

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION D03 / DPLAS / Office of Strategic Investment Planning	
WORKING TITLE Investment Planning Manager	POSITION NUMBER 903-800-4724-021	REVISION DATE 07/09/2026

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, the incumbent plans, organizes, and manages investment planning work in District 3. The incumbent advances state policies, strategies, and goals by identifying, prioritizing, and recommending transformative, sustainable, and multi-modal projects that promote travel options and enrich all communities, while meeting state and federal program goals and criteria, some of which includes the Caltrans System Investment Strategy, California Transportation Plan, Climate Action Plan for Transportation Infrastructure. Developing and maintaining a district list of priority projects is crucial in furthering state goals and supporting the statewide 10-year Non-SHOPP Investment Plan to advance projects from planning to programming and project delivery. The incumbent will be responsible for leading District grant application development for various federal and state discretionary programs through collaboration with various HQ programs and external agencies. The incumbent will also coordinate with the appropriate HQ programs in processing external requests for Caltrans letters of support and other requests as needed by the state/federal grant programs. The incumbent must possess strong communication, partnership, strategic thinking skills, excellent customer service, a deep commitment to the Department's strategic vision, mission, values, and goals, and advancing equity through all efforts. Possession of a valid driver's license is required when operating a State owned or leased vehicle.

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)
- **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)
- **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. (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)
- **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)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Serves as the District 3 Branch Chief for Investment Planning. Is responsible for leading their team with the development or assistance in developing competitive funding grant applications for local, regional, state, and federal programs. The position could also be called upon to administer and manage consultant contracts as necessary, including development and review scopes of work, budgets, and schedules. The incumbent monitors regional, state, and federal competitive planning grants and will be the lead in addressing questions related to funding guidelines and project/plan eligibility. Manages and tracks external and internal project lists and funding matrices to guide the decision making process for funding projects. The position requires an in-depth knowledge of local, regional, state, and federal funding processes. Includes coordination with internal and external partners on related grant efforts, some of which include letters of support and project nominations.
20%	E	In collaboration with DOTP Office of Strategic Investment Planning (OSIP), HQ programs, District functions, and appropriate local and regional agencies, direct and manage the overall implementation of the District's investment planning activities and prepare project nomination proposals for various funding programs. Manage the preparation of identifying, prioritizing, and nominating non-SHOPP transportation projects for state & federal discretionary programs, which includes but not limited to, State and Local-Sponsored Non-SHOPP PIDs, SB 1 TCEP & SCCP, ATP, STIP-ITIP, STIP-Regional Improvement Program (RIP), RAISE, INFRA, Mega Projects, Rural, BRIC, etc.], as well as formula programs. Present strategies, findings, and recommendations to District Executive Management in a professional and userfriendly format.
10%	E	Develop and maintain the District list of prioritized projects for the statewide 10-Year Non-SHOPP Investment Plan and maintain various project databases to ensure project information and district priorities are up to date. This includes understanding general Caltrans project delivery process, state & federal programming, and strategies to advance state goals and equitably improve the multi-modal transportation network and livability in all communities. In collaboration with various HQ Programs and District functions, work to ensure projects that promote state goals and priorities are advanced into programming and project delivery.
10%	E	Collaborate with DOTP OSIP, HQ programs, District functions, and the appropriate local or regional agencies to develop grant applications for state and federal discretionary funding programs. Utilize DOTP OSIP guidance and templates as appropriate.
10%	E	Serve as the District Investment Planning liaison between District and DOTP OSIP on all investment planning-related activities: coordinate and collaborate through monthly meetings with OSIP, other HQ programs/divisions, and partner agencies on priority projects and development of nomination proposals and grant applications; lead the development and implementation of district strategies to equitably improve multi-modal transportation network in consultation with key District/HQ functions and subject matter experts.
10%	E	Attend in-person meetings and conduct field visits to review project sites and gather information for reporting as necessary.
5%	M	Provide technical assistance to local and regional agencies on District investment planning activities within the District and statewide efforts related to advancing state goals and priorities. Coordinate with HQ OSIP to process letters of support requests from partner agencies and other external requests related to funding programs, priorities, and other investment planning activities. Provide prompt responses to Caltrans District management on special assignments and information requests; monitor federal and State transportation-related legislation, regulations, guidance, and procedures.
5%	M	Attend webinars & workshops for various federal and state funding programs; attend various workshops and meetings hosted by OSIP, other DOTP programs, and District functions. Attend trainings related to investment planning activities, such as grant writing. Support HQ in development of investment planning related guidance, tools, and resources, which includes but not limited to, reviewing documents, providing input & feedback, and serving as a committee member for a particular deliverable.

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.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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

Must be knowledgeable of Caltrans Mission, Vision, Goals, strategic objectives, programs, laws, regulations and policies of the State of California and federal government regarding various State and federal transportation competitive fund programs, Caltrans principles and practices of transportation planning, asset management, and various phases of project development.

Must be able to communicate effectively (written and oral) with management and technical/non-technical personnel and work cooperatively with staff from a variety of Headquarters and District Divisions and with external agencies.

Must possess the ability to work independently and as a core member on complex assignments; write creatively and persuasively; research, analyze, and interpret technical data; organize data and information in an easy to understand format by preparing clear and concise reports and professional presentations; collaborate effectively in an interdisciplinary team and with other divisions and programs, both written and oral with all levels of staff; interpret federal and state grant guidelines. Must also have the ability to make timely decisions, develop technically-sound approaches and solutions in developing consensus among stakeholders, perform effectively under stressful situations with strict time constraints, prioritize critical assignments, and quickly adapt to changing priorities to meet immediate deadlines.

Must possess intermediate to advance skills in Excel, Word, Powerpoint, and Adobe.

Must possess general knowledge of the guiding principles of the Climate Action Plan for Transportation Infrastructure, investment planning strategies, various Caltrans databases, multi-modal system and corridor planning, grant application process, and programming process.

Additional Desirable Qualifications:

Ability to develop and maintain effective relationships internally and externally for successful on-going interaction; knowledge of planning work done by Caltrans and its role in providing an effective multi-modal transportation system; effective supervisory experience; multi-disciplinary project management experience; strong interpersonal and presentation skills; ability to develop innovative and effective solutions for transportation problems and effectively implement them; grant writing experience

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Investment strategies are the basis for the short, medium, and long-range planning of the entire statewide transportation system. It includes assessing and identifying improvements for a variety of important elements including system operations and management, sustainable planning, addressing climate change, complete streets, and others. Errors in guidance, implementation, coordination, and carrying out Federal and State laws and regulations related to the previously identified system planning responsibilities could have negative impacts. Consequences of errors could lead to Districts not having sufficient information to make informed decisions on investment strategies and funding programs. 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 fund and provide safe, equitable, sustainable, and multi-modal options to the traveling public.

Failing to meet deadlines could result in impacts to the Department's credibility and ability to fund and deliver projects according to project and stakeholder commitments.

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.), 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.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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
------------------------	------