

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Sr Transportation Planner	Director's Office/Sustainability	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Zero-Emission Vehicle Infrastructure Specialist	900-074-4724-921	03/27/2026

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 the Assistant Deputy Director for Transportation Electrification, the Zero-Emission Vehicle (ZEV) Infrastructure Specialist, will manage the Department's efforts on public charging and hydrogen fueling infrastructure through program administration, policy research, and stakeholder engagement. The incumbent will play a lead role in setting and achieving the Department's strategy on ZEV infrastructure, including through the development and implementation of policy recommendations and project proposals. The incumbent will draft and review written and presentation materials and convene internal and external audiences related to charging and hydrogen fueling infrastructure policies and programs. The incumbent will represent the Department in meetings with federal, state, and local agency partners and with non-governmental entities.

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. (Climate Action - Collaboration, Equity)
- 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. (Climate Action - Innovation)
- 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. (Climate Action - Collaboration, Equity, Innovation)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Climate Action - Collaboration, Equity)
- 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)
- 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. (Climate Action - Collaboration)
- 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. (Climate Action - Innovation)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Climate Action - Innovation)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

50%	E	The ZEV Infrastructure Specialist will lead the implementation and administration of the Department's National Electric Vehicle Infrastructure (NEVI) Program, Electric Vehicle Charger Reliability and Accessibility Accelerator (EVC RAA) Program, and Charging and Fueling Infrastructure Discretionary (CFI) Grant Program. Duties include, but are not limited to, coordinating with internal partners and the California Energy Commission on program delivery; aligning program administration with federal requirements and guidance; developing recommendations to improve program administration; developing and maintaining program and project metrics; reporting progress to internal and external audiences; preparing memos, fact sheets, and presentations; and responding to stakeholder inquiries.
40%	E	The ZEV Infrastructure Specialist will support the development and delivery of ZEV infrastructure projects under the Trade Corridor Enhancement Program. The incumbent will support internal teams and external stakeholders to align program administration with state and federal requirements; develop recommendations to improve program administration; develop and maintain program metrics; prepare memos; and respond to stakeholder inquiries.
5%	E	The ZEV Infrastructure Specialist will develop and implement strategies for Caltrans to support publicly accessible ZEV charging and fueling infrastructure. The incumbent will prepare policy memos and develop materials for internal and external audiences. The incumbent will develop project goals and metrics and track project progress. The incumbent will manage relationships with internal and external stakeholders including federal agencies, tribal governments, state agencies, regional and local governments, transit agencies, community-based organizations, research institutions, and the private sector.
5%	M	The ZEV Infrastructure Specialist will participate in webinars and seminars to stay up to date with technology and policy innovations related to electric vehicle charging and hydrogen fueling infrastructure. 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 position does not supervise but may act in a lead capacity as needed for Fellows, Student Assistants, or Interns.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Ability to communicate effectively--verbally and in writing--with other agencies, the public, and internal collaborators. Ability to work with minimal direction and supervision, to initiate action and work independently on complex projects, analyze problems and develop solutions, and to handle multiple assignments simultaneously. Knowledge in the following areas: ZEV vehicle and charging technology, state and federal ZEV infrastructure policy, and/or related funding programs. Demonstrated ability to perform neat, timely, and accurate work; work effectively both independently and in team situations; collect and analyze data; and maintain records relating to performance measures and targets. Demonstrated ability to effectively utilize Microsoft Office Suite, including Word, Excel, PowerPoint, Teams, and OneNote in the generation of notes, reports, and presentations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making decisions and taking independent action and initiative in managing ZEV infrastructure efforts. Decisions made by the incumbent directly affect the Department's ability to satisfy federal and state program requirements. Additionally, the incumbent's recommendations and decisions broadly affect actions of the Department, California Transportation Commission, Legislature, federal and state agencies, cities and counties. Failure to consider the political sensitivity or to fully evaluate the equity, fiscal, economic, and environmental impacts of decisions on Caltrans' programs could result in policies not feasible to implement and with a delay in project delivery and/or a subsequent ineffective use or loss of funding.

Inability to be accurate and timely, work well with others, and maintain confidentiality can adversely affect team progress. Lack of interest and commitment to overall goals of equity and emission reductions will limit accuracy of decisions, learning, and usefulness of the Office's programs and products.

PUBLIC AND INTERNAL CONTACTS

The incumbent has extensive contact with external and internal stakeholders. Maintains continuing relationships with the full range of management levels within the Department; fosters partnerships with federal and state agencies, the private sector and with local agencies; and develops new partnerships.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit or stand for periods of time using a keyboard and video display terminal. The incumbent should be able to quickly adapt behavior and work methods in response to new information, priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

complete tasks or projects with short notice. The incumbent should be able to adapt to changes in priorities; develop and maintain cooperative relationships; and focus for long periods of time.

Must be considerate and respond appropriately to the needs, feelings, and capabilities of different people in different situations; act in a fair and ethical manner toward others; demonstrate a sense of responsibility and commitment to public service; develop new insights into situations and apply innovative solutions; and value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

The incumbent will work in a climate controlled office under artificial light. The incumbent may be required to travel in state, attend off site meetings and conferences and be subject to the typical rigors of air, auto and transit travel and overnight hotel stays. Telework options may be available for this position, which would allow the incumbent to perform their duties remotely. Resources will be provided by Caltrans to the incumbent to allow for teleworking. The incumbent is required to maintain safe and distraction free working conditions at the alternate work location and abide by the Caltrans telework policy.

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