

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION DRISI/Planning, Policy, and Program Development	
WORKING TITLE Research Manager, Transportation Systems and Technology	POSITION NUMBER 913-155-4724-XXX	REVISION DATE 06/17/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the Supervising Transportation Planner (Chief of Office of Planning, Policy and Program Development), the incumbent plays a leading role in the delivery of transportation research and innovation through the lens of new technologies and systems thinking at Caltrans. The incumbent is responsible for performing transportation planning and policy research evaluation, developing and applying decision support methodologies, and providing technical and strategic consultation to Division leadership. The incumbent represents the Division on technical committees and other research-related meetings. The incumbent performs complex work on specialized research studies and develop special reports, investigations, and internal process tools. The incumbent performs in-house research in the areas of emerging transportation technology and transportation planning and policy. The scope for this work includes proposal development, work plan development, project performance and management, report preparation and review, and training, technology transfer, and implementation.

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.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Works closely with internal and external research partners to deliver a research program that produces practical and innovative solutions to advance California's transportation network. Identifies research gaps, evaluates research needs and priorities, assesses the merits of proposed research, and makes recommendations on future transportation research investments, including identifying new research questions. Ensures assigned projects are completed within scope, cost, schedule, available resources, and departmental standards. Identifies and resolves or mitigates barriers to implementation. Serves as a subject matter expert for the Division on complex planning and policy aspects of transportation research and facilitates collaboration among multidisciplinary team members on research projects.
30% E	Conducts original research on behalf of Caltrans and its research partners, including responding to research requests from the Caltrans Executive Board in a timely manner. Builds research and innovation intelligence to help shape the future of California's transportation network. Responsibilities include scouting emerging research opportunities, conducting literature reviews, attending conferences, developing project scopes and analysis plans, and serving as the lead investigator on research projects. Reviews problem statements and proposals from Federal Highway Administration (FHWA), Federal Transit Administration (FTA), National Cooperative Highway Research Program (NCHRP), University Transportation Centers (UTC)s, and other external research agencies to support Division of Research, Innovation and System Information (DRISI) through knowledge sharing and subject matter expertise. Collaborates with Division leadership to develop new research ideas and strategies beyond existing research mechanisms, expanding the Division's project portfolio and strengthening Caltrans' role as a leader in transportation planning and policy.
20% E	Prepares reports, issue papers, project status updates, emails, and other correspondence for management. Develops and delivers presentations to internal and external partners. Attends and/or conducts meetings related to Caltrans' research program processes.

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15%	E	Serves as a subject matter expert on emerging technologies and infrastructure that enhance the operation, efficiency, and sustainability of California's transportation systems. Identifies opportunities to integrate new technologies into existing planning and policy initiatives. Performs special assignments outside the scope of standard research program development and original research activities as directed by Division leadership. Acts on behalf of the Office Chief during absences and supports Division leadership with workload planning and coordination for junior staff.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

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 is a Specialist position and does not directly supervise staff. The incumbent will act as a project manager and will be responsible for assigning tasks to Associate Transportation Planners, Transportation Planners, and Associate Governmental Program Analysts across the Office, and will report on progress and performance issues to the Office Chief.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

An in-depth understanding of advanced research methodologies and management experience involving complex research projects.

Familiar with the Department's policies, and federal and state regulation which apply to the Division.

Capability of: developing and facilitating complex processes, involving a diverse and interdisciplinary technical staff, serving in a consulting capacity to Division management and to lead staff in other Caltrans Divisions/Programs, representing the Department in State, regional, and national meetings and/or conferences related to transportation research, and establishing and maintaining cooperative relationships with the public, individuals, and organizations engaged in the course of work.

Technical and process skills, ability to communicate effectively, both orally and in writing; this includes the ability to translate complex and highly technical information into terms easily understood by a non-technical audience.

Ability to effectively use personal computer and standard software to accelerate the production and quality of work products.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for leading and coordinating complex activities across Caltrans. These activities include programs that often have multi-million dollar budgets, are extremely complex, involve numerous external public agencies, and the private sector, and must be managed properly to ensure that both Caltrans and the public receive maximum benefits. Failure to carry out these responsibilities in the prescribed fashion may result in the loss of State and federal funds, degradation of research products and services, project delays, and a diminished ability to address and solve the urgent, complex transportation problems facing the State of California. The work to be performed is complex and requires a carefully orchestrated effort to ensure the efficient use of both the intellectual and financial resources provided by Caltrans and partner organizations. The primary objective of research conducted and/or funded by Caltrans is to improve transportation within California, but results will be shared with and contribute to a body of research and implementation activities worldwide.

PUBLIC AND INTERNAL CONTACTS

The incumbent will interact closely with Executive staff and external partners, including formal communications, making presentations, and leading project management meetings. Examples of contacts include Deputy Directors, Division Chiefs, and lead staff at Caltrans, as well as the California State Transportation Agency, the Governor's Office, the Legislature, and local transportation organizations and agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent stay in the stationary position for long periods using a keyboard and webcam.

The incumbent will interact with many people and must develop and maintain cooperative working relationships. Be open to change and new information. Develops new insights into situations and apply innovative solutions. Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations, is tactful, and treats others with respect. Behaves fairly and ethically toward others and demonstrates a sense of responsibility and commitment to public service. Motivates others toward a spirit of service and meaningful contribution to mission accomplished. Values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While in the office the incumbent will work in a climate-controlled office under artificial lighting. The incumbent will be expected to travel to meetings at other Caltrans offices and across the State. Additional in-state and out-of-state travel may be required.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and is based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on

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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, and 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 candidates.

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.)

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