

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION District 8 / Modal Planning Program	
WORKING TITLE Community Engagement Coordinator	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, in District 8 Division of Planning and Local Assistance, the Senior Transportation Planner (Specialist) serves as the district's advisor and subject matter expert on community outreach and engagement for transportation planning and project development activities. The incumbent will promote, lead, incorporate, and support district community engagement activities by developing expertise and advising on public engagement plans, relevant guidance, best practices, policies, templates and other resource materials for the purpose of providing equitable and inclusive opportunities for stakeholder and community feedback in the decision-making process. The incumbent's work promotes meaningful and equitable community engagement in transportation with the goal of creating a brighter future for all Californians.

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. (Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Collaboration, Integrity, Stewardship)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- **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 - Collaboration)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - Collaboration, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity - Equity, Innovation, People First)
- **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 - Collaboration, Innovation, Integrity)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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30%	E	Serve as the subject matter expert to lead and advise on community engagement efforts for the district's transportation plans and projects. Lead the development of Public Engagement Plans for projects in the Planning phase. Guide, support and implement appropriate and strategic community engagement into relevant transportation planning and project delivery processes by implementing Caltrans' goals, policies, strategies, actions, and best practices at the district level (e.g., the Caltrans Strategic Plan, Climate Action Plan for Transportation Infrastructure (CAPTI), the California Transportation Plan (CTP), and the Equity, Engagement, and Health (EEH) Action Plan). Lead collaborative efforts with Project Managers, Assistant Project Managers, Public Information Officers, and other district staff across multiple functions to promote meaningful, equitable, and consistent engagement efforts with the public, advocacy groups, transportation agency partners, and other stakeholders. Serve as a community engagement advisor to district Project Development Teams (PDTs) on effective public engagement strategies and best practices for transportation planning and project development activities.
25%	E	Serve as the district's representative on a statewide working group of Community Engagement Coordinators and on other relevant technical groups, panels, or committees that enhance subject matter expertise for transportation planning and project development. Lead efforts that help build trust and strong working relationships with communities and under-served populations, partner agencies, and other stakeholders.
15%	E	Serve as the lead point of contact and liaison with HQ for the Caltrans Engagement Portal. In collaboration with HQ and district staff, help manage the engagement portal and guide district teams on the development and maintenance of project portal webpages, in support of the development of transportation plans and projects for the State Highway System. Develop knowledge and understanding of the Engagement Portal and functionality, and assist with training or guiding other internal users for providing public-facing information on transportation projects and plans. Analyze proposed projects and provide recommendations to portal users and project teams on features and methods that can facilitate project-specific community engagement in support of transportation planning efforts, project nomination and development, and project decision-making. Provide training resources, desk manuals and other materials to district staff on how to use and navigate the portal. Help report issues to HQ and recommend solutions.
10%	E	Track and measure activities, products, and achievements related to community engagement efforts on transportation projects, plans, and regional or local area efforts. Collaborate with other programs, such as Complete Streets, System Planning, Asset Management, and Strategic Investment Planning, to analyze and incorporate community feedback as appropriate into transportation plans and projects on the State Highway System. Provide helpful data on community engagement to management for organizational, resourcing, and partnership purposes, to support the transportation planning process in the Department.
10%	E	Identify, recommend, and monitor program or process improvements related to community engagement and make recommendations to HQ to help identify effective and meaningful improvements in the overall transportation planning and project development process. Assist HQ and district training offices by identifying district training needs that help enhance the understanding of how community engagement can support project development efforts and be integrated into different steps of the transportation planning and project development process. Provide feedback on effectiveness of community engagement training to HQ and continually collaborate with HQ and district staff on needed training, tools, and resources for successful implementation of meaningful community engagement, in support of the development of transportation plans, projects, and policies relating to the State Highway System.
10%	M	Handle other tasks and duties as needed to support the Planning program, Caltrans' Strategic Goals, or other Departmental requirements and policies.

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 position does not have supervisory duties but may be asked to oversee the work of entry and journey level staff.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge:

Knowledge of Caltrans transportation planning and project development process; Equitable public and stakeholder engagement best practices; Effective public participation and outreach techniques; Contract development and management; Federal and State laws and regulations; Research methods and techniques including participating in planning studies; Concepts and terminology related to transportation planning, urban and community planning, environmental clearance, public; reviews, community engagement; Contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues.

Abilities:

Ability in public speaking and deliver complex presentations; Writing and research; Lead multi-functional teams toward program goals; Train Districts teams and programs on public engagement best practices; Solicit feedback from user groups and programs to develop and implement best practices.

Additional Desirable Qualifications:

Ability to develop and maintain effective relationships with staff within District programs and HQ divisions, other partnering states, regional agencies, and consultants for successful ongoing interaction; knowledge of equity and engagement planning work done by Caltrans and its role in providing an effective multi-modal transportation system; effective leadership skills; multi-disciplinary project management experience; strong interpersonal and presentation skills; ability to develop innovate and effective solutions for transportation problems and effectively implement them; and computer skills, including the use of Microsoft software including Microsoft Teams, Word, Excel, Powerpoint, OneNote, Sharepoint, etc.; Smartsheets; ArcGIS; and other software and tools as required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent in 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. Is responsible for representing the District in transportation planning and administrative activities under their control and providing support where necessary. The incumbent 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

Incumbent in 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

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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.

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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