

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION District 4 Community Planning Branch	
WORKING TITLE Community Planning Branch Chief	POSITION NUMBER 904-111-4724-030	REVISION DATE 06/01/2026

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 Chief, Office of Regional Community Planning, a Supervising Transportation Planner, the incumbent leads, manages and directs District 4 Community Planning programs and activities. The Branch Chief, a Senior Transportation Planner, is responsible for administration of the Sustainable Transportation Planning Grant Program funding allocated and grants awarded to District 4. The Branch may also lead and participate in Caltrans and partner-agency sponsored planning efforts, transportation planning studies and planning-related research.

The Branch also helps implement Planning Public Engagement strategies consistent with the Department's Community Engagement Program at the district level. The Branch helps promote, incorporate, and support community engagement activities for the purpose of equitably improving the multimodal transportation network and promoting equity and livability in all communities.

The Community Planning Branch also provides planning staff support to the Local Development – Intergovernmental Review (LD-IGR) program implemented in District 4. Through the LD-IGR program, Branch staff focus on avoiding or reducing significant impacts to the State Transportation Network (STN) from land use development proposals, including general plans and any other local, state, and federal government actions that may adversely impact the transportation system. In this position the Branch Chief coordinates frequently with the management and staff of the headquarters Office of Regional & Community Planning and other headquarters and District functions to carry out these duties. The incumbent works in a cooperative and integrated manner to coordinate timely and consistent consultation and collaboration with other Caltrans functions, in accordance with Caltrans goals, policies and equity principles.

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.

- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, People First)
- **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 - Integrity, People First)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, People First)
- **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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, 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)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, People First)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, People First, Pride)

- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, People First, Pride)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety, Equity, Climate Action, Prosperity - Collaboration, Integrity, People First, Stewardship)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Manage the District's Sustainable Transportation Planning Grant program activities within District 4. Manage and supervise staff participation in the grant solicitation and review cycle, provide comments on grant proposals, evaluate grant applications and provide feedback on unsuccessful applications. Manage projects awarded for funding, supervise the work of staff-level contract managers, coordinate with Headquarters on work scope or schedule revisions, attend project meetings, monitor project progress, and approve invoices. Participate in Grant program review processes to continuously improve program effectiveness.
30%	E	Participate in and direct staff participation in partner-agency sponsored or Caltrans planning efforts, transportation planning studies, and planning-related research. Coordinate meetings with local agencies and Caltrans staff; represent Caltrans at meetings, serving on technical advisory committees and working groups for transportation and community planning efforts; and respond to partner agency requests for information.
30%	E	Implement Planning Public Engagement strategies for Caltrans projects and plans consistent with the Department's Community Engagement Program at the district level, including support of engagement activities outlined in the Caltrans Community Engagement Playbook, support of the Caltrans Engagement Portal, and Directors Policy for Community Engagement. Through this work the Branch helps promote, incorporate, and support community engagement activities for the purpose of equitably improving the multimodal transportation network and promoting equity and livability in all communities.
5%	E	Supervise staff review and comment on planning documents to ensure consistency with the Department policies and goals regarding land use and transportation and Local Development-Intergovernmental Review (LD-IGR). Attend in-house project-related or partner agency meetings as needed to provide a Community Planning, Context-Sensitive, Smart Growth or Equitable Engagement perspective.
5%	M	Participate in studies to ensure consistency and coordination with Department policies and goals and to mitigate potential impacts to State Transportation facilities. Other duties as required.

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 supervises the work of Associate/Transportation Planners assigned as staff to the Community Planning Branch.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Community Planning Branch Chief must possess knowledge of the planning and project development process and practices of transportation planning; research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques, Federal and State laws and regulations; concepts and terminology relating to transportation planning; and sources of funding transportation programs.

The incumbent must possess knowledge of methods of planning, organizing and implementing community planning transportation programs and activities; effective public participation methods; federal and State laws, rules and regulations pertaining to these programs and activities; current trends in transportation; and must possess the ability to direct the activities of others; communicate effectively in oral and written form; formulate and implement procedures and coordinate all efforts into timely and effective results.

The incumbent must have the ability to apply administrative, transportation planning, and public participation expertise to the work. This includes planning and directing work involving data collection, analysis, evaluation, performing performance assessments and recommending preferred courses of action.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

Must also be aware of and apply principles and methods of program management; have the ability to develop, administer and monitor consultant contracts and grant programs; and be familiar with policy analysis and research methods.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Decisions made by the incumbent may directly affect the Department's ability to satisfy Federal and State planning and programming requirements. Additionally, this person's recommendations and decisions broadly affect and are affected by actions of the Department, California Transportation Commission, Legislature, Federal and State agencies, Metropolitan Planning Organizations, Regional Transportation Planning Agencies, cities and counties, and the private sector related to transportation plans and programs, fund allocations, and general transportation systems management. 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 effectively provide transformative, sustainable, multi-modal options to the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contacts with others in the department, as well as with community-based organizations, local and regional agencies and the general public.

External – The incumbent can have contact with the local agencies and governments; contact with representatives of other Federal, State, regional, county, city, and private agencies and groups, and the public.

Internal – The incumbent has daily contact with District program staff. The incumbent also has contact with staff of other divisions/programs, District Directors, Headquarters Division Chiefs, and their staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Strong interpersonal and interagency coordination skills are required. Have an awareness and sensitivity to social, economic and environmental conditions that affect transportation planning; develop and maintain cooperative working relationships and the ability to inspire the confidence of partners; create and sustain an organizational culture which encourages others to provide the quality of service essential to high performance and productivity; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations, is tactful and treats others with respect; be able to adjust rapidly to new situations warranting attention and resolution; maintain focus and intensity yet remain optimistic and persistent, even under adversity; have the ability to further the recognition of Caltrans as a multimodal transportation organization with goals of safety, equity, climate action, prosperity and employee excellence.

WORK ENVIRONMENT

The incumbent will primarily work in a climate-controlled office or cubicle under artificial lighting, as well as under a telework agreement to be agreed upon by management. Extensive computer usage is required. A combination of virtual meetings and regular travel is expected within and outside the District to attend meetings and other events.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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