

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Sr Transportation Planner	D11/ Division of Planning & Local Assistance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Imperial County Planning Liaison	911-820-4724-921	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 the general direction of the Office Chief for Transportation Planning, a Supervising Transportation Planner, the Senior Transportation Planner leads and manages District 11’s planning activities in Imperial County. Responsibilities include managing grants and studies; leading Project Initiation Documents (PIDs); supporting and developing discretionary grant applications; and overseeing the development and implementation of performance-based plans that identify current and future State Highway System (SHS) and corridor deficiencies, strategies, and projects that address those needs and advance Caltrans goals and objectives. While primarily focused on Imperial County, this position also coordinates with adjacent counties and districts, as well as with planning partners in Mexico. The Senior Transportation Planner serves as the primary point of contact for the Imperial County Transportation Commission planning staff and for planning staff from the County and incorporated cities within Imperial County.

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. (Prosperity - Equity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - Innovation)
- **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 - People First)
- **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. (Employee Excellence - Stewardship)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Integrity)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Equity - Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity - People First)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Climate Action - Integrity)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

30%	E	Coordinates with cities, the county, Metropolitan Planning Organizations (MPOs), and other public agencies on various task forces and committees in Imperial County on issues affecting the State Transportation System. Participates on local and regional agency planning committees and groups and serves on internal statewide planning committees. Represents Caltrans District 11 Planning interests in meetings with internal management and consults with subject matter experts to obtain accurate information and ensure its effective distribution. Supports External Affairs with legislative and other inquiries related to Imperial County. Builds and strengthens internal and external relationships and communication with planning partners including binational, Federal, State, local, Tribal, and private sector partners on plans and studies.
30%	E	Leads the development of reports, responds to correspondence, and reviews planning documents, including Feasibility Studies and Project Initiation Documents (PIDs), for completeness and accuracy. Reviews, evaluates, and provides input on partner plans and programming documents, including Overall Work Programs, Regional Transportation Improvement Programs, Regional Transportation Plans, Long Range Transportation Plans, and Corridor Plans.
30%	E	Participates on project development teams, value analysis teams, and quality teams related to Imperial County studies, including but not limited to Feasibility Studies, Project Study Reports (PSRs), Project Reports (PRs), Corridor Studies, Corridor Plans, and Major Investment Studies (MIS). Reviews Project Reports, Intergovernmental Review/California Environmental Quality Act (IGR/CEQA) documents, project proposals from other agencies, permit proposals, and proposed Right of Way air space leases to ensure compliance with Federal and State regulations and Department policies and procedures.
10%	M	Participates in professional development activities, strategic planning, continuous improvement initiatives, performance goal setting, resource budgeting and monitoring, and employee recognition. Leads or participates as a departmental representative on transportation planning issues at inter and intra departmental meetings and at public or private meetings and hearings to develop and recommend solutions that may span the Planning program. Performs other job-related duties within the scope of the classification 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 may act, lead and is responsible for assigning tasks to Associate Transportation Planners, Transportation Planers, and Analysts pertaining to planning activities in Imperial County. The position reports to the Office Chief of Transportation on progress and performance issues.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge:

Requires in depth knowledge of Caltrans and District 11 goals, values, objectives, and best business practices. Transportation planning processes and general planning practices; research methods and techniques, including conducting and participating in planning studies; contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques; the Department's mission, organization, policies, and procedures; U.S. and State laws and regulations; concepts and terminology related to transportation planning; sources of funding for transportation programs; international trade programs; the Department's budgeting process; the Department's Equal Employment Opportunity (EEO) objectives; principles and techniques for selecting outside consultants; principles and techniques of effective personnel management; and Department databases, data types collected, and available software used to guide teams and management or assess the performance of sustainability strategies.

Ability to:

Gather, compile, analyze, and interpret data; apply basic and creative reasoning; develop formats to present and display data; use analytical techniques to propose solutions or provide information on transportation issues; develop and evaluate alternatives; present ideas effectively in writing and verbally; work collaboratively as part of an interdisciplinary team; establish and maintain cooperative and effective working relationships with internal and external partners; conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals; work independently on complex planning projects; organize and direct staff engaged in a variety of planning activities; evaluate and monitor consultant work; communicate effectively with other agencies, the public, and the media; identify transportation sustainability needs and trends, including operational and performance issues; and effectively contribute to the Department's safety, health, labor relations, and EEO objectives.

Analytical Requirements:

Work is complex and frequently requires creativity, initiative, and originality. The ability to evaluate technical documents is essential. The position requires addressing a broad spectrum of subject matter, including the complex analysis of programs and projects.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must apply sound judgment as it relates to transportation planning and Federal and State regulations. Errors could result in loss of funding or large cost increases for the Department and its projects; diminished Department credibility with the public; local and regional transportation partners, federal agencies, and other organizations/interest groups with which the District interacts.

PUBLIC AND INTERNAL CONTACTS

Routine internal contacts with Headquarters Divisions, other Caltrans Districts, and District 11 Divisions, and others. Routine involvement with Planning, including Border and Freight activities, local/regional agencies, stakeholders, advocacy groups, Tribal governments, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develops and maintains cooperative working relationships. Must deal effectively with challenging situation; maintain focus and intensity yet remain optimistic and persistent, even under adversity. Supports a work environment that encourages creative thinking and innovation. Develops new insights into situations and applies innovative solutions to make organizational improvements. Acts in a fair and ethical manner, demonstrates commitment to public service, develops organizational improvements, fosters a creative and innovative work environment, be willing to take intelligent risks, and value equity and diversity in the workforce. Adjusts rapidly to new situations warranting attention and resolution.

WORK ENVIRONMENT

This position is located in Imperial County.
While at their base of operation, the employee works in a climate-controlled office under artificial lighting. Travel for this position is required which may occasionally include overnight travel. This also includes mandatory meetings and trainings at the San Diego District Office.
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 headquarterd 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 headquarterd 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
------------------------	------