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 direction of a Senior Transportation Engineer, Civil (Supervisor), the Transportation Engineer (Civil) performs professional engineering work in managing special projects, including the compilation of data, performance measures, and reporting on project/program metrics. The incumbent is responsible for providing training and guidance for policy and procedures to District staff, HQ staff and Local Agencies. The Transportation Engineer (Civil) works with districts, other HQ units, cities, counties, transportation planning agencies, and the Federal Highway Administration (FHWA), in the review, analysis and approval of local transportation projects for the purpose of securing Federal and State funds.

CORE COMPETENCIES:

As a Transportation Engineer (Civil), 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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, 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, Advance Equity and Livability in all Communities - Equity, Innovation)

- Initiative: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

- 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, Enhance and Connect the Multimodal Transportation Network - Pride)

- 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. (Safety First, Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Equity)

- Customer Focus: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Equity, Pride)

- 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. (Advance Equity and Livability in all Communities - Engagement, Equity)

- Analytical Skills: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)

- Commitment/Results Oriented: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

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<th>Percentage</th>
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Perform engineering work involving the compilation and analysis of data and the preparation of reports related to transportation project implementation, progress, and completion. Schedule, coordinate and participate in Project Delivery Status meetings. Prepare and monitor project progress reports and initiate action to aid in timely implementation, management of project milestones and performance metrics. Use project management systems to budget personnel and set milestones for transportation projects. Provide regular and ad hoc status reports as requested by management. Develop or assist in the development or maintenance of transportation-related state-of-the-art computer programs and procedures. Provide daily project level advice consistent with existing and new policies and guidelines to District and HQ engineering staff, and Local Agencies. Collaborate with external and internal team members to resolve data related challenges and develop efficient data management systems.

Assist Area Engineers with project authorization on behalf of Caltrans, execution of project agreements with Local Agencies and making recommendations for project allocations to the California Transportation Commission (CTC). Employ technical engineering expertise to perform initial Caltrans engineering review for completeness and accuracy of funding and allocation requests, such as Request for Authorization (RFA), E76s (Authorization to proceed) for Preliminary Engineering (PE), Right of Way (R/W), Utility Relocation and Construction (Con), Federal Transit Administration (FTA) Transfers, and California Transportation Commission (CTC) Allocations. Review Planning, Programming, Right of Way, Environmental, Engineering and Finance documents related to the funding requests. Perform initial review of federal eligibility of the fund requests. Verify if Project numbers, prefix, EA numbers and Program are created correctly for each project. Verify if the projects are programmed correctly in the Federal Transportation Improvement Program (FTIP) and California Transportation Improvement Program System (CTIPS) per requirement. Assist in drafting agreements such as but not limited to Match Exchange, Freeway Service Patrol, Memorandum of Agreement (MOA), FHWA Value Pricing Agreements.

Develop and provide training and guidance for policy and procedures to District engineering staff, HQ staff and Local Agencies. Support the office in maintaining and updating the Local Assistance Procedures Manual (LAPM) and Local Assistance Program Guidelines (LAPG). Review and revise existing policies and procedures related to Project Implementation and sharing of that information with District Local Assistance Engineers (DLAEs) when needed. Assist the Office with Audits and process reviews of local agency files. Coordinate with FHWA, Local Agencies, Caltrans HQ functional units and District Area Engineers in helping resolve individual project requests or agreement issues.

Prepare documentation for Area Engineer's approval, assist with the approval of these requests and transmit the requests, along with all required documents, in the Federal Aid Database System (FADS), the Financial Management Information System (FMIS), to FHWA and Caltrans Division of Budgets. Review corresponding District entries into Local Assistance Project Database (LP2000) for completeness and accuracy. Work with District Local Assistance Engineer (DLAE) staff to resolve any issues with requests. Upon completion of review, provide project folder, RFA, Transfer Request package as required to the Area Engineer for final review and approval. Prepare allocation letters, fund transfer letters for Area Engineer's final review, approval and signature as per requirements. Upon CTC approval, track the CTC actions, allocation and print vote box and update information in LP2000. Review key fields of Award Packages and Final Reports of Expenditures. Coordinate with Local Program Accounting (LPA), district and Area Engineer to resolve any issues with package.

Lead and provide guidance to staff, including Staff Services Analysts, Associate Governmental Program Analysts, Office Technicians, Retired Annuitants and/or Student Assistants in the Office of Project Management Oversight - South. Prepare internal operating instructions for use by clerical staff, administrators, headquarters and district engineers. Analyze office procedures and processes for efficiency and effectiveness and make recommendations for improvement. Perform other duties within the scope of the classification as assigned.

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
This position is not designated Supervisory. The incumbent coordinates with other staff at Caltrans and outside Caltrans partners to ensure project implementation.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
- Knowledge of transportation economics, financing, federal aid transportation project implementation requirements, and Federal and State laws regulating the activities of local agency projects.

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• Knowledge of various phases of transportation systems planning and engineering work related to project development, programming, maintenance and construction. Knowledge of project development procedures, AASHTO, Caltrans, and local agency engineering design standards and Federal and State environmental requirements for advancement of transportation projects.
• An understanding of the Local Assistance Program and Project Delivery; responsibilities of project managers, functional managers and project management support units; the local project management process; the local project development process; and supporting processes including the Federal authorization/obligation process and project funding.
• Knowledge of the latest engineering practices and administrative policies required to produce timely and effective studies and reports that are acceptable to local agencies, Caltrans, and/or the FHWA.
• Proficient in word processing, spreadsheets and databases using PC computers.
• The ability to understand and help implement Office, Division and Department goals, strategic plan, objectives, policies and standards.
• The ability to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action and make objective recommendations in all issues related to project implementation. The ability to to investigate, research, and stay abreast of the changes in the federal and state laws related to transportation.
• The ability to use professional judgment in making decisions. The ability to analyze situations accurately and adopt an effective course of action. The ability to analyze facts and data and from these develop recommendations, technical correspondence and comprehensive reports. The ability to to expand on the practical application of written policies, procedures and standards, and also be able to prepare issue papers, exception requests and reports recommending changes to existing procedures and standards when necessary.
• The ability to take independent action and initiative in carrying out regular assigned duties related to project implementation.
• The ability to prepare correspondence, present comprehensive reports, address audiences and communicate effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent is responsible for assisting with project authorizations, execution of project agreements, making recommendations for project allocations to CTC, managing performance metrics of Local Assistance Projects and Programs. Incorrect decisions could impact the funding eligibility, loss of funds, project delivery delays of local projects, incorrect decisions could also impact the Department’s credibility and image to the public and transportation users.

PUBLIC AND INTERNAL CONTACTS
This position maintains regular contacts with a large number of personnel in Caltrans, both in the Districts and in Headquarters, and Federal Highway Administration. This position has contacts with local agencies and other federal and state agencies. This position responds to inquiries from the public and local agencies regarding project authorization and implementation. These contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
The employee is required to sit for long periods of time using a keyboard and video display terminal. Performing duties for this position requires regular punctual presence at the office site. Mental requirements may include sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning, etc. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses.

WORK ENVIRONMENT
This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans’ current telework policy. While Caltrans supports telework, 2 days a week in-person attendance is required. 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. While at the base of operation, the employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel to field sites, other office buildings and work outdoors and may be exposed to dirt, noise, uneven surfaces, traffic conditions and/or extreme heat or cold.
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

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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