrum of subject matter is dealt with, including complex analysis of programs and projects. It is essential that the incumbent be proficient in both English and Spanish (bilingual) and desirable that the incumbent be bicultural, in order to coordinate with the government of Mexico including federal; state, local agencies, and private associations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must apply sound judgment as it relates to transportation planning and Federal and State regulations. Errors could result in loss of funding or large cost increases for the Department and its projects; diminished Department credibility with the public; local and regional transportation partners, federal agencies, and other organizations/interest groups with which the

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District interacts.

PUBLIC AND INTERNAL CONTACTS

The Senior Transportation Planner has frequent contact with employees in various branches of the District office and Caltrans HQ offices as well as representatives of other local, regional, State, Federal and Mexican governmental agencies, private industry and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative working relationships; handle all work-related contacts with internal and/or external customers in a professional and courteous manner; ability to focus for long periods of time. Employees may be required to move large or cumbersome reports from one location to another. Must be able to sit and/or stand for long duration and perform tasks utilizing a PC. Requires occasional bending, stooping and kneeling.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice; formulate effective strategies consistent with current business practice; develop new insights into situations and applies innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; create and sustain an organizational culture which encourages others to provide the quality of service essential to high performance; enable others to acquire the tools and support they need to perform well.

WORK ENVIRONMENT

Work is accomplished in a variety of settings: such as an office setting with artificial light and temperature control, out-of-doors in remote areas, along the travel way of highways, in heavy construction zones, on bridge caps and piles, mountain tops and on the property of private citizens. Work must be performed on a variety of terrain(s) including but not limited to slopes. Incumbent will work in all weather conditions, including the deserts in the Summer and the mountains in the Winter. Possession of a valid California driver's license is required to operate a State owned or leased vehicle.

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