

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Technical Freight and Project Integration	
WORKING TITLE Southern California Freight Planning Program Coordinator	POSITION NUMBER 900-074-4724-096	REVISION DATE 07/06/2026

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 Supervising Transportation Planner, the Senior Transportation Planner is responsible for developing and implementing the Southern California freight planning program for Districts 7, 8, 11, and 12. This includes identifying goals, strategies and programs, and the analysis of critical mobility, land use, economic, and environmental issues impacting the transportation system and trade. The position is also responsible for regional leadership and coordination, in the implementation of federal and state legislation and policies, and the conduct of key studies of critical national, statewide, interregional, and regional significance.

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)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (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/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (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)

TYPICAL DUTIES:

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

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40%	E	Implement headquarters freight program direction, coordinate system analyses, and serve as District support for freight planning and project scoping activities in the Southern California region of the state. This includes completing requests for freight information, supporting data collection, providing updates and review for state-level freight, district corridor, regional and local transportation plans. Through technical or steering committee participation, support analysis for regional transportation and environmental issues, such as air quality conformity, climate change and agriculture that directly affects the planning, programming, and implementation of freight transportation improvements. Lead or participate in goods movement projects and studies for the district, as well as lead or support research transportation committees, panels, and studies of statewide and national importance on behalf of the Department.
20%	E	In coordination with Caltrans districts and partners, identify system deficiencies and initiate freight capital projects, operational improvements and pilots projects in alignment with the California Freight Mobility Plan, California Transportation Plan, Climate Action Plan for Transportation Infrastructure (CAPTI) and other state-level freight, district corridor, regional and local transportation plans. Work with industry, California Transportation Commission, San Pedro Bay Port Authorities, the Districts, Headquarters, and other key agencies to promote sustainable freight strategies; including those that may be funded through the State Transportation Improvement Program (STIP), the State Highway operations and Protection Plan (SHOPP), the Trade Corridor Enhancement Program (TCEP), and other Federal and State programs.
15%	E	Lead coordination and collaboration with Districts 7, 8, 11, and 12 to increase the Department's capacity and knowledge in freight planning, logistics, industry needs, and community responses. Direct, manage, and guide the Southern California regional freight program including program objectives and expectations. Provide region work-plans and progress reports.
15%	E	Maintain partnerships with key representatives of federal, state, regional and local agencies, the private sector, rail (Class 1 and Short Lines), ports, and airports in the Southern California region. Engage external Southern California stakeholders to expand system planning goods movement issue identification and understanding, a menu of response strategies, funding and successful project implementation.
10%	M	Represent the freight program and/or Office Chief of Technical Freight and Project Integration in their absence at meetings with internal and external partners as a technical expert on freight planning, infrastructure, and related policy. Participate in special projects, as needed. Perform other administrative tasks or other work as directed by management. Perform 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

The position does not supervise; may be asked to oversee work of entry and journey level staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Freight planning, freight operations, supply chain and logistics.
- Caltrans planning and project development process.
- Caltrans System Planning and goods movements with specific emphasis on trends in national and international goods movement, industry characteristics, inter-modal, regulatory issues; federal and state legislation as it affects transportation and related areas; contract management; state/Department personnel goals and practices, and the Department policies programs.
- Freight related legislation, regulations, policies, and grant program administration practices.

Ability to:

Recognize evolving goods movement air quality, energy, and transportation planning issues and challenges; direct the research, analysis, and development of logical and pragmatic recommendations on these issues; write, edit, and review effectively and critically; communicate clearly both orally and in writing; work effectively with others both within and outside the Department to establish and maintain cooperative relationships, particularly on sensitive issues involving private industry and other states.

Additional Desirable Qualifications:

Ability to develop and maintain effective relationships with regional agencies and private sector for successful ongoing interaction; knowledge of freight-related planning work done by Caltrans and its role in providing an effective multi-modal transportation system; multi-disciplinary project management experience; strong interpersonal and presentation skills; ability to develop, innovate and use effective solutions for transportation problems and effectively implement them; computer skills, including the use of Microsoft software including MS Teams, Word, Excel, Powerpoint, OneNote, Sharepoint, etc.; Smartsheets;

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ArcGIS; Cascade; and other software and tools as required

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent maintains contacts outside of the Department concerning transportation system planning and goods movement issues, including but not limited to USDOT, Federal Highway Administration, Federal Railroad Administration, Metropolitan Planning Organizations, Regional Transportation Planning Agencies, trade groups, warehouse operators, trade groups/associations, trucking companies, and with other state, federal and local transportation decision makers. Failure to adequately consider the political aspects or to fully evaluate the fiscal, economic, social and environmental effects of a decision, action, or communication could negatively affect the Department's capability to reasonably implement policies, programs, or projects in a reasonable and cost effective fashion to improve mobility, could delay project delivery and/or result in the inefficient use or loss of funding.

PUBLIC AND INTERNAL CONTACTS

Public – The incumbent will have contact with the USDOT, private freight entities/operators, trade groups and developers, Federal Highway Administration, transportation consultants, Metropolitan Planning Organizations, and Regional Transportation Planning Agencies. The incumbent will have coordinate projects and efforts with various State agencies, including the California Air Resources Board, Energy Commission, Public Utilities, California Transportation Commission staff, California High-Speed Rail Authority staff, other state agencies and private agencies. Contact will be on a regular (daily to weekly), ongoing basis, by phone, mail, and e-mail and in person. Ongoing contact that establishes effective, two-way communication with our stakeholders and external partners is vital to the success of this position.

Internal – The incumbent will have extensive contact with various divisions and programs across the region and Caltrans HQ. The incumbent will closely collaborate with Sustainability, Planning and Modal divisions (Research Innovation and System Information, Transportation Planning, Rail and Mass Transportation, Aeronautics), HQ Traffic Operations, Design, Asset Management, as well as the units within Caltrans districts including Traffic Operations, Programming, Environmental, Sustainability. Contact will be on a daily, ongoing basis, by phone, mail, e-mail, and in-person. Ongoing contact that establishes effective, two-way communication is vital to the success of this position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. 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. Consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations, is tactful and treats others with respect. 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.

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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