

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Air Quality and Climate Resiliency	
WORKING TITLE Climate Resiliency Project Planner	POSITION NUMBER 900-074-4724-001	REVISION DATE 09/04/2026

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 Supervising Transportation Planner, the Senior Transportation Planner serves as the Department's statewide lead for implementation of Senate Bill (SB) 695 (Transportation Climate Resiliency: Projects of Statewide and Regional Significance). The Senior Transportation Planner acts as the SB 695 technical expert and provides executive leadership in developing statewide policy, guidance, analytical frameworks, and implementation strategies that strengthen the resilience, safety, mobility, freight movement, and economic vitality of California's transportation system. The position coordinates with Headquarters, Districts, the California Transportation Commission, the California State Transportation Agency (CalSTA), regional agencies, federal partners, tribal governments, and local jurisdictions. The incumbent serves as the Department's statewide Port Liaison, fostering partnerships with California port authorities, port security organizations, and federal maritime agencies; advances multimodal transportation planning with emphasis on maritime transportation; utilizes the Maritime Domain Awareness Tool to support planning and research; develops statewide policy for port ingress and egress; and represents the Department on the Readiness and Resiliency Workgroup.

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, 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. (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. (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 - 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
Essential (E)/Marginal (M)¹ Job Description

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	Serves as the Department's statewide program technical expert and lead for implementation of SB 695 by developing, administering, and continuously improving a comprehensive statewide process for identifying and prioritizing transportation projects of statewide and regional significance. Independently develops transportation planning policies, procedures, guidance documents, and evaluation methodologies that ensure consistent application of statutory requirements across Headquarters and District offices. Interprets legislative intent and translates statutory requirements into Departmental business practices, program guidance, and decision-making tools. Establishes consistent statewide transportation planning policy supporting climate resilience, multimodal mobility, maritime transportation, emergency preparedness, infrastructure preservation, and disaster recovery.
25%	E	Leads complex and technical analyses to identify, evaluate, and prioritize candidate transportation projects for inclusion in the annual statewide list of projects of statewide and regional significance. Reviews planning studies, environmental documents, vulnerability assessments, transportation system data, asset management information, and climate risk analyses to determine project eligibility and readiness. Develops and applies analytical tools and prioritization methodologies based on statutory criteria, including safety, goods movement, mobility, climate resilience, disaster mitigation, and infrastructure preservation. Conducts quantitative and qualitative transportation planning analyses to assess project benefits, risks, funding, and outcomes, synthesizing technical data into actionable recommendations for executive management and interdisciplinary teams. Uses the Maritime Domain Awareness Tool and related systems to research port operations, supply chain resilience, maritime transportation, and emergency response capabilities.
15%	E	Serves as the Department's statewide Port Liaison and primary coordinator for implementation of SB 695. Builds collaborative relationships with Caltrans Districts, Headquarters, California ports, port security personnel, the U.S. Coast Guard, CalSTA, CTC, regional transportation agencies, tribal governments, and local partners. Facilitates meetings, technical work groups, and statewide coordination to advance climate resilience, maritime transportation, freight mobility, and emergency preparedness to build consensus on project eligibility, prioritization methodologies, reporting requirements, and implementation strategies. Represents the Department in statewide forums, inter-agency committees, public meetings, and conferences to present technical information, address inquiries, and provide guidance on climate resilience and investment priorities. Leads preparation of the annual legislative report required by Government Code Section 14053 by coordinating information from multiple Headquarters programs, District offices, and partner agencies.
10%	E	Directs preparation of the annual legislative report and executive briefing materials. Coordinates information from Headquarters, Districts, and partner agencies to ensure timely, accurate, and compliant reports, presentations, issue papers, legislative responses, and executive recommendations. Analyze and assess emerging transportation planning practices, climate adaptation strategies, resilience policies, infrastructure investment priorities, and federal and state legislation affecting the State Highway System. Analyzes proposed legislation, executive orders, regulations, and planning guidance to determine impacts on Department programs and statewide transportation planning activities. Develops policy recommendations and strategic initiatives that boost highway system resilience and advance statewide mobility, economic, and public safety goals.
5%	M	Develops and maintains statewide databases, tracking systems, performance measures, and analytical tools used to monitor implementation of SB 695 and evaluate program effectiveness. Coordinates the collection of project information from Headquarters and District offices to ensure complete and accurate reporting. Provides technical transportation planning assistance, guidance, and training to Department staff regarding project eligibility, prioritization methodologies, climate resilience planning, and legislative reporting requirements. Monitors program schedules, identifies implementation issues, and recommends corrective actions to ensure successful delivery of program objectives.
5%	M	Participates in departmental training, strategic planning initiatives, professional development activities, special projects, and interdisciplinary work groups that support Division and Department objectives. Performs administrative assignments related to program operations, contributes to continuous process improvement efforts, and serves in emergency response or Continuity of Operations (COOP) activities consistent with Department policy. 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.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise. However, this position can act as a project manager or team lead and in that capacity, directs the work of others. Serve as delegated Office Chief on occasions when the regular Office Chief is out of the office.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The ability to independently determine project eligibility under SB 695, develop statewide prioritization methodologies, and establish analytical frameworks to evaluate transportation investments. The ability to interpret complex legislative requirements and recommend project rankings and policy changes affecting statewide climate resilience planning. The ability to exercise high-level independent judgment to resolve complex, highly sensitive planning and policy issues with statewide implications.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Recommendations directly influence statewide transportation investment priorities, legislative reporting, climate resilience, maritime transportation planning, freight mobility, emergency preparedness, and Department policy. Errors could affect funding, statutory compliance, statewide consistency, and public confidence.

PUBLIC AND INTERNAL CONTACTS

Maintains collaborative relationships with Headquarters, Districts, executive management, CTC, CalSTA, California ports, port security organizations, federal agencies, tribal governments, regional agencies, consultants, and other stakeholders.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Requires prolonged computer use, effective verbal and written communication, and the ability to analyze complex information, exercise sound judgment, manage multiple priorities, and meet statutory deadlines. Maintain effective working relationships and communicate professionally with diverse stakeholders.

WORK ENVIRONMENT

Works primarily in an office or hybrid environment using standard office equipment. Occasional statewide travel is required for meetings, workshops, and field visits. May work extended hours as needed to meet legislative, program, or emergency response deadlines.

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.

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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