

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION 03/Planning & Local Asst./Office of Planning & Modal Prog	
WORKING TITLE Complete Streets & Climate Adaptation/Sustainability Supervisor	POSITION NUMBER 903-800-4724-020	REVISION DATE 04/20/2026

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, the incumbent is responsible for planning, organizing, and leading complete streets, climate adaptation, and sustainability activities in District 3. The incumbent will supervise staff that support and promote complete streets, climate adaptation, and sustainability programs, policies, projects, plans, and strategies. As a supervisor, the incumbent will be responsible for providing leadership and coordinating with their team on implementation strategies into Caltrans' planning and project delivery process. This includes coordinating across all appropriate functional units; provide technical assistance identifying and supporting research and analysis of complete streets, climate change, sustainability, and adaptation; and identify and provide outreach, education, and training on these areas. The incumbent will act as program advisor for complete streets and climate change adaptation projects and/or assists in identifying adaptation measures for SHOPP project investments. The position requires excellent analytical, writing, and communication skills as work will include coordinating with internal and external partners, including consultants. The incumbent has skills in leadership and organization, interest in supporting the Department's and District's strategic goals and vision, and a commitment to advancing equity through all efforts. The desired outcome is providing an accessible multi-modal network of travel options that enrich all communities.

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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	The position will oversee the complete street duties within District 3 that includes coordinating with staff to attend and participate in Project Development Team (PDT) and committee meetings for projects, plans, and other functions with the department. The role acts as the program advisor and is responsible for coordinating with their staff to provide input into plans and projects as the subject matter experts for complete streets. Tasks include providing input into Transportation Project Scoping Information Sheets (TPSIS), assisting with the development and review Project Initiation Documents (PIDs), working with Asset Management to manage projects, coordinating with internal and external partners, and acting as the district liaison on complete street activities. required for programming major projects. The position develops responses and guidance in compliance with State and Federal goals, policies, and requirements.
35%	E	The position will oversee the climate adaptation/sustainability planning and project delivery activities in the District 3 that includes acting as the program advisor and coordinating with staff to attend and participate in PDTs and committee meetings for projects, plans, and other function with the department. Tasks will include managing the development, implementation, and facilitation of the District's Adaptation Project Priorities Assessment, including helping scope project priorities and position them for adaptation funding. Tasks will include assignments at all levels of the planning and project delivery process such as being the lead for the District engagement and coordination with the Caltrans Climate Change Vulnerability and Risk Assessments. This includes cross-divisional coordination to ensure data and results can be linked directly to Asset Management prioritization processes and project development. The role may also oversee staff that managed and administer various Planning grants and contracts related to climate adaptation and sustainability while also developing grant proposals or narratives for District studies or project applications related to climate adaptation and sustainability. Sustainability work includes coordinating efforts with partners on programs such as zero emission vehicles and charging/fueling infrastructure programs, while providing input on SB743 related activities.
10%	E	Coordinate internally and externally with city, county and other public stakeholders on complete streets, climate adaptation and sustainability issues that affect the State Transportation System. Act as in-house subject matter expert on these areas to provide guidance and response to all inquires. Participate on various local and regional agency committees and groups as well as serve on internal statewide committees. Review and provide comments on internal/ external projects, plans, and documents as applicable, as well as respond to legislative, media, and other inquires, in relation to the office's duties.
10%	E	Attend in-person meetings and conduct field visits to review project sites and gather information for reporting as necessary.
10%	M	As needed, cover the other specialty and offices within the Caltrans District 3 Planning and Modal Programs

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

The incumbent is responsible for the supervision of professional staff, primarily consisting of transportation planners.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must be knowledgeable of the Caltrans mission, vision, goals, strategic objectives, programs, laws, rules and policies of the State of California and federal government regarding Climate Change, with a focus on climate adaptation and resilience. Must be able to communicate effectively and work cooperatively with staff from a variety of District and Headquarters Divisions, as well as with staff from other public agencies, and the general public. Must possess the ability to prepare clear and concise reports, make presentations, communicate effectively (both written and orally) with all levels of staff, negotiate effectively, deal tactfully with all parties in stressful situations, make timely decisions, prioritize critical programs, and be adept in conflict resolution. Must be able to perform effectively under rigid time constraints and pressure. Should be familiar with modern technology and its application in the Department.

Incumbent must be familiar with Caltrans principles and practices of transportation planning, asset management, performance management, the project delivery process, as well as the maintenance and operation of transportation projects and facilities.

Must also have knowledge of general principles of planning related to climate change, as well as the status of current research.

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Failing to meet deadlines could result in impacts to the Department's credibility and ability to deliver studies and projects according to schedules.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failing to meet deadlines could result in impacts to the Department's credibility and ability to deliver studies and projects according to schedules.

PUBLIC AND INTERNAL CONTACTS

Routine internal contacts with the Director's Office, HQ and District management, HQ programs and divisions (DOTP Offices, HQ Divisions of Traffic Operations, Financial Programming, Research, Innovation and System Information; Rail and Mass Transportation, etc.). External communication will occur with the public, advocacy groups, CTC staff, Federal Liaison, CalSTA, and others. Frequent involvement with District divisions/programs (Planning, Programming, Project Management, etc.), Metropolitan Planning Organizations and Regional Transportation Planning Agencies. Contact with USDOT and Federal Highway Administration are less frequent but will occur.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. Must deal effectively with pressure; maintain focus and intensity yet remain optimistic and persistent, even under adversity. Create a work environment that encourages creative thinking and innovation. Enable others to acquire tools and support they need to perform well. Develop new insights into situations and apply innovative solutions to make organizational improvements. Create and sustain an organizational culture, which encourages others to provide the quality of service essential to high performance and productivity. The incumbent must 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

Employee will work in an office environment (in-office and home office), but will be required to travel in state to other district offices. Out-of-state travel may also be required to meet attend meetings, conferences, and trainings.

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