



# CALIFORNIA TRANSPORTATION COMMISSION

## POSITION DUTY STATEMENT

<b>Classification Title</b> Senior Transportation Engineer		
<b>Working Title</b> Assistant Deputy Director	<b>Position Number</b> 696-004-3161-002	<b>Effective Date</b> December 13, 2022

### GENERAL STATEMENT

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 the programming and allocating of funds for the construction of highway, passenger rail and transit improvements throughout California. 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.

The Senior Transportation Engineer is responsible for supporting the implementation of the Commission's enhanced program oversight responsibilities and engineering analysis for the State Highway Operation and Protection Program (SHOPP) and Transportation Asset Management Plan (TAMP).

The SHOPP is a four-year multi-billion program of projects funded from both state and federal funds that rehabilitate and reconstruct the state's critical highway infrastructure. The TAMP is a strategic and systematic process of operating, maintaining and upgrading physical assets effectively through their lifecycle by focusing on business and engineering practices for resource allocation and utilization based on well-defined objectives.

Among other duties, the position ensures SHOPP projects are consistent with statewide priorities, adopted guidelines and performance objectives as established in the Commission-approved TAMP and that all projects are compliant with state and federal statutory requirements.

Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers is required.

Specific duties and activities include, but are not necessarily limited to:

## **TYPICAL DUTIES**

Percentage - Job Description

Essential (E)/  
Marginal (M)<sup>1</sup>

### **50% (E) – Oversight of Ongoing Programs.**

- Perform critical project-level reviews on project allocation requests to determine readiness for allocation.
- Perform oversight of project amendments requesting changes to project scope, cost, schedule and performance to determine consistency with adopted program guidelines, the TAMP, Commission resolutions, engineer's estimates, other project or contract documents, and statutory requirements.
- Perform oversight of new project requests between programming cycles to determine consistency with adopted program guidelines, the TAMP, funding availability, Commission resolutions, and statutory requirements.
- Review delegated emergency, safety, and SHOPP Minor project allocations for consistency with Commission resolutions.
- Evaluate and make recommendations on both project allocation and time extension requests.
- Exchange project and program information and coordinate with other Commission staff, Caltrans managers, and other agencies.
- Perform oversight of Caltrans right of way activities and route matters requests (Resolutions of Necessity, Relinquishments, Route Adoptions, Directors Deeds, etc.)

### **20% (E) - Oversight of Program Development**

- Review, evaluate and recommend modifications as appropriate to currently programmed projects.
- Review technical engineering information contained in Project Initiation Documents and Project Reports for new projects for compliance with applicable policy, procedures, guidelines, statutes, and state goals.
- Confer and resolve cooperatively with project sponsors, project scope, cost, schedule, or performance that does not align with adopted program guidelines, the TAMP, funding availability, Commission resolutions, or state and federal statutory requirements.

### **15% (E) – Enhance Efficiency, Transparency, and Accountability**

- Identify and develop recommendations to enhance the efficiency and effectiveness of commission policies.
- Coordinate with and assist project sponsors in the development of complete, accurate, and logical Commission agenda items and associated Commission presentations.
- Respond to inquiries and questions on Commission meeting agenda items from supervisors, decision-makers, and transportation stakeholders.

### **15% (E) – Additional Assignments**

- Support other Commission program team members identify and resolve complex engineering and project delivery issues.
- Represent the Commission at assigned public meetings, workshops, and open houses.
- Evaluate proposed legislation

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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.

## **SUPERVISION EXERCISED OVER OTHERS**

The senior transportation engineer may supervise or act as lead worker for assignments involving technical or administrative staff in the office. May also direct Caltrans staff.

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

### Ability to:

- Operate in a professional, objective, and equitable manner consistent with the highest ethical and professional standards.
- Ensure an open process in all operations that encourages and values public participation.
- Meet commitments, act responsibly with public trust, and achieve the highest performance standards.
- Deliver the highest quality, while striving for efficiency, creativity, and continuous improvement.
- Objectively evaluate the effectiveness of projects.
- Take intelligent risks and support others in taking informed risks; anticipate the implications and consequences of situations and decisions, and prepare for possible outcomes.
- Work cooperatively and build effective partnerships.
- Negotiate meaningful and long-lasting solutions to complex project and program-level conflicts.
- Participate in public forums, communicate effectively, orally and in writing, represent the Commission in advanced transportation matters.
- Analyze and evaluate projects, make judgments and recommendations on appropriate alternatives.
- Respond to inquiries from Commission leadership and internal and external customers in a timely and effective manner.
- Effectively apply logic and creativity in decision-making processes, and successfully apply negotiation and motivation techniques.
- Handle multiple assignments simultaneously, learn new tasks quickly with little or no formal training, and be responsive to customers and management policy.
- Contribute to the Commission's safety, health, affirmative action and labor relations objectives.

### Knowledge of:

- Existing and emerging federal and state transportation regulations, laws, policies and funding.
- Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy.
- Program and project development processes, timeframes and requirements (including both the State Transportation Improvement Program (STIP) and the SHOPP).
- Engineering principles to evaluate the effectiveness of projects and programs, Commission goals, objectives and policies.
- State budgeting process and funding dynamics as related to transportation projects and programs.

## CORE COMPETENCIES

**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*)

## CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The consequences of not meeting responsibilities or making poor decisions and recommendations could result in the inability to complete statutorily required programming documents and cause over and/or under-expenditure of its budget. In addition, loss of credibility with transportation stakeholders and decision-makers may result.

## PUBLIC AND INTERNAL CONTACTS

Travel to the Commission meetings is required. Occasional travel to other meetings and hearings may also be required. Must have effective communication with other staff members, Commission's Executive Director, and be responsive to information requests from Commission members and other stakeholders.

## WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lighting.

## PHYSICAL REQUIREMENTS

Employee may be required to sit for long periods using a keyboard and video display terminal to review and access information.

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

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date