

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Safety Programs / Office of SSA Integration	
WORKING TITLE Safety Targets and Performance Specialist	POSITION NUMBER 913-355-3161-008	REVISION DATE 08/06/2024

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 Safe System Approach Integration (Supervising Transportation Engineer), the Safety Targets and Performance Specialist, a Senior Transportation Engineer (Specialist), supports the Division of Safety Programs and Caltrans districts statewide in implementing a Safe System Approach on the State Highway System (SHS) to meet traffic safety goals. The incumbent provides uniform standards for regional partners and local roads.

The incumbent: 1) leads and delivers the Highway Safety Improvement Program (HSIP) implementation plans; 2) annually establishes required state-level safety performance measures targets; 3) manages and evaluates outputs from proactive safety performance methodologies; and 4) acts as subject matter expert advising management, other divisions, districts, and external partners on safety target setting and performance measure tracking and reporting.

**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.

- **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. (Safety First, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity)
- **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. (Safety First, Strengthen Stewardship and Drive Efficiency - Innovation, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Cultivate Excellence, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Innovation, Integrity, Pride)

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**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
35%	E	Prepares federally required annual safety performance measures and targets. Develops Caltrans' milestones/intermediate safety targets. Coordinates with the subject matter experts from the Division of Local Assistance, Division of Transportation Planning, Office of Federal Liaison, Asset Management and externally within the Federal Highway Administration (FHWA), Office of Traffic Safety, and local agencies to establish state and local safety targets and methodology per federal requirements. Extracts data from Caltrans traffic and safety databases, conducts data analysis, and performs technical calculations to support safety performance against targets. Develops the annual state Highway Safety Improvement Program (HSIP) Implementation Plan per FHWA requirements and ensures alignment with the California's Strategic Highway Safety Plan (SHSP). Collaborates with state and local HSIP teams to proactively monitor and report HSIP Special Rule performance and implement strategies for meeting and exceeding targets through a data-driven approach, thereby contributing to the Vision Zero goal of zero traffic fatalities and serious injuries in the year 2050.
25%	E	Manages proactive safety performance estimation methodologies (including reviews and updates against global and national best-practices) to maximize safety outcomes from proactive safety investment on the SHS. Collaborates with Asset Management, Legal and Project Programming Divisions and all District Safe System Leads to develop best-practice proactive safety estimation methodologies internally or through consultants. Evaluates the outputs from application of proactive safety estimation methodologies on projects by districts for inclusion in Asset Management Tool. Collaborates with Asset Management and districts to refine and update the methodologies. Provides training to districts in the correct application of methodologies.
20%	E	As a subject matter expert, coordinates and collaborates with internal partners (including district Safe System Leads and the Divisions of Design, Transportation Planning, and Traffic Operations) and external partners (including but not limited: FHWA to update the safety performance measurement and reporting methodologies in the State Highway System Management Plan (SHSMP) and develop unit costs for safety projects, HSIP, and Local-Development Intergovernmental Review Safety Analysis Guidance. Manages assigned Road Safety Action Plan actions and meets the implementation and reporting requirements.
15%	E	Performs contract management duties for assigned tasks under ongoing consultant contracts and writes clear, concise, detailed scopes of work to be performed. Monitors and maintains control of the task progress and performance to ensure compliance with all contract provisions including but not limited to quality, schedule, scope, and appropriate compensation.
5%	M	Completes a variety of special projects and assignments as needed by the Chief Safety Officer, Deputy Division Chief, and Office Chief. Performs other work commensurate with the Senior Transportation Engineer (Specialist) classification.

<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 incumbent is expected to achieve results through others while working in a matrix organization using a multi-disciplined team. While the incumbent does not directly supervise a staff in the conventional definition, they contribute to a multi-disciplined team where various functional managers administratively supervise the individual team members. This position is a specialist and may serve as a subject matter expert on technical and functional matters.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Possession of a valid certificate of registration as a civil engineer issued by the California Board of Registration for Professional Engineers is required.

Possession of a Road Safety Professional (RSP) Certification is desired. The RSP certification provides for professionals involved in a wide array of safety-related disciplines to establish their competency in providing for the safety of the traveling

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public.

Must have knowledge of the principles of traffic engineering, traffic safety, and traffic management; highway design; traffic and construction policies, procedures, standards and other factors relating to transportation facilities; organizational and engineering functions (both within and outside of Caltrans) that pertain to design, operations, maintenance, and construction of all types of transportation facilities; factors which influence the impact of transportation facilities on the environment, the community and the economy.

