

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Branch of Transportation Forecasting and Analysis	
WORKING TITLE Branch Chief, Transportation Forecasting and Analysis	POSITION NUMBER 908-802-4724-XXX	REVISION DATE

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 (Office Chief), the Senior Transportation Planner (supervisor) handles the more complex and sensitive transportation concerns facing the District in the area of Transportation Forecasting and Analysis and in relation to Local Development Review (LDR), Project Initiation Documents (PIDs), and Project Development Teams (PDTs). This involves coordinating responsibilities on projects and corridors with internal and external partners, under the guidance of the Office Chief and DDD. The Branch Chief confers with State, Regional, and Local Agency staff on transportation problems and makes recommendations for solutions. The functional responsibilities of this position are diverse and complex. The Senior Transportation Planner (supervisor) is accountable for the following:

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. (Equity, Prosperity - Collaboration, Equity, Integrity, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Prosperity - Collaboration, Equity, Innovation, Integrity, People First)
- **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. (Equity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride, Stewardship)
- **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. (Employee Excellence - Integrity, Pride, Stewardship)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Equity, Employee Excellence - Collaboration, Integrity, Pride)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Integrity, Stewardship)
- **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. (Employee Excellence - Collaboration, Equity, Integrity, Pride)
- **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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First)

TYPICAL DUTIES:

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

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)

30%	E	Manage the Transportation Forecasting and Analysis program and utilize staffing and resources to develop/run travel demand networks for different programs, projects, and studies at various stages. Perform model runs for travel demand modeling, summarize outputs, analyze findings using critical analysis skills, and make strategic recommendations for transportation solutions and next steps. Train the team and be an advocate on matters related to vehicle miles traveled analysis, mitigation measures, and aligning with strategic goals and policies around vehicle miles traveled reduction goals. Coordinate with other agencies, departments, and divisions to maintain consistency, reliability, and validity of the regional and subregional travel forecasting processes. Participate in presentations, technical committees, steering committees, panels, and conferences. Oversee and guide the program and staff to ensure quality findings and sound recommendations, which includes managing all program activities such as model calibration; applying appropriate analytical techniques to forecast future travel demand needs and transportation system performance; understanding of changes, trends, and factors affecting travel behavior; developing and applying analytical techniques to assess the relationship of transportation, land use, and environmental policies, strategies and plans; utilizing accepted professional standards and best practices to evaluate proposed transportation programs and projects, local and regional plans, and policies; understanding of transportation economics, funding programs, policies, and other planning considerations that affect transportation needs and solutions; and presenting sound findings and recommendations within the Department and with stakeholders.
25%	E	Actively participate and guide district project teams at meetings for capital projects, local land development reviews, A&E contract consultant forecasting task orders, capital project traffic forecasting focus meetings, special task force committees, and PeMS and other travel data training. Mentor and coach staff to be active participants and advocates at PDT meetings to ensure that projects align with current policies and strategic goals. Direct and guide staff to prepare travel demand data and research of long-range corridor plans to help facilitate discussions at project meetings. Be able to clearly communicate technical data and district goals and objectives orally, visually, and in writing as needed to project development teams, management, and the Executive team. Collaborate with various internal and external partners on projects, plans, studies, and models and strengthen local and regional partnerships.
20%	E	Direct and guide the program to provide comprehensive reviews and analyses for local development projects, for potential impacts to the State Highway System. Coordinate with local agencies and pertinent State and Federal agencies. Support technical analysis and reviews of projects, plans, and studies under System and Corridor Planning, Preliminary Engineering Studies, Capital, Oversight, and Local Assistance programs. Improve capital, oversight, and local agency projects by completing quality reviews of projects in relation to traffic forecasting, system and corridor planning, and long-range regional plans. Coordinate program activities with other District Divisions in the development and completion of comprehensive transportation plans, feasibility studies, research of best practices, projects, and pilots. transportation plans, relevant transportation planning efforts, and most recent research, best practices, and pilots.
15%	E	Hire and train staff to support the program and keep the team up-to-date on the latest policies, laws, directives, and other requirements or guidance affecting the transportation modeling and analysis program. Mentor and coach team members on technical and interpersonal skills necessary for the success of the program. Supervise, direct, and review the work of staff to deliver the program's functions.
10%	M	Plan, implement, and manage various special efforts and activities in support of the Department's Mission, Vision, and Goals, including, but not limited to, committees for regional and subregional modeling updates, local and regional transportation planning, district recruitment activities, SB 1 funding programs and activities, active transportation programs, park and ride programs, commuter programs, special grants and funding opportunities, and other sustainability and multi-modal transportation efforts.

