

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION DOTP	
WORKING TITLE CSIS/Federal Funding Program Manager	POSITION NUMBER 900-074-4724-921	REVISION DATE 08/13/2026

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 Chief, Office of Strategic Investment Planning (OSIP), a Supervising Transportation Planner, the Senior Transportation Planner, with a working title of CSIS/Federal Funding Program Manager, bridges long range transportation planning documents and project initiation to drive the implementation of Caltrans' climate and equity goals. The Senior Transportation Planner's work includes the development, implementation, external outreach, internal coordination, and reporting for the Caltrans System Investment Strategy (CSIS), which is the decision-making framework that guides statewide transportation investment decisions from planning to programming and project delivery.

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. (Employee Excellence - Equity, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - 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 - Collaboration, Innovation, Integrity)
- **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. (Employee Excellence - Equity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity - Collaboration, Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - Collaboration, Innovation)
- **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. (Employee Excellence - Collaboration, Equity, Innovation)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Employee Excellence - Collaboration, Equity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Equity, Employee Excellence - Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

50%	E	Act as a technical expert performing difficult and complex transportation planning work in developing and updating the CSIS. Leads the development and implementation of the CSIS work plan, including identifying and collecting necessary information and data, preparing technical document elements, and coordinating with internal and external partners. Manage consultant contracts, maintain schedules and meeting deadlines, engage with executive management on the CSIS progress, identify and address potential challenges, and lead internal and external staff supporting the CSIS development. Work collaboratively with the OSIP to implement the CSIS framework in state and federal funding programs. Given the interdisciplinary nature of the Office of Corridor & System Planning's work, the incumbent will work collaboratively with all Offices in the Division of Transportation Planning and the Divisions of Rail and Mass Transportation, Financial Programming, Asset Management, Local Assistance, and Traffic Operations, to support the implementation of innovative and transformative multimodal transportation solutions.
30%	E	Coordinate and partner with Caltrans' Districts, other state, regional, and local agencies, and communities, to ensure each have the opportunity to provide input on the CSIS and to build awareness and buy-in for the CSIS. Lead meetings, communicate requirements, facilitate transportation subject matter discussions, and resolve issues that may arise. The incumbent is accountable for assessing needs, establishing work plans, developing and maintaining partnerships, establishing and meeting delivery time frames, reporting success, and elevating challenges. Using project management tools and principles, discuss the CSIS progress within the Office, Division, and Department management. Coordinate with Caltrans' Divisions and Districts, the California State Transportation Agency, the California Transportation Commission, state departments, regional agencies, local agencies, advocates, community members, transportation consultants and practitioners.
15%	E	Manage and implement the CSIS through partnership with the Office of Corridor & System Planning's Plan Implementation Manager and the Office of Strategic Investment Planning's Investment Planning Managers. Support project nomination reviews, guidance development, grant application development, and internal and external stakeholder coordination.
5%	M	Perform other duties within the scope of the classification, as assigned, including supporting general Office of Corridor & System Planning activities, serving on special committees, responding to legislative and Department of Finance inquiries, and general administrative duties.

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. However, this position acts as a project manager or team lead and in that capacity, directs the work of others. Serve as delegated Office Chief for the Office of Corridor & System Planning Office Chief on occasions when the regular Office Chief is out of the office.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of all phases of transportation planning process; the Department's mission, visions, goals, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; and techniques of selecting and managing outside consultants. Ability to effectively communicate (oral and written) with management, technical, and non-technical personnel. Knowledge of system and corridor planning, project development, and programming processes. Ability to develop programs and supporting activities; analyze, interpret and apply analytical techniques; work independently and as a core member on complex planning projects; and work with databases. The incumbent demonstrates leadership and an ability to identify options to meet challenges.

Strategic thinking skills, excellent customer service, and a deep commitment to the Department's strategic vision, mission, values, and goals, and advancing equity through all efforts.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The CSIS the basis for investment planning for the entire statewide transportation system. 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

Daily internal contact with headquarters and District units in Transportation Planning; Traffic Operations; and Transportation Programming; Research, Innovation and System Information; and others. Frequent coordination and reporting to Caltrans Management. Frequent involvement with Metropolitan Planning Organizations and Regional Transportation Planning Agencies.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. 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. 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.

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.

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