

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION D7/Division of Planning/Community, Climate, Modal Planning	
WORKING TITLE Chief, Local Development Review (LDR) Branch	POSITION NUMBER 907-162-4724-001	REVISION DATE 03/19/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

**GENERAL STATEMENT:**

Under the direction of the Supervising Transportation Planner for the Office of Regional Planning, the Local Development Review (LDR) is a state and federally mandated ongoing statewide effort focused primarily on avoiding, eliminating, or reducing to insignificance, potentially adverse impacts of local development on the transportation system. The position has extensive responsibility to regularly interact with district and headquarters managers and has authority for negotiating and reaching consensus with local agencies regarding mitigation to protect the safety and operations of the State Highway System.

**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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity - Integrity)
- **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. (Employee Excellence - Integrity)
- **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, Equity - Equity, People First)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Collaboration, 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. (Prosperity - Equity, 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. (Employee Excellence - Equity, Stewardship)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Employee Excellence - Equity, Integrity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety, Equity - Collaboration, Innovation, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
30% E	Overall management of the LDR Branch and direct supervision of staff. Establish strategies, objectives and action items to achieve the branch, division, district, department, agency goals; seek to improve current processes; use work plans for assigned tasks and project management; and meet established due dates. Manage efforts and responses related to budget and resources, staffing, organization and staff development, performance evaluations and other particular issues including disciplinary actions. Assess and provide training and technical assistance to staff.

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

25%	E	Manage Branch staff response to LDR of comprehensive planning elements and local project proposals under CEQA relating to a broad spectrum of social, economic, physical, infrastructure, transportation, recreation, and community facility concerns; and the coordinated technical review by other District functional units to identify and mitigate impacts to the State Highway System. Promotes early consultation on local development projects and local General/Specific Plan update efforts, negotiate fair share mitigation with local agencies and provide the more complex intergovernmental reviews and coordination for the District.
25%	E	Promote and align LDR efforts consistent with California Environmental Quality Act (CEQA) reform and SB 743 through collaboration to support smart growth, infill and efficient development, active transportation, reduce greenhouse gas (GHG) emissions and vehicle miles traveled per capita/employee. Strengthen the linkage between land use planning and transportation decision at the local and regional level. Coordinate with Headquarters Office of Smart Mobility and Climate Change/LDR Program and Caltrans SB 743 Project Manager on SB 743 (LOS to VMT) implementation and significant issues. Coordinate with the Division of Traffic Operations as the technical lead on the traffic analysis side of LDR, and with the D7 Office of System Planning for model simulation of forecasting needs.
10%	E	Transit Program Oversight- (State Public Transportation Account (PTA) and (Transportation Development Act) TDA Transit Grant Oversight) Manage Branch staff transit and rail grant project activities for local/ regional transportation agencies. Includes coordination of fund encumbrance and allocation with HQ Mass Transit and California Transportation Commission staff (CTC); project kick-off and close-out; invoicing; amendments; program supplements and site visits. Provide and oversee provision of project funding/ invoicing guidance to recipients; meticulous record keeping; and coordination with other involved local or regional agency project staff. Insure programming and invoicing deadlines are met to avoid penalties.
10%	E	Functions as the point of contact with local agencies, State Clearinghouse, Federal Highway Administration (FHWA), community and neighborhood groups on all matters related to LDR/CEQA documents. Coordinates the District's response to numerous written and/or telephone inquiries and request for meetings regarding CEQA projects. Briefs executive management including the District Director and Division of Planning Deputy Director on high profile mega-projects as needed. Performs miscellaneous analysis and special assignments upon request from the Office Chief; acts for the Office Chief when required.

<sup>1</sup>ESSENTIAL 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 Senior Transportation Planner directly supervises staff involved in regional transportation planning, LDR-CEQA reviews The staff may comprise of Transportation Planners, Associate Transportation Planners, Transportation Engineers and student assistants.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of:

- Department's budgeting process;
- Department's Affirmative Action Program objectives;
- Principles and techniques of effective supervision and personnel management;
- Supervisor's role in safety, health, labor relations and the Department's Affirmative Action Program and the processes available to meet these program objectives;
- The Department's mission, organization, policies, and procedures;
- Federal and State laws and regulations including the California Environmental Quality Act and National Environmental Protection Act;
- Concepts and terminology relating to transportation planning;
- The planning process and general practices of transportation planning; methods of evaluation of traffic impacts;
- 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.

Ability to:

- Work independently on complex planning projects;
- Organize and direct the work of a staff engaged in a variety of planning activities;
- Communicate effectively with other agencies, the public, and the media;
- Effectively contribute to the Department's safety, health, labor relations, and Affirmative Action Program objectives;
- Conduct studies related to State transportation planning;

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

- Analyze problems, develop appropriate solutions and recommend effective courses of action;
  - Evaluate general planning proposals; gather, compile, analyze, and interpret data; reason basically and creatively;
  - Develop formats to present and display data; 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.
- 

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for timely review of projects and preparation of comment letters. The incumbent is responsible for using professional judgment in interpreting conclusions developed by planners, engineers and other professionals. Questionable judgment, decisions or recommendations could result in significant financial loss and/or comprise of Department's credibility.

---

### PUBLIC AND INTERNAL CONTACTS

Incumbent is required to consult and meet with many functional areas throughout the Planning Division and the District including; Freeway Operations, Project Studies, Design and Permits. Required to consult and meet with local agencies, Federal Highway Administration, neighborhood associations, project developers and consultants. May be required to provide responses for project related inquiries from the media and representatives of local political office holders.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. May be required to move large or cumbersome reports from one location to another. Requires occasional bending, stooping and kneeling. Requires the ability to handle project related problems in a calm and productive manner and stay focused. Must deal effectively with pressure, remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships.

---

### WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office with natural and artificial lighting and may experience periodic episodes with office temperature due to fluctuating building temperatures. The incumbent may also be required to travel to and from field office locations throughout the District boundaries, in addition to other District office locations, headquarters throughout the state. Travel may consist of driving, flying in an airplane, and/or both, and occur outside normal work hours.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on the current Caltrans telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs.

The incumbent is expected to be able to report to their worksite with minimal notification if an urgent need arises and may be required to conduct business travel on behalf of the Department or commute to the assigned headquarters location. Business travel reimbursements consider an employee's designated headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarters location will be the responsibility of the employee.

# POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

---

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

---

---

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at [Forms.Management.Unit@dot.ca.gov](mailto:Forms.Management.Unit@dot.ca.gov).