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

Provides supervision to rank and file staff which may include transportation engineers and transportation planners.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of transportation planning principles, travel demand modeling, land use planning, and fundamentals in project development processes and transportation programming. Understanding of major transportation planning programs; factors which influence the impact of transportation facilities on the environment, the community and the economy; legal requirements

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)

relating to planning procedures such as including appropriate theories, principles, concepts, laws, rules, policies, vocabulary and terminology; principles and techniques of personnel management and supervision; and supervisor's role in meeting the objective of the equal employment opportunity, health and safety, and labor relations programs.

Ability to:

Recognize evolving issues in transportation forecasting & modeling applications; and evaluate local plans in relation to statewide interests; coordinate investigation of proposed projects; provide leadership in the analysis of transportation planning proposals; make effective written and oral presentations; initiate and respond to correspondence of a sensitive nature; manage branch personnel efficiently and adequately; effectively contribute to the Department's equal employment opportunity objectives.

Additional Desirable Qualifications:

Ability to develop and maintain effective relationships both internally and with other agencies and private sector for successful ongoing interaction; knowledge of Caltrans' organization, functions, and its role in providing an effective multi-modal transportation system. Welcoming presence: ability to generate enthusiasm for the organization, elicit cooperation, and get information. Ability to work independently and as part of a team; outstanding organizational skills, attention to detail, and takes initiative. Excellent written and verbal communication skills. Resourceful and professional with the ability to set priorities, delegate, manage time, and leverage limited resources.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position has a major responsibility for helping to ensure the principles and practices of the program are carried out in accordance with the Department's Mission and Federal and State laws. Failure could result in delay or significant loss of valuable time or denial of State and Federal funding for transportation programs and projects.

PUBLIC AND INTERNAL CONTACTS

Independently, and in consultation with the Office Chief for Modal Planning Programs and Deputy Director for Planning and Local Assistance, confers with staff in the District and outside agencies, developers, consultants, and the general public in the daily operations of the branch. The individual is responsible for representing the District in transportation planning and administrative activities under the Incumbents' control and providing support where necessary. The Senior Transportation Planner must effectively represent the District to local, regional, state and federal agencies, Headquarters functional managers, and other private and public sector agencies. The Incumbent acts as a resource person for the Office Chief for Modal Planning Programs and the Deputy Director for Planning and Local Assistance.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires sufficient manual dexterity to operate a computer keyboard; the ability to sit for long periods; the ability to develop and maintain cooperative relationships; the ability to focus on difficult tasks for long periods of time. May occasionally require lifting large or heavy objects within work environment, such as printer paper, large reports, and computer equipment. Requires occasional bending, stooping, and kneeling. Must have the ability to multi-task, to adapt to changes in priorities, and to complete tasks or projects on short notice.

The Division requires interaction with many people. It is important that employees work with others in a cooperative manner; adjust rapidly to new situations, which warrant attention and resolution; behave in a fair and ethical manner toward others; and demonstrate a sense of responsibility and commitment to public service.

Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance. Must deal effectively with pressure and maintain focus yet remain optimistic and persistent even under adversity

WORK ENVIRONMENT

While at his/her base of operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee may work at workstations within shared cubicles. Employee may occasionally be required to travel for meetings and trainings, as well as conduct field visits.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's 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 report 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.

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)

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.