

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Air Quality Conformity and Resiliency Planning	
WORKING TITLE Chief, Infrastructure Readiness Branch	POSITION NUMBER 900-074-4724-XXX	REVISION DATE 03/27/2026

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 Supervising Transportation Planner (Chief of the Office of Air Quality Conformity and Resiliency Planning), the Senior Transportation Planner serves as Chief of the Infrastructure Readiness Branch and acts as a subject matter expert in readiness-related resiliency transportation planning. The incumbent supports the Office and Division of Transportation Planning (DOTP) in implementing readiness-related infrastructure initiatives established through the Federal Infrastructure Investment and Jobs Act (IIJA) and additional programs enacted by the California State Legislature. This position leads a team focused on readiness and resilience planning to address both man-made and natural threats to critical infrastructure. Key responsibilities include preparing for and responding to physical, cyber, and climate-related risks that may impact transportation networks and interconnected systems. The incumbent guides short- and long-term planning efforts and collaborates closely with the U.S. military and partner agencies responsible for ports, dams, canals, and electric generation and transmission infrastructure. The position works with internal and external stakeholders to advance readiness-related resiliency initiatives and projects, while providing leadership to integrate transportation system resiliency practices into Caltrans' business operations. The role ensures a comprehensive, coordinated, and strategic approach to implementing infrastructure resiliency across the department.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Stewardship)
- **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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, 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. (Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- **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, Prosperity, Employee Excellence - Collaboration, Innovation, Stewardship)
- **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, Employee Excellence - Equity, Innovation, Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Climate Action, Prosperity - Collaboration, Innovation, Stewardship)
- **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. (Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Stewardship)

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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
25%	E	Directs transportation planning staff in leading and partnering with Caltrans' Office of Sustainability and other areas within Caltrans, including, but not limited to, the Division of Environmental Analysis, Asset Management, and Division of Design. Works on various readiness-related resiliency initiatives, including the identification of man-made and natural resiliency/readiness transportation planning strategies and initiatives related to federal and state program transportation implementation within the DOTP and Caltrans' Districts. As a subject matter expert, develop readiness-related resiliency plans for other Divisions and provide expert transportation planning assistance for other closely related efforts. Acts as a primary subject matter expert in leading a team which works on high-profile, multi-division and multi-agency efforts in improving Caltrans' ability/readiness to respond to four areas of infrastructure concern: man-made and physical attacks, cyber security threats, power outages, and nuclear blasts.
25%	E	Directs staff to provide support in the development and oversight of port security/resiliency planning efforts; coordinates and partners with internal Caltrans' divisions and districts and external partner agencies, including port agencies, across the state. Conducts port security/resiliency planning policy and program research, writing, and analysis. Provides technical transportation planning contributions to initiatives, including in the development of tools and guidelines. Develops recommendations for DOTP to implement policy and program changes which advance infrastructure resiliency, sustainability, and equity including, but not limited to, implementation of new federal and/or state programs.
25%	E	Oversees staff facilitating the Division's coordination with other Caltrans Divisions, districts, and external partners in gathering and analyzing information and providing subject matter expertise on resiliency/readiness transportation planning, including on man-made physical and cyber attacks and natural weather and climate impacts. Maintains a working knowledge of current research, regulations, and approaches for addressing these topics especially as they relate to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).
20%	E	Manages branch issues related to hiring, organization, scheduling, training, staff development, performance evaluation, safety, and specific personnel issues. Serves as a project manager for complex transportation planning projects and multi-disciplinary local, state and federal teams. Reviews, comments on, and contributes to state transportation planning documents, regional, state and federal initiatives, legislation, policies, programs, and research. Manages federal grant application processes in which the Department participates. Carries out special assignments and oversees staff special assignments as required.
5%	M	Performs 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

Directs the tasks of professional transportation planning staff, and provides policy direction to Caltrans staff statewide. May act in the capacity of Chief, Office of Air Quality Conformity and Resiliency Planning. Serves as a project manager for complex projects and multi-disciplinary local, state and federal teams.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of man-made and natural disasters and emergencies as they relate to transportation planning, especially in the areas of preparedness and infrastructure resilience, safety and security, and greenhouse gas and vehicle miles traveled (VMT) reduction goals. Knowledge of project development and programming processes; the Department's mission, visions, goals, and organization, policies and procedures; Federal and State laws and regulations with a focus on those related to the mission of the office (safety, resiliency, and security); program and project management skills; key concepts and application of transportation planning principles.

Ability to recognize evolving issues in transportation planning and conduct research, analysis, and develop logical and pragmatic recommendations on emerging issues; write, edit, and review effectively and critically; communicate clearly both orally and in writing; and work effectively with others both within and outside the Department to establish and maintain cooperative relationships, particularly on sensitive issues involving private industry and other states.

Additional Desirable Qualifications: Ability to develop and maintain effective relationships internally and externally for successful on-going interaction; knowledge of planning work done by Caltrans and its role in providing an effective multi-modal

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POSITION DUTY STATEMENT

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transportation system; effective multi-disciplinary project management expertise; strong interpersonal and presentation skills; ability to develop innovative and effective solutions and strategies for transportation problems and implement them; and computer skills, including the use of word processing, spreadsheets, and presentation software.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent maintains contacts inside and outside the Department concerning transportation planning, including with staff of the Federal Highway Administration, Metropolitan and Regional Transportation Planning Organizations, and port agencies. The position is responsible for critical and sensitive issues, development, and recommendations that may impact multiple divisions, the Department, regional agencies, cities, counties, the development community, and the public. Failure to consider the political sensitivity or fully evaluate fiscal, economic, social, and environmental effects could have critical negative impacts.

The incumbent is responsible for participating in a wide range of planning initiatives and programs. Failure to make effective decisions and implement changes can result in program element failure, a negative impact on Caltrans' reputation, and loss of federal and state funds.

PUBLIC AND INTERNAL CONTACTS

The incumbent maintains routine internal contact with DOTP offices, Headquarters Divisions, Districts, other state agency representatives as necessary. Involvement with local/regional agencies, stakeholders, researchers, advocacy groups, Tribal governments, and the public may also be necessary.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must develop and maintain cooperative working relationships, deal effectively with pressure, and maintain focus and intensity yet remain optimistic and persistent, even under adversity. Support a work environment that encourages creative thinking and innovation. Develop new insights into situations and apply innovative solutions to make organizational improvements. Act in a fair and ethical manner, demonstrate commitment to public service, develop organizational improvements, foster a creative and innovative work environment, be willing to take intelligent risks, and value equity and diversity in the workforce. Adjust rapidly to new situations warranting attention and resolution.

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. The incumbent may be required to travel in state and out-of-state, to meet with customers, districts, and/or attend meetings and conferences.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to reports to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered 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.

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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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