

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Principal Transportation Planner	D7/Division of Planning	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Planning and Modal Program Implementation Manager	907-162-4723-001	06/01/2026

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 Deputy District Director of Planning and Local Assistance, the Principal Transportation Planner is responsible for planning, developing, and implementing the district's planning and modal programs outcomes in transportation improvement projects. This includes the planning functions of complete streets, transit planning, climate change, local development review, regional planning, multi-modal system planning, freight planning, investment planning, feasibility studies, sustainability, equity, and community engagement. The incumbent integrates the planning efforts with development of project initiation documents and project delivery efforts to support a sustainable, clean and multi-modal transportation system that is safe, equitable and beneficial for communities, and is resilient to climate change. This includes a focus on an accessible and multi modal network of travel options, active transportation (bicycle, pedestrian, and transit access), livable communities, freight planning, and integration of these options into transportation investments. The incumbent works with various divisions within the District to ensure that Caltrans' policies, priorities, goals, and strategies are implemented and that all projects are planned, programmed, designed, constructed, and maintained accordingly.

This work requires strong public outreach and engagement, maintaining a network of active stakeholders, and establishing collaboration with internal programs, federal, state, local and regional agencies, non-profit organizations, and advocacy and advisory groups. The incumbent must be a strong leader and effectively collaborate with Caltrans' functions, local, regional, state and federal transportation agencies, bicycle, pedestrian, and transit stakeholders, and have the political acumen to ensure effective delivery of Planning products and services. The incumbent must support the Department's strategic goals and vision, based on the foundational principles of safety, equity, climate action, and economic prosperity for communities through all efforts. The desired outcome is to develop a portfolio of multi-modal projects that address safety for all users, equity, climate resiliency, and prosperity for communities.

CORE COMPETENCIES:

As a Principal 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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, 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. (Safety First, Lead Climate Action - Engagement, Innovation, Integrity)
- Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, Innovation, Integrity, Pride)

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- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity, Pride)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Oversees the day-to-day operations of the District's Planning and Modal Programs' activities. Develops recommendations to implement policy, program, planning, and project delivery strategies that advance planning and modal programs' outcomes in the district's transportation investments. Ensure that Caltrans' policies, priorities, goals, and strategies are implemented and that all projects are planned, programmed, designed, constructed, and maintained accordingly.
20%	E	Ensure delivery of complete streets projects and outcomes (i.e., bicycle/pedestrian and transit access features), highway investments and innovative solutions that enhance mobility and access of people and goods consistent with the State's goals and priorities, as well as the four foundational principles safety, equity, climate action, and prosperity for communities.
		Plans, develops, and implements the district's planning and modal programs outcomes in transportation improvement projects. This includes the planning functions of complete streets, transit, climate change, local development review, regional planning, multi-modal system planning, freight, investment planning, feasibility studies, sustainability, equity, and community engagement.
20%	E	Directs staff coordination with Asset Management and other functions to identify and nominate multi-modal projects and project elements (i.e., bicycle, pedestrian, transit, etc.) for State Highway Operation and Protection Program (SHOPP) and non-SHOPP funded projects. Directs staff participation in all phases of project delivery from project initiation (PID) through construction including Traffic Management Plans, encroachment permit applications, and preparation of multi-modal system planning documents.
10%	E	Confers with Headquarters and district executive management on complex technical, administrative and personnel matters and is responsible for pursuing resolution of politically sensitive issues impacting assigned planning projects. Will serve as, and make management decisions, in the Deputy District Director's absence, which includes but is not limited to responding to external requests. Represents District 7 in meetings with federal, State, regional and local agencies and other stakeholders concerning the scope and content of the district's planning and modal programs.
10%	E	Leads the implementation of the District 7 Comprehensive Multi-modal Corridor Plans, Feasibility Studies, District Active Transportation Plan, District Climate Change reports and studies, District Transit Plan, and District Managed Lanes System Plan, through collaboration with internal and external partners.
10%	M	Leads planning and modal programs staff to effectively partner and communicate with internal, external partners and the public.

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 incumbent will supervise staff, multi-disciplinary teams of employees, and/or consultants. Serves in a leadership role with extensive responsibility for exercising guidance over others and directing work.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be knowledgeable of Caltrans' mission, vision, and goals, as well as laws, rules, and policies of the State of California and the federal government regarding transportation safety, sustainability, climate change, and equity. Must possess a broad and comprehensive knowledge of transportation equity and/or environmental justice and demonstrated experience effectively advancing equitable transportation policies, programs, and/or plans at the federal, state, regional, or local level. Must have demonstrated effective leadership skills and supervisory experience. Ability to communicate effectively verbally and in writing with

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other agencies, the public, and the media. Ability to work with minimal direction and supervision, to initiate actions and work independently on complex projects, analyze problems and develop solutions, and to handle multiple assignments simultaneously. Ability to organize, direct, monitor, and evaluate the work of staff, as well as to plan, organize and direct the work of Caltrans consultants. Ability to participate in and represent Caltrans in public forums at the State, national, and international levels.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for making decisions and taking independent action and initiative in managing sustainable efforts. Decisions made by incumbent directly affect the Department, California Transportation Commission, Legislature, federal and state agencies, cities and counties. Failure to consider the political sensitivity or to fully evaluate the fiscal, economic, social, and environmental effects of decision on Caltrans' programs could result in policies not feasible to implement and with a delay in project delivery and/or a subsequent inefficient use or loss of funding.

PUBLIC AND INTERNAL CONTACTS

The incumbent has extensive contact with external and internal stakeholders; maintains continuing relations with the full range of management levels within the Department; and fosters relationships with federal and state agencies, the private sector and with local agencies. These agencies could include the Governor's Office of Land Use and Climate Innovation, the California State Transportation Agency, the California Air Resources Board, the Strategic Growth Council, or other agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Mental requirements include the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames, formulate effective strategies consistent with the business and competition; create a work environment that encourages creative thinking and innovation; enable others to acquire the tools and support they need to perform well; develop new insights into situations and applies innovative solutions to make organizational improvements.

Emotional requirements include the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of work and to communicate effectively; respond appropriately to difficult situations; recognize emotionally-charged issues or problems; must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT

The position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. The selected candidate may be required to travel to the headquartered location. 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, as determined by the Department. All expenses to travel to the headquartered location will be the responsibility of the employee.

The position may also work in a climate-controlled office under artificial lighting while at their base of operation in the District 7 office; and may be required to travel to attend meetings, seminars, conferences, project sites, etc. within the District, headquarters, other transportation agencies, other governmental agencies and offices.

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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