

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Division of Financial Programming, OFPDM	
WORKING TITLE Data Analysis and Reporting Administrator	POSITION NUMBER 900-080-3161-xxx	REVISION DATE 06/06/2022

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the general direction of the Chief, Office of Federal Programming and Data Management (OFPDM), a Supervising Transportation Engineer, the incumbent will be applying engineering and project development knowledge to work with a multi-disciplinary team to research, develop, implement, organize, and standardize the project information management tools and systems for the Division of Financial Programming. Responsibilities include the application of engineering judgment to the direction and management of day-to-day operations of the California Transportation Improvement Programming System (CTIPS). Duties include planning, development, implementation, technical support, daily management, daily maintenance, and upgrading of various programming databases and reporting systems as necessary for effective management of State and Federal project programming and allocations. The incumbent does not supervise but may act as a team leader and coordinate and direct the work of other engineers and Information Technology (IT) staff. The incumbent must be customer-service oriented, be able to work independently, be able to meet short deadlines on a regular basis, as well as work in partnership with all levels of staff at IT, Caltrans' Divisions and Districts, Federal, regional and other state agencies.

**CORE COMPETENCIES:**

As a Senior Transportation Engineer, CT, 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - Engagement, Innovation)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - 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. (Cultivate Excellence - Engagement, 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. (Cultivate Excellence - Engagement, Equity)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Computer literacy and application**: Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence - Innovation)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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30%	E	Work with a multi-disciplinary team to research, plan, develop, implement, upgrade and maintain complex project programming database and reporting systems. Responsibilities include the application of engineering judgment to the direction and management of day-to-day operations of the California Transportation Improvement Programming System (CTIPS). Conduct activities necessary to maintain data integrity in CTIPS database systems.
25%	E	Work with IT staff and consultants to provide software support. Work with IT staff to develop equipment replacement and software updates for the Division while adhering to established IT standards. Keep IT equipment inventory up-to-date and IT supplies in order when necessary. Direct and implement project data analysis for management due to changing requirements of legislation, policy or practice on an as needed basis.
20%	E	Act as a project manager on various contracts related to the maintenance and enhancement of CTIPS. Schedule, direct and administer the work of specialized contract consultants necessary to provide expert software and hardware services on demand. Participate as a team member on other contracts and Division efforts that support the maintenance, operation and enhancement of CTIPS. Participate in special studies, research, and provide technical expertise and support in system design and development. Migrate manual business practices onto an enterprise computer system, and develop and recommend migration strategies for upgrading existing systems to newer and more cost effective technologies as it becomes available in the industries. Work with various Caltrans' Divisions and Contracts to develop the necessary documentations for contracts execution.
15%	E	Coordinate with staff from Departmental Divisions, California Transportation Commission (CTC), Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), customers and users of CTIPS, on training, resolving customer difficulties, and developing custom reports.
5%	E	Assist to develop and to conduct statewide systems training for CTIPS end-users. Preparation and maintenance of a desk manual capturing the main responsibilities, tasks and workload of the position.
5%	M	Other duties as required.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

The Senior Transportation Engineer does not supervise but is a lead that directs the work of various associate level staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Knowledge of database development tools and applications that includes Microsoft Excel, Microsoft Access, FileMaker Pro, Visual Fox Pro, SQL Server, Visual Basic, or Oracle is desirable.
- Broad expertise and background in the state and local transportation systems and their capital improvement needs. This includes prior engineering experience using the knowledge and skills required in project management, project development, materials, construction, analytical research, programming and system planning.
- Knowledge and experience in project management and contract administration.
- Ability to communicate effectively both orally and in writing. The ability to develop and maintain effective working relationships and work cooperatively with others.
- Ability to work with minimum direction and supervision, to initiate action independently, to handle multiple assignments simultaneously, to learn new tasks quickly with little or no formal training, and to be responsive to customers and management policy.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The Senior Transportation Engineer is responsible for working with others and for identifying and making recommendations on program data needs. This responsibility extends to actions needed to implement system changes and provide training needed for efficient and effective use of the system. Poor decisions, judgment or actions could result in lost eligibility for federal or state funding of projects, and failure of the Department to effectively and efficiently monitor and report on programming decisions.

**PUBLIC AND INTERNAL CONTACTS**

The employee will routinely contact various Caltrans' Headquarters and District staff, representatives of Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Environmental Protection Agency (EPA), and various regional agencies to work with and inform, and discover methods to improve various aspects of the business of transportation programming electronic support. These contacts will be verbal or written as needed to perform assignments.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Be able to drive long distances and to fly to distant parts of the state.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also, on occasion, be required to travel to various parts of the state to meet or conduct training with other Caltrans, Federal, or regional agencies.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans’s 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, as determined by the Department. The selected candidate may be required to travel to the headquartered location. All expenses to travel to the headquartered location will be the responsibility of the selected candidate.

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.)

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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