Must have knowledge of transportation principles and methods and the ability to apply the national best practices at Caltrans to improve capabilities and success in meeting goals. Must have an understanding of how TMS elements and traffic control devices are applied. Must have a thorough knowledge of Caltrans' organization and policies; strategic planning processes and techniques; performance measure development, implementation, and assessment; principles and practices of public administration, budgeting, personnel, planning, program management, and evaluation.

Requires the ability to collaborate with multi-disciplinary, technical staff; communicate effectively (both orally and in writing) with multiple audiences; establish and maintain cooperative relationships with individuals and organizations contacted in the course of work; participate in public contact and represent Caltrans; serve in a consulting capacity to other divisions and districts; and respond appropriately to difficult situations.

Must be able to apply sound judgment in problem solving; work productively in a busy and often changing environment; perform multiple tasks simultaneously; maintain a project schedule; accurately and timely follow-up on issues; and effectively interact with many levels of people in a cooperative manner. Must be decisive, take appropriate actions, and complete tasks or projects with a short notice. Requires proficiency with Microsoft (MS) Office programs (including MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Teams), Adobe Acrobat, Cisco WebEx, and using the Internet.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

This position is responsible for making independent action and taking initiative to carry out assigned duties. The incumbent's decisions and actions have a direct impact on the Division of Safety Programs, the Traffic Operations Program, and the Department. Inability to carry out this position's responsibilities could result in: adversely affecting public safety and/or result in tort liability for Caltrans; increased expenses resulting from lost Transportation System productivity; litigation that could delay and/or add substantial cost to essential projects or activities; inability to quantify performance in meeting the Department's strategic goals and safety and mobility commitments; loss of credibility and public confidence in Caltrans as a responsible public agency.

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**PUBLIC AND INTERNAL CONTACTS**

The incumbent must maintain the highest level of professionalism and integrity, exhibit tact and diplomacy, and effectively communicate with all internal/external contacts.

Internal contacts include various Caltrans districts and divisions (including Planning, Traffic Operations, Design, Construction, Maintenance, External Affairs, and Engineering Services). External contacts include the Legislature, Governor's Office, the California State Transportation Agency, the California Highway Patrol, the Federal Highway Administration, Regional Transportation Planning Agencies, the National Highway Traffic Safety Administration, the Federal Motor Carrier Safety Administration, personnel from metropolitan planning organizations, local Departments of Transportation, Tribal Governments, advocacy groups, the Transportation Research Board, the National Cooperative Highway Research Program, the National Academy of Sciences, the American Association of State Highway and Transportation Officials, University Transportation Centers, industry representatives, local agencies, other states, national experts, academia, the private sector, and the general public.

The incumbent must communicate effectively orally and in writing, by telephone, via email, and by web conferencing. The incumbent is also required to facilitate, participate in, and host meetings.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent must: quickly adapt behavior and work methods in response to new information/priorities and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. Must be able to maintain focus and intensity, yet remain optimistic and persistent, even under adversity. The incumbent shall act in a fair and ethical manner toward others; value cultural diversity and other individual differences in the workforce; and demonstrate a sense of responsibility and commitment to public services.

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The incumbent must be able to develop new insights into situations and apply innovative solutions to make organizational improvements; grasp the essence of new information and master new technical and business knowledge, particularly in the area of outreach; and facilitate and maintain a work environment that encourages creative thinking and innovation.

Must have the ability to work with a computer and have manual dexterity. Required to sit for long periods of time using a computer, monitors, phone, and other office equipment. The incumbent must be able to occasionally lift up to 25 pounds without assistance. Bending, stooping, and pulling may be required within the normal course of performing some of the responsibilities associated with this position. May be required to speak in front of large groups.

**WORK ENVIRONMENT**

This position's headquartered location is Sacramento, CA. While at the base of operation, the incumbent works in a climate-controlled office under natural and artificial lighting. Due to periodic issues with heating and air conditioning, building temperatures may fluctuate. Multi-floor buildings are equipped with elevators and stairs.

The incumbent may be required to travel periodically to other office buildings (federal and state offices, district offices, local agencies, etc.) and indoor/outdoor field locations. While at field locations, the incumbent may be exposed to uneven surfaces, noise, and varying climate conditions. The incumbent may be required to travel within the state and may be required to travel out-of-state for business operations. Possession of a valid driver's license is required to operate a State owned, leased, and/or personal vehicle. The environment is fast-paced, demanding, and busy; and requires considerable flexibility in managing time, priorities and assignments. Vacations may be restricted during peak times.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered 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 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

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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