

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D03/ Division of Planning, Local Assistance, and Sustainability	
WORKING TITLE PID Program Manager / Advance Planning Branch Chief	POSITION NUMBER 903-800-3161-XXXX	REVISION DATE

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 supervision as the Office Chief for Local Assistance, Engineering and Analysis, you are responsible for managing the District Project Initiation Document (PID) Program. Ensure on-time, quality, on-budget delivery of SHOPP PIDs, and manage the 40.50 program resources. Participate in HQ PID meetings and act as the District PID liaison. Additionally, coordinate with District Asset Management to assist in developing a balanced SHOPP portfolio that meets District asset targets consistent with the State Highway System Management Plan (SHSMP). Furthermore, you serve as the Division liaison with the Division of Program and Project Management, handling areas of interaction and mutual interest. Finally, you provide assistance and perform other activities related to the efficient and effective delivery of the District's Transportation Planning programs.

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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence - Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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 - 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence - Engagement, Integrity)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Cultivate Excellence - Engagement, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence - Engagement, Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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40%	E	The incumbent manages the delivery of the District 3 PID Program, including the development and delivery of the Two-Year PID Workload (SHOPP and non-SHOPP elements). The incumbent also ensures the PID program is delivered within prescribed resource levels; troubleshoots and assists with the timely delivery of each and every PID. Oversee ensuring timely preparation, production and approval of PIDs, as required to meet PID & SHOPP program timelines. Reviews and Coordinates PID oversight activities (Quality Assurance) with Regional and Local agencies, private developers, consultants, for locally funded projects. In cooperation with Corridors, Design, and functional units, the incumbent confirms PID proposed scopes of work balance transportation, equity, community, environmental and economic needs and constraints, while also meeting asset targets. Develops and maintains positive working relationships with all staff involved with the PID Program including other duties required to ensure the efficient and effective delivery of the District PID Program.
20%	E	Provide guidance, coordination, review of processing of Project Initiation Documents (PIDs) for proposed improvements on the State Highway System (SHS) for programming in State Transportation Improvement Program (STIP), State Highway Operations Protection Program (SHOPP), and other transportation funding programs. Coordinate with District PID Program Manager on developing, managing and monitoring workload. Responsible for developing guidance on PID development policies and procedures to ensure compliance with federal and state requirements. The PID is the outcome of the project initiation process which establishes a well-defined purpose-and-need statement, proposed project scope tied to a reliable cost estimate and schedule. An approved PID is required for state-funded capital improvements.
15%	E	The incumbent acts as the District's PID Task Manager for the Project Resourcing and Schedule Management (PRSM) Project Management software. As task manager, the incumbent coordinates with project manager and project development team member requests to change the project schedule or budget, monitors the status of PIDs in the PID Work Program (e.g. scope, cost, schedule, etc.), and coordinates PID Program resources.
5%	E	Provide executive-level presentations for Delivery Hour (project scope and cost approval), project development team meetings and public meeting.
5%	E	The incumbent coordinates PID Program activities with Division of Program and Project Management (PPM) and + Division of Maintenance and Traffic Operations regarding areas of interaction and of mutual interest, including - planning participation on appropriate project development teams; implementation of task management; keeping Division staff/management informed of significant project delivery issues regarding PIDs and capital projects; and coordination of the pursuit of competitive funding sources for proposed capital projects in the PID phase.
5%	E	The incumbent assists District Management with a variety of tasks, deliverables, and requests related to planning and programming issues. Coordinates with and assists the District Asset Coordinator in developing a balanced SHOPP portfolio in the outer 5 years of the 10 year plan. Provides input and project programming recommendations based on SHOPP programming guidelines, strategic risks, variance capacities, contingencies, and feasibility.
5%	E	Perform staff development activities that include but are not limited to personnel evaluations, mentoring, training, staff meetings, assigning lead workers, and resolving work-related issues.
5%	M	The incumbent represents the Division at various meetings involving all aspects of the District's Planning Program. Maintains an understanding of the state's and region's transportation goals as necessary. Advocates projects and work with various stakeholders and District Management to develop creative solutions to transportation problems. Participates in District or Headquarters process improvement efforts as requested to improve PID program processes.

¹ESSENTIAL 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

None. However, the incumbent may act in a temporary capacity to supervise staff in other offices in the absence of the supervisor.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the Department's mission, organization, policies, and procedures; federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs. The planning process and general practices of transportation planning; research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective

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public participation techniques.

The incumbent must also have specific knowledge of the District's regional transportation planning responsibilities and authority, system planning, State and Federal transportation planning regulations, verbal, written, and listening communication skills, Caltrans and District organizational structure, personnel management techniques and strategies, Caltrans mission and applicable transportation planning policies, project management techniques, local land use planning, and air quality planning issues and procedures.

The Senior Transportation Engineer is required to have knowledge and experience of the principles and techniques of transportation engineering (e.g., design, Microstation/AutoCAD), project management, project delivery (PIDs; plans, specifications, and estimates), supervision, workforce development and training, personnel management, and safety and health policies. They must also have knowledge of the Department's Mission, Vision, Goals, policies and procedures and how they relate to the delivery of PIDs. They must also have knowledge of the physical and structural features of transportation facilities and their operational characteristics; populations and land use development and their relationship to travel requirements.

The Senior Transportation Engineer must have the ability to perform difficult and complex engineering calculations; establish the needs for transportation facilities; make effective oral presentations; monitor the work of consultants; work effectively as an interdisciplinary team member; work independently developing