

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION D2/Division of Planning and Local Assistance
WORKING TITLE District Native American Liaison	POSITION NUMBER 902-800-4724-921
	REVISION DATE

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

GENERAL STATEMENT:

Under general direction of the Deputy District Director for Planning and Local Assistance, the incumbent, a non-supervisory senior transportation planner specialist, is responsible for leading and facilitating Government to Government coordination and relationship building with all Tribes in District 2. The incumbent leads or facilitates engagement between Tribes and all Caltrans programs, including maintenance, operations, planning, and all phases of project development. The incumbent will lead and manage engagement with Tribes for all planning and local assistance efforts and project initiation documents (PIDs), including sharing and facilitating funding opportunities, exploring partnership opportunities, and documenting needs shared by Tribes. The incumbent is to attend planning and project delivery team (PDT) meetings, bringing Tribe representatives, Tribal concerns, or asks from Tribes to these platforms. The incumbent is expected to be an expert on Tribal customs and concerns, and advise on these in all planning efforts and phases of project development and delivery. The incumbent will coordinate closely with transportation planning branch leads in the division and other key Caltrans functions to foster and facilitate engagement with relevant programs and project development and delivery during the planning phases and beyond. The incumbent will assist district staff in carrying out federal and state Laws, Policies, Directives, Executive Orders, and all mandated requirements regarding planning procedures related to working with Tribal Governments as well as all Tribal Memorandum Of Understandings (MOUs) executed with the district. The incumbent coordinates Tribal Employment Rights Ordinance (TERO) in all planning efforts and projects. The incumbent will lead Tribal partnership plans and projects.

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. (Employee Excellence - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Collaboration)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Equity - Equity)
- **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. (Prosperity - People First)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Employee Excellence - Pride)
- **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. (Employee Excellence - People First)
- **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. (Employee Excellence - 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. (Equity - Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Pride)

TYPICAL DUTIES:

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

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45%	E	Coordinate all Government to Government efforts with Tribes in District 2 regarding plans, programs and projects developed in the Planning, PID, Highway Maintenance, and SHOPP Major and Minor Programs. Single Focal Point for planning interactions with all Tribes in District 2, exclusive of environmental Section 106 consultation. Creates, builds, fosters and maintains relationships between Caltrans and tribes within the District 2 boundaries. Primary resource for Caltrans staff (district and HQ) that need input on issues or questions involving Tribes, or to share tribe perspectives and Tribal wants/needs. Government to Government liaison between local RTPA/MPO and Tribes where needed to help build relationships and partnerships. The incumbent is to provide expertise and be an advocate on district Tribal transportation planning matters on Pre-PID and PID development. Attends Project Delivery Team (PDT) meetings as relevant to Tribe issues and concerns or requested by functional teams. Generates associated correspondence, data analysis, and other written material as requested or required. Hosts regular partnership meetings with Tribes in District 2. Coordinates TERO needs in PIDs or projects as requested. Participates in public engagement to support program and project development for projects involving any district Tribes.
30%	E	Lead to complete Tribal sections in the Transportation Planning Scoping Information Sheet. Lead in completing Tribal section in all SHOPP Managers Initial Project Scope requests. Respondent for information requests from Tribes in District 2. Coordinates with Caltrans staff on responses on local development and intergovernmental review proposals affecting Tribal lands in District 2. Communicates relevant programs, projects, and funding opportunities to Tribes in District 2. Facilitates communication between Tribes in District 2 and relevant functional units regarding issues and concerns outside of planning.
20%	E	Facilitates and supports long range planning efforts with Tribes in District 2. Shares current ten year book and all project look ahead information on a regular basis, or as requested by Tribe. Seeks and records feedback and needs. Reviews and comments on District and agency planning documents in relations to Tribal data, needs, issues, concerns. Shares and facilitates review with Tribes in District 2 accordingly.
5%	M	Completes Title VI reporting and updates relevant databases and work plans. Attends and participates in local, state, and federal trainings and conferences related this this duty statement and Tribal relations.

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

This position does not supervise; however, the incumbent may be asked to act in the capacity of an Office Chief in his/her absence. Incumbent may be asked to serve in a lead capacity for a Student Assistant, Transportation Planner, or Associate Transportation Planner to complete tasks related to the assignment.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Tribal ordinances, law, policies, and federal regulations specific to Native American Governments. Knowledge of planning, project development, and programming processes. Knowledge of federal, state, and departmental policies, programs, practices, laws, and issues related to Tribes, transportation planning, and related practices. Ability to work cooperatively, to initiate effective partnerships with Tribes, federal, state, and local agencies, district and headquarters programs, planning and engineering professionals as well as community and business partners. Ability to negotiate the resolution of issues and problems. Ability to analyze and interpret data relative to program; apply analytical techniques to resolve or recommend creative solutions to transportation problems; conduct studies related to transportation planning; communicate effectively; and work independently or as an interdisciplinary team member. Ability to initiate and maintain effective communications and partnerships. Ability to provide program leadership and negotiate resolution of issues and problems leading to "win-win" resolution. Ability to direct planning research, studies, and analyses leading to cost-effective and practical solutions. Ability to oversee policies, plans, and programs with awareness and sensitivity to social, political, economic, and environmental issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for exercising a wide degree of initiative in carrying out assigned duties. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions when incorporating Tribal coordination during the development of programming documents and PIDs or their equivalent. Ability to work independently, negotiate issues with others and take initiative is essential. Errors, poor judgment, or failure to recognize and communicate critical issues could result in damage to Caltrans' relationship with Tribes, loss of trust with Tribes, missed deadlines, loss of programmable funds, and subsequent non-delivery of projects. Incumbent is responsible for his/her actions, decisions, quality of completed work and proper use of state time, equipment, and materials

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain an effective, cooperative, and professional working relationship with Native American Tribes, various other transportation partners, district and HQ staff at all levels as well as with Management and the general public.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may need to sit for long periods of time using a keyboard and video display monitor; think critically and analyze a range of issues; balance many ongoing assignments and re-prioritize work quickly to respond to more urgent assignments as needed; foster a diverse, creative, and innovative work environment; and develop and maintain cooperative working relationships. Employee is required to maintain a professional approach to all business matters.

WORK ENVIRONMENT

While at their base of operations, employees will normally work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. The incumbent works in front of a dual to tri-monitor 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'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. A California drivers license is required when traveling for state business. At times, the employee may be required to work irregular business hours, based on business needs.

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