



**CALIFORNIA TRANSPORTATION COMMISSION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Career Executive Assignment	<b>DISTRICT/DIVISION/OFFICE</b>	
<b>WORKING TITLE</b> Deputy Director of Planning	<b>POSITION NUMBER</b> 696-004-7500-006	<b>EFFECTIVE</b>

The California Transportation Commission (Commission) is an independent public agency dedicated to ensuring a safe, financially sustainable, world-class multimodal transportation system that reduces congestion, improves the environment, and facilitates economic development through the efficient movement of people and goods.

The Commission is responsible for programming and allocating transportation funds used in the construction of highway, passenger rail, active transportation, aeronautics, and transit improvements. The Commission, also advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California’s transportation programs.

**GENERAL STATEMENT:**

The Deputy Director - Transportation Planning, under the administrative direction of the Executive Director and the Chief Deputy Director, is responsible for developing and managing regional and statewide transportation planning guidance and policies; serve as the Commission's primary contact on freight infrastructure planning issues; have knowledge of regional and statewide transportation planning issues; lead Commission input on transportation planning issues; ensure the Commission is advised on technological developments which may have a future impact on transportation; Assist on communication related efforts for the Commission. The incumbent serves as a member of the Policy Staff and participates in high-level policy and planning decisions for the Commission. All duties are performed in accordance with State and Commission policies and procedures.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
35% E	<p><b>Transportation Planning</b></p> <ul style="list-style-type: none"> <li>• Review and provide comments on various transportation planning documents prepared by Caltrans.</li> <li>• Maintain knowledge of general transportation planning principles and practices; as well as State and Federal requirements relating to transportation planning.</li> </ul>

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<sup>1</sup> 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

- Act as the primary information resource for the Commission on issues relating to transportation planning.
- Consult with Federal, State, Local, and Regional Agencies to streamline the environmental process to ensure timely delivery of both critical and routine transportation improvement projects.

30% E

**Freight Infrastructure Planning**

- Represent the Commission at State and regional efforts regarding the development of policies and plans relating to freight infrastructure.
- Manage the review and the development of program and project-specific recommendations to the Commission.
- Prepare comments on various freight plans brought before the Commission.
- Monitor various freight planning efforts conducted statewide.

25% E

**State Regional Transportation Planning Guidance**

- Ensure staff support to the Commission in prescribing study areas for analysis and evaluation by Caltrans and regional agencies and the development of guidelines for the preparation of regional transportation plans as authorized under California Government Code Section 14522.
- Initiate and develop new or revised policies relating to project planning and implementation, formulating the necessary policy statements, and presenting the proposed policies to the Commission for action.
- Work with Caltrans and regional agencies to ensure that regional transportation plan guidelines promote consistency through an integrated, statewide approach to the transportation planning process and set forth a uniform transportation planning framework throughout the state.
- Ensure staff support to the Commission in prescribing study areas for analysis and evaluation by Caltrans and the development of guidelines for the preparation of the California Transportation Plan as authorized under California Government Code Section 145243.

5% E

**Transportation Technological Development**

- Monitor technological changes which may have an impact on transportation

5% M

**Other Functions**

- Represent the Commission at various meetings with Federal, State, Local government, special interest groups, legislative committees, non-profit organizations, private industry and other transportation stakeholders.

***SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS***

Supervises three Supervising Transportation Planners, two Senior Transportation Planners, one Staff Services Manager III, and one Staff Services Manager II. Works with and utilizes Caltrans staff to accomplish assigned responsibilities as provided for in Government Code 14512.

## **KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

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

## **DESIRABLE QUALIFICATIONS**

Desirable candidates will have knowledge of: transportation funding; state and federal statutes regarding the allocation transportation funds; and organization and policies of state transportation agencies; along with excellent verbal and written communication skills, including, experience presenting information and answering questions at public meetings; excellent numeracy skills including creating and analyzing comprehensive spreadsheets; and the ability to manage small, high performance teams.

## **CORE COMPETENCIES**

**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. (Accountability)

**Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others at the Commission informed as appropriate. (Transparency)

**Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Innovation)

**Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (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. (Integrity)

**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. (Accountability)

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. (Accountability)

**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 to achieve consistent results. (Integrity)

**Vision and Strategic Thinking:** Communicates the "big picture". Models the Commission's Mission to others. Influences others to translate vision into action. Future oriented, creates competitive and break through strategies and plans. (Innovation)

**Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Integrity)

### ***RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR***

Failure to use sound judgment in the execution of duties of this position could result in damage to the credibility of the Commission, limiting the effectiveness of the Commission's relationship with local partner agencies and could result in the loss of funding from federal, state, local and private sources which could affect the state's economy.

### ***PUBLIC AND INTERNAL CONTACTS***

Interacts with all levels of federal, state, local/regional transportation entities involved in planning, programming, funding, and delivering transportation projects as well as the general public.

### ***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

Awareness and sensitivity to social, economic and environmental conditions which affect the Commission. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under the demands of providing project data related products with very short notice. Must be open to change and incorporating new information/technology, which create changing conditions, or unexpected obstacles.

### ***WORK ENVIRONMENT***

Professional office environment, business attire, according to current policy. May require overtime on weekdays and/or weekends. Ability to handle a heavy work load and meet deadlines. Ability to travel by land and air to various locations throughout the State.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (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.)

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Signature Date

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

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Signature Date