STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Sr Transportation Planner	District 7/Planning/Climate Change	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Climate Change Senior Transportation Planner (Supervisor)	907-162-4724-921	09/03/2026

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 Community, Climate and Modal Planning Office Chief, a Supervising Transportation Planner, the Senior Transportation Planner will assist District 7 in implementing new climate change programs established as a result of the Federal Infrastructure Investment and Jobs Act (IIJA), and any additional programs established by the State Legislature on climate change adaptation. The IIJA programs include, but are not limited to, the PROTECT Program and Carbon Reduction Program. The incumbent is responsible for planning, organizing and leading critical climate change adaptation activities and will provide leadership in coordinating and promoting climate change efforts. Acts as the program advisor for climate change projects. The position requires excellent analytical, writing and communication skills, composing special reports and knowledge of contract management. The incumbent must have skills in leadership and organization, interest in supporting the Department's and District's strategic goals and vision, and a commitment to advancing equity through all efforts. The desired outcome is providing an accessible multi-modal network of travel options that enrich all communities.

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. (Climate Action, Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Climate Action, Employee Excellence - Integrity, Stewardship)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Climate Action, Employee Excellence - 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. (Climate Action - Collaboration, Innovation, Integrity, Pride)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Safety - Equity, Integrity)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Climate Action, Employee Excellence - Innovation, Integrity)
- **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. (Climate Action, Employee Excellence - Equity, Integrity)

TYPICAL DUTIES:

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

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50%	E	Manage the development, implementation, and facilitation of the District's Adaptation Project Priorities Assessment for equitable climate solutions and recommendations for all users as part of the statewide effort. Lead Climate Change Branch staff and prioritize working with disadvantaged communities that are most affected by climate change impacts. Coordinate internally and externally with stakeholders on climate change issues that affect the State Transportation System. Participate in managing and administering various Planning grants and contracts related to climate change as well as one to two climate-driven feasibility studies per year. Develop grant proposals for District studies related to climate change including gathering pertinent information for proactive Planning in protecting and managing State assets. Lead development of district reports for adequacy in addressing climate change adaptation such as corridor planning efforts.
20%	E	Coordinate internally and externally with city, county and other public stakeholders on climate change issues that affect the State Transportation System. Act as in-house subject matter expert on climate change to respond to technical inquiries such as California Environmental Quality Act/National Environmental Policy Act (CEQA/NEPA) Environmental Document reviews. Participate on various local and regional agency committees and groups as well as serve on internal statewide committees. Review and provide comments on internal/external projects, plans, and documents as applicable in relation to climate change adaptation.
20%	E	Provide innovative direction to develop priorities and procedures for addressing climate change. Develop technical information, guidance and best management practices to guide Planning, project development and other functions in meeting the requirements of the State of California. Coordinate with Asset Management to improve the incorporation of adaptation considerations during project nomination. Attend Project Development Team (PDT) meetings; identify and help resolve issues throughout the project development process with emphasis on preparation of Transportation Planning Scoping Information Sheets (TPSIS) and Project Initiation Documents (PID) Phase work. Recommend various Planning studies and other grant programs related to climate change.
10%	M	Respond to legislative, media, and other inquiries regarding climate change. Prepare monthly written Executive briefings summarizing District climate change activities.

[1]ESSENTIAL 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 Sr Transportation Planner supervises the work of five Transportation Planners and/or Associate Transportation Planners assigned as staff of the Climate Adaptation Planning Branch.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must be knowledgeable of the Caltrans mission, vision, goals, strategic objectives, programs, laws, rules and policies of the State of California and federal government regarding Climate Change. Must be able to communicate effectively and work cooperatively with staff from a variety of District and Headquarters Divisions, as well as with staff from other public agencies, and the general public. Must possess the ability to prepare clear and concise reports, make presentations, communicate effectively, both written and orally with all levels of staff, negotiate effectively, deal tactfully with all parties in stressful situations, make timely decisions, prioritize critical programs, and excel in conflict resolution. Must be able to perform effectively under rigid time constraints and pressure. Should be familiar with modern technology and its application in the Department. Incumbent must be familiar with Caltrans principles and practices of transportation planning, asset management, the project delivery process, as well as the maintenance and operation of transportation projects and facilities. Must also have knowledge of general principles of planning related to climate change; techniques of research and current trends. Possess general knowledge of climate change planning and statistical analysis. Ability to analyze and gather data; work effectively on an interdisciplinary team; and apply effective public participation techniques. Identify, assess and resolve difficult environmental and transportation problems and prioritize projects based on various constraints. Develop technically-sound alternatives and solutions and develop consensus among stakeholders. The incumbent must be familiar with the responsibilities and duties of a supervisor.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failing to meet deadlines could result in impacts to the Department's credibility and ability to deliver studies and projects according to schedule.

PUBLIC AND INTERNAL CONTACTS

Both internal and external coordination is required with stakeholders, both public and private. Coordination of and attendance at various meetings representing the Department is key to open communication and collaboration with partners.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Reviewing reports may require sitting for extended periods of time. Field work will require standing and/or walking for prolonged periods of time in all kinds of weather. Mental requirements may include sustained periods of concentration for reading and analyzing various documents. Emotional requirements may include the ability to develop and maintain cooperative working relationships in an interdisciplinary setting, responding appropriately to difficult situations, recognizing emotionally-charged situations and issues, and acknowledging various opinions.

WORK ENVIRONMENT

The incumbent will telework and/or work in a climate controlled office or cubicle under artificial lighting. Extensive computer usage is required. Travel both within and outside the District may be required when attending meetings.

The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Incumbent is expected to be able to report to their worksite with minimal notification if an urgent need arises. The incumbent may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an incumbent'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 incumbent.

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

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