
Position Details**Classification:**

Career Executive Assignment (B)

Office:

Planning and Engineering

Working Title:

Director of Planning and Sustainability

Location:

Sacramento

Position Number:

311-685-7500-002

HR Approval Date/Initials:

JT 9/28/26

CBID/Bargaining

Unit: M01

Work Week

Group: E

Tenure:

CEA

Time Base:

Full-Time

Job Description Summary

Under the administrative direction of the Chief of Planning and Engineering, the Director of Planning and Sustainability (P&S) is responsible for advancing the California High-Speed Rail Authority's (Authority) implementation of the high-speed rail (HSR) program through the development and oversight of all Authority policies and procedures pertaining to planning and sustainability. The incumbent is also responsible for ensuring compliance to all state and federal laws, statutes, and Authority policies and procedures. The Director of P&S ensures contractors fulfill strategic and contractual obligations to the Authority for the successful delivery of the HSR project on schedule and within budget. The incumbent will work closely and collaboratively with the Legislative Affairs Office, External Affairs and Communications Office, and Statewide Regional Office to assist in the implementation of various program functions.

Duties

Percentage

Essential (E)/Marginal (M)

40% (E)

- Develops, implements, and maintains planning policies and procedures, objectives, and performance metrics for the Authority.
- Develops, implements, and maintains sustainability policies and procedures. Manages field project reviews to ensure compliance with sustainability policies and use of best practices.
- Leads long-range planning initiatives for the HSR network (routes, stations, maintenance facilities, service levels).
- Facilitates station area development in partnership with local cities and counties to achieve state policy and regulatory goals.
- Develops partnerships with local agencies in station areas to advance the state policy goals, especially related to increasing ridership and revenue.

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- Establishes program structures to attract public and private funding within the station and surrounding station area.
 - Manages the planning process for the development of station and station site design.
- 40% (E)
- Establishes goals and targets for sustainable construction, rail operations, organizational practices, and tracking and reporting. Reports to the Chief Executive Officer, Chief of Planning and Engineering, the Authority's Board of Directors, and other executives on project and program level sustainability performance.
 - Interacts with legal groups, procurement groups, and relevant offices to incorporate sustainability provisions into contracts and conduct stakeholder outreach.
 - Oversees the advancement of fares and schedules for a seamless, integrated transportation system, blending service with regional partners throughout California. Facilitates partnerships with public and private station area transportation, transit, and rail providers to further the state rail modernization program and ensuring effective and efficient connectivity to the HSR system.
 - Manages general corridor planning activities in coordination with the regional offices. Coordinates with and provides feedback to various state and regional agencies and planning incorporating HSR information.
 - Oversees feasibility studies, alternative analysis, and route selection.
- 10% (E)
- Makes recommendations regarding the development of appropriate policies, strategies, and information for the Board of Director's consideration.
 - Attends the monthly Board of Directors Transit-Land Use subcommittee, prepares items for discussion and presentation, and determines agenda topics.
- 10% (E)
- Supports Federal Railroad Administration grant funding oversight activities.
 - Provides presentations to external stakeholders with regards to the program and planning priorities for the state.
 - Travels statewide and nationwide for meetings and events.
 - Other job-related duties as required.

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Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☒ No ☐	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☒ No ☐	Medical Required Yes ☐ No ☒
Type:		Language:		

Other Special Requirements Information:

Conflict of Interest: This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Contract Manager: Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM), and the California Government Code (GC). Provides strong oversight of subordinate contract managers, holding them accountable for ensuring that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the SCM and the California GC.

Knowledge and Abilities

Knowledge of: The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

Ability to: Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review

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reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

Desirable Qualifications

- Experience with high-speed rail or related rail planning and operation in California and/or North America.
- Experience with major regional and federal transportation agencies on strategic planning, program and project development, environmental planning, operations and maintenance planning, and funding.
- Experience with real estate development, the land use planning process, zoning and code process, and urban design.
- Experience at the managerial level with extensive knowledge of principles, practices, and trends of urban planning, transportation planning, high-speed rail planning and design, and intercity transportation.
- Experience in providing technical expertise and leadership in sustainability of a high-value project.
- Experience at the managerial level with overseeing station area planning activities.
- Experience in administering the implementation of policies and procedures throughout an organization.
- Experience at the managerial level with extensive knowledge of principles, practices, and trends of state and federal environmental review processes, public administration, organization, and management.
- Strong management, analytical, and decision-making skills and the ability to work and communicate with diverse and multi-disciplinary staff, federal, state, local officials, and stakeholders about Authority issues regarding planning major transportation projects.
- Experience directly managing direct-report staff and consultants in multiple offices.
- Experience in complex partnerships, such as Public/Private partnerships, and/or Joint Powers Authority.
- Experience at the managerial level with the ability to develop and maintain a network of contacts with federal, state, and local officials and the public to ensure an open exchange of information regarding the project and ability to coordinate planning, and environmental strategies and goals with local, regional, and federal officials.
- Knowledge at the managerial level of the Authority organization, operations, and relevant policy issues.
- Exceptional written and oral communications skills.

Supervision Exercised Over Others

The Director of Planning and Sustainability oversees all staff in the Planning and Sustainability Branch, including transportation planners, administrative staff, and external contractors. The incumbent may serve in a lead capacity over other Authority staff or provide technical guidance to other Authority staff and contractors.

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Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, executive management and directors, the Board of Directors, consultants, vendors, contractors, staff at other state agencies, the federal government, local and regional government, internal and external stakeholders, planning and environmental organizations, foreign officials, and the public. The incumbent will develop and maintain relationships with local station area officials and stakeholders to form partnerships in station areas. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

This position has broad management responsibility for a large program and set of related functions. Administrative direction is usually received in terms of goals and review is received in terms of results. Failure to perform these duties effectively could result in additional costs to the state to complete the high-speed rail project and negative political consequences for the Authority in the event of improper handling of duties on the largest infrastructure project in the nation. Failures could result in unnecessarily delayed projects, increased costs, lack of good management of public funds, and grievances or lawsuits. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
- b. Telework: This position works primarily in the office and in the field but limited telework may be available.
- c. Travel: This position frequently travels statewide and nationwide for meetings and events.
- d. Other: The incumbent will be responsible for a state-issued cell phone for business purposes and may be required to work extended hours.

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Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

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

Supervisor Printed Name:	Signature:	Date:

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