



Position Details

Classification:

Supervising Transportation Planner

Office:

Planning and Engineering

Working Title:

Sustainability Section Manager

Location:

Sacramento

Position Number:

311-685-4725-001

HR Approval Date/Initials:

3/12/26 SA

CBID/Bargaining

Unit: E59

Work Week

Group: E

Tenure:

Permanent

Time Base:

Full-Time

Job Description Summary

Under the general direction of the California High-Speed Rail Authority's (Authority) Director of Planning and Sustainability, the Sustainability Section Manager manages the Sustainability Section and is responsible for the implementation of sustainability policies and other strategic objectives. The Sustainability Section Manager oversees, coordinates, and directs aspects of sustainability across agency functional areas as well as with other state agencies. The Sustainability Section Manager organizes, plans, and implements analyses necessary to advance procurements and manages contracts related to sustainability objectives such as carbon sequestration and carbon offset. The Sustainability Section Manager plans and undertakes outreach to state agencies and stakeholders to meet deadlines and requirements for operating the system on renewable energy and advancing other sustainability objectives. The Sustainability Section Manager also supports planning activities for high-speed rail (HSR) corridors, stations, and facilities. The Sustainability Section Manager applies knowledge of sustainable infrastructure delivery and related complex environmental issues and completes all work in accordance with applicable state and federal laws, regulations, and policies.

Duties

Percentage

Essential (E)/Marginal (M)

30% (E)

- Responsible for the development and oversight of sustainability policies and oversight of the statewide sustainability program implementation. Assures the program is in conformance with all applicable sustainability laws.
- Manages sustainability planning, implementation, and reporting to ensure compliance with Authority policies and the use of best practices.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, contact the Equal Employment Opportunity (EEO) Officer at (916) 324-1541, email eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, 770 L Street, Suite 620 MS 1, Sacramento, CA 95814.

- Coordinates extensive outreach efforts to state agencies, system suppliers, local jurisdictions, and stakeholders on sustainability issues to meet the Authority's Sustainability Policy and Business Plan objectives and schedule.
- Reviews, advises and provides reports on advanced energy technologies, including potential environmental and economic impacts, for meeting the Authority's clean energy and sustainability goals.
- Develops presentations and papers, and organizes and leads technical workshops on sustainability, including researching roadmaps and providing case studies for the Authority as requested by the Director of Planning and Sustainability.
- Researches and develops best value solutions and implements appropriate cost reductions for the project.

25% (E)

- Ensures that contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM), and the California Government Code (GC).
- Reviews contractor's monthly progress reports. Initiates and advances agreement amendments as required.
- Verifies invoices and conducts independent and in-depth technical reviews of the work conducted by the contractors, as appropriate, including project site inspections, to ensure the project meets technical, fiscal, and administrative objectives.
- Develops methodologies to evaluate benefits from solicitations and provide summaries of evaluations as requested by the Director of Planning and Sustainability.
- Confers and collaborates with Authority executives in determining objectives, workload projections, resource allocations, and budget redirection.
- Provide fiscal information to management for resource allocation work plans and budget change proposals.

25% (E)

- Coordinates with local planning entities to advance the Authority's sustainability objectives.
- Analyzes Authority plans and project needs for compatibility with existing and proposed local land uses.
- Completes special project tasks pertaining to programmatic and administrative aspects of planning the HSR project.
- In coordination with other program delivery stakeholders, monitors and advises on the planning work of the Authority and its consultants in support of the HSR program.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, contact the Equal Employment Opportunity (EEO) Officer at (916) 324-1541, email eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, 770 L Street, Suite 620 MS 1, Sacramento, CA 95814.

- Providing information, drafting documents used in reports, Collaborates with other programs and offices by compiling information needed for grant compliance reports
- Coordinates with External Affairs and Communications Office on outreach to community leaders to ensure that the project considers feedback and issues raised by external stakeholders.
- Frequently travels throughout California for rail integration and the Statewide Rail Plan. and to conduct presentations for community organizations, stakeholders, and the general public.

15% (M)

- Represents the Authority in meetings with federal, state, and local agencies and stakeholders concerning the scope and content of the Authority's urban, transportation planning and sustainability activities.
- Presents relevant project information to management and stakeholders to showcase the impacts of the projects through various media platforms.

