

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Director's Office/Sustainability	
WORKING TITLE Transportation Electrification Program Manager	POSITION NUMBER 900-074-4724-064	REVISION DATE 08/15/2025

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 Deputy Director for Transportation Electrification, a Career Executive Assignment, the Senior Transportation Planner works as the Transportation Electrification Program Manager. The incumbent will work in collaboration with Caltrans' Districts and Divisions and external entities to design, implement, and institutionalize practices that support the Department's goals to advance zero-emission vehicles (ZEVs) and infrastructure statewide. The incumbent supervises a team of transportation planners, manages the implementation of Caltrans' ZEV Action Plan, and develops innovative policies and collaborative approaches to accelerate transportation electrification related to passenger vehicles, freight, transit, rail, and Caltrans' fleet and equipment.

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. (Climate Action - Collaboration, Equity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Climate Action - Collaboration, Equity)
- **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. (Climate Action - Collaboration, Equity)
- **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. (Climate Action - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Climate Action - Collaboration, Equity)
- **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. (Climate Action - Collaboration)
- **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 - Collaboration)
- **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. (Climate Action - Collaboration)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Climate Action - Innovation)

TYPICAL DUTIES:

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

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45%	E	<p>Serve as a technical and policy transportation planning expert to lead the Department's ZEV Action Plan and related activities in support of the state's climate, equity, and air quality goals. Lead the development of Departmental transportation policies, procedures, and standards associated with the ZEV Action Plan to advance zero-emission vehicles and infrastructure. Promote and manage the implementation of such policies, procedures, and standards by providing technical expertise and guidance to District offices and Headquarters Divisions. Monitor progress of the ZEV Action Plan. Convene and coordinate with internal and external stakeholders to support the ZEV Action Plan's goals. Update the ZEV Action Plan to align with state and federal policies and emerging funding priorities. Provide supervision, direction, and coaching to staff to ensure successful implementation the ZEV Action Plan.</p> <p>Serve as liaison to and collaborate with local, state, and federal agencies to develop and implement strategies under the Department's ZEV Action Plan that accelerate transportation electrification, including but not limited to, the California Energy Commission, Governor's Office of Business and Economic Development, California State Transportation Agency, California Transportation Commission, California Air Resources Board, Federal Highway Administration, and Metropolitan Planning Organizations.</p>
25%	E	Identify, evaluate, and pursue opportunities for the Department to support public charging and hydrogen fueling infrastructure that complement the work of other state agencies and local partners including, but not limited to ,developing the Department's zero-emission vehicle projects under the Trade Corridor Enhancement Program.
10%	E	Perform supervisory duties such as hiring, training, assigning workload, providing guidance and direction, reviewing completed staff work, mentoring staff, reviewing time sheets, and completing performance evaluations and probationary reports.
10%	E	Convene and manage the Department's ZEV Technical Advisory Committee in support of the ZEV Action Plan, including facilitation of meetings and harnessing the expertise of the Committee to achieve goals in the ZEV Action Plan.
5%	E	Represent the Department and/or the Assistant Deputy Director in their absence at meetings with internal and external partners as a technical expert on zero-emission vehicles, infrastructure, and related policy. Participate in special projects, as needed. Perform other administrative tasks or other work as directed by management to support initiatives of the Director's Office of Sustainability.
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 Transportation Electrification Program Manager will supervise Transportation Planners/Associate Transportation Planners and Student Assistants/Interns.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Effective leadership skills and supervisory experience. Ability to communicate effectively verbally and in writing with other agencies, the public, and the media. Ability to work with minimal direction and supervision, to initiate action and work independently on complex projects, analyze problems, develop solutions, and handle multiple assignments simultaneously. Ability to organize, direct, monitor, and evaluate the work of staff.

Awareness of the internal structure of Caltrans' District and Division operations.

Knowledge of policies such as the Global Warming Solutions Acts (AB 32, 2006 and SB 32, 2016); Executive Order B-48-18; Executive Order N-79-20; Infrastructure Investment and Jobs Act; Inflation Reduction Act; standards adopted and under development by the California Air Resources Board.

Knowledge of the following: technologies used in zero-emission vehicles, charging equipment, and hydrogen fueling; impacts of transportation emissions and infrastructure on communities; utility, local, state, and federal incentives for zero-emission vehicles and infrastructure.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making decisions and taking independent action and initiative in managing transportation electrification efforts. Decisions made by the incumbent directly affect the Department's ability to satisfy federal and state requirements. The incumbent's recommendations and decisions broadly affect and are affected by actions of the Department, California

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Transportation Commission, Legislature, federal and state agencies, cities and counties. Failure to consider the political sensitivity or to fully evaluate the fiscal, economic, equity, social, and environmental effects of decisions on Caltrans' programs could result in policies that are not feasible to implement, delayed in project delivery, and/or a subsequent inefficient use or loss of funding.

PUBLIC AND INTERNAL CONTACTS

The incumbent has extensive contact with external and internal stakeholders; maintains relationships with the full range of management levels within the Department; fosters partnerships with federal and state agencies, the private sector, local agencies, community based organizations, and research institutions; and develops new partnerships. State agencies could include the California Energy Commission, Governor's Office of Business and Economic Development, California State Transportation Agency, California Transportation Commission, and California Air Resources Board.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Mental requirements include the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames; formulate effective strategies consistent with Caltrans' mission and goals; create a work environment that encourages creative thinking and innovation; support colleagues with the tools and information they need to perform well; develop solutions to make organizational improvements.

Emotional requirements include the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively; respond appropriately to difficult situations; recognize emotionally charged issues or problems; must deal effectively with pressure, maintain focus and optimism under adversity.

WORK ENVIRONMENT

The incumbent works in front of a 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

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