

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Transportation Planner	OFFICE/BRANCH/SECTION Office of Air Quality Conformity and Resiliency	
WORKING TITLE Chief, Office of Air Quality Conformity and Resiliency	POSITION NUMBER 900-074-4725-921	REVISION DATE 06/23/2026

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 a Deputy Division Chief, the incumbent plans, organizes, and manages the work of the Office of Air Quality Conformity and Resiliency (AQCR). The incumbent is required to proactively advance policies and strategies to support a resilient and sustainable transportation system. The focus of this Office is to provide leadership on efforts to integrate climate adaptation into project delivery, integrate readiness and resiliency actions into project delivery, and complete air quality conformity requirements.

**CORE COMPETENCIES:**

As a Supervising 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 - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Climate Action - Integrity)
- **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. (Employee Excellence - 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. (Employee Excellence - Collaboration)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Climate Action - Collaboration)
- **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 - Collaboration)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Employee Excellence - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
25%    E	Manage and direct transportation system resiliency planning. Oversee and manage the preparation of policies, procedures, guidance and provide training and technical assistance on climate adaptation, climate vulnerability, power outages, and manmade threats. Maintain strong outreach and collaboration with state and regional agencies as well as other governments, academic and scientific institutions, and private entities on advancing climate change and readiness planning; participate in other inter and intra agency working groups and present at various forums.

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20%	E	Direct, oversee, and manage planning efforts to make the transportation system more resilient to environmental impacts. Coordinate with appropriate Caltrans programs and Divisions, including the Division of Environmental Analysis, as well as with the California Air Resources Board, and other state agencies to address climate impacts to the transportation system. Oversee and manage the update and maintenance of district vulnerability assessments and adaptation plans. Oversee and manage the identification of projects, project features, and estimated costs associated with climate adaptation. Oversee and manage the integration of adaptation strategies into design standards and other project delivery templates and business practices. Establish in-house expertise of climate change, adaptation, and resilience planning program activities. Keep up with the latest science, technical expertise, and best practices in climate change from various sources.
15%	E	Direct, oversee, and manage planning efforts to make the transportation system more resilient to power outages and manmade impacts. Coordinate with the Division of Maintenance Caltrans Emergency Services, the Department of Homeland Security Caltrans Liaison, the California Governor's Office of Emergency Services, the Governor's Office of Land Use and Climate Innovation Military Affairs Working Group, and other partners as needed on readiness/resiliency planning. Participate on the Unmanned Aircraft (UAS) working group and other internal and external working groups focused on topics like bridge safety and maritime safety to share best practices and to integrate statewide efforts into Caltrans planning. Develop documents, studies, and other planning critical infrastructure readiness and resiliency tools to inform Caltrans project delivery. Work with Caltrans and external partners to plan for critical infrastructure readiness and resiliency.
15%	E	Oversee and manage the coordination of State and Federal Air Quality Conformity requirements and support integration into the transportation planning process. Ensure effective Air Quality Conformity planning efforts, particularly with the Division of Environmental Analysis, districts, and Federal Highway Administration
10%	E	Ensure high quality technical assistance and training to headquarters and district units as well as stakeholders. Provide quick response to Caltrans management and California State Transportation Agency on special assignments and information requests; monitor, evaluate, and respond to federal and State transportation related legislation, regulations and directives. Organize meetings and activities to discuss and recommend solutions and actions to Caltrans management pertaining to resiliency and air quality conformity. Oversee contract proposal, provide guidance on issue papers and studies in-house to support climate change and air quality planning
10%	E	Manage and administer office issues such as the strategic planning, organization, scheduling, training and staff development, performance evaluation, time sheet, safety and specific personnel issues.
5%	M	Organize meetings and participate in inter-agency working groups and other managerial and administrative tasks as required. Perform other job-related duties within the scope of the classification as assigned.

<sup>1</sup>ESSENTIAL 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 is a full managerial position responsible for policy development, implementation, and management of a statewide program. The position provides first line supervision to the senior staff, and will oversee the work of all entry and journey level staff within the Office.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS****Knowledge of:**

Have a strong technical and analytical background that allows them to understand and make decisions on technical work.

Be familiar with climate change data, transportation resiliency, transportation system security, and planning.

Be familiar with the Department's mission, visions, goals, organization, policies, and procedures.

Be familiar with Federal and State laws and regulation related to climate change adaptation and resilience.

**Ability to:**

Effectively communicate (oral and written) with management, technical, and non-technical personnel.

Analyze, interpret and apply analytical techniques.

Develop programs.

Work independently and as a core member on complex planning projects.

Develop and work with databases.

Direct and oversee policies, plans, and programs with awareness and sensitivity to social, political, economic, and environmental issues.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Climate Change, readiness, and air quality functions are critical and sensitive and responsible for high priority state and federal requirements and executive orders, impacting many internal programs as well as many partner agencies at local, regional and federal levels. Errors in guidance, implementation, coordination, and carrying out state and federal law, regulations, and policies could have negative impacts on the Department's ability to lead, provide guidance, build partnership and resolve issues.

### PUBLIC AND INTERNAL CONTACTS

Routine internal contacts with the Director's Office, DOTP Offices, various Headquarters Divisions, CTC staff, CalSTA, and others. Involvement with District Planning, climate change, and transportation readiness and resiliency activities, local/regional agencies, stakeholders, advocacy groups, Tribal Governments, and the public.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. Manage 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

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.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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.

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