5% (M)

- Performs other job-related duties as required.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Type:	Conflict of Interest (COI) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Bilingual Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Language:	Contract Manager Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Medical Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
--	---	--	---	---

Other Special Requirements Information:

Conflict of Interest: This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Contract Manager: Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC). Provides strong oversight of subordinate contract managers, holding them accountable for ensuring that assigned contracts and agreements are administered and

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, contact the Equal Employment Opportunity (EEO) Officer at (916) 324-1541, email eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, 770 L Street, Suite 620 MS 1, Sacramento, CA 95814.

managed in accordance with the applicable policies and procedures of the Authority, the SC and the GC.

Knowledge and Abilities

Knowledge of: All Knowledge of Transportation Planner, Associate Transportation Planner, and Senior Transportation Planner and purposes, organization, and policies of Federal, State, regional, and local transportation agencies; program goals and objectives of the Department.

Ability to: Perform all abilities of Transportation Planner, Associate Transportation Planner, and Senior Transportation Planner and provide direction of the analysis of transportation and environmental planning studies.

Desirable Qualifications

- Experience with rail and bus project planning, such as Leadership in Energy and Environmental Design (LEED) certification, sustainable infrastructure delivery, zero-emissions vehicle technology, sustainability planning and strategy, construction emissions monitoring and climate adaptation.
- Experience related to transportation planning, programming, sustainability, and funding of transit and/or intercity passenger rail projects.
- Experience managing the performance of contractors, consultants, and/or service providers and leading an integrated team.
- Experience managing competitive grants and/or other federally funded projects.
- Experience with project management on large project/program renewable energy generation projects, battery-electric storage projects, and transportation/transit projects.
- Experience with state contracting, procurement and document management procedures.
- Experience managing or directing the preparation of transportation planning or sustainability reports.
- Awareness and sensitivity to social, economic, and environmental factors that affect sustainability planning, and the ability to perceive political and policy implications of actions that the Authority is considering.
- Ability to logically organize and present information, identify problems, and formulate recommended actions.
- Knowledge of computer processing techniques and applications, research methods and techniques including conducting or participating in planning studies, contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues, and effective public participation techniques.
- American Institute of Certified Planners (AICP) certification.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, contact the Equal Employment Opportunity (EEO) Officer at (916) 324-1541, email eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, 770 L Street, Suite 620 MS 1, Sacramento, CA 95814.

Supervision Exercised Over Others

The incumbent will not supervise state staff but will oversee a team of consultant staff. The incumbent also provides general technical guidance to other staff within the Planning and Engineering Office related to the Sustainability Section work. On individual projects, the incumbent may serve as a project manager over other Authority staff and/or external consultant staff.

Public and Internal Contacts

The incumbent is responsible for developing and maintaining positive relationships with all levels of staff within the Authority, as well as being the Authority's representative with the full range of internal and external groups and control agencies. The incumbent must communicate effectively with Authority managers and supervisors, interest groups and individual employees while generating solutions which further the Authority's mission. Incumbent may be required to have contact with state and federal governmental agencies, cities, counties, transportation commissions, consultants, other stakeholder groups, and the public. The incumbent represents the Authority at meetings and through correspondence.

Responsibility for Decisions and Consequence of Error

The employee is responsible for a program or function and is expected to carry out necessary activities without direction, except as new or unusual circumstances require. Failure to properly perform these functions would jeopardize relationships with stakeholders and various public agencies whom the Authority holds contracts and agreements with. Errors would also jeopardize funding opportunities, such as federal grants, and could result in failure of activities related to station delivery, urban planning, transportation planning, and the coordination and integration of the Authority's high-speed rail plan with the State Rail Plan. This may likely result in the loss of funding and the assessment of penalties and sanctions. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities and demonstrate a sense of responsibility and commitment to public service.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, contact the Equal Employment Opportunity (EEO) Officer at (916) 324-1541, email eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, 770 L Street, Suite 620 MS 1, Sacramento, CA 95814.

- c. Travel: Travels throughout California and occasionally travels statewide for rail integration and the Statewide Rail Plan. and to conduct presentations for community organizations, stakeholders, and the general public.
- d. Other: N/A

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, contact the Equal Employment Opportunity (EEO) Officer at (916) 324-1541, email eeo@hsr.ca.gov, or write to: California High-Speed Rail Authority, 770 L Street, Suite 620 MS 1, Sacramento, CA 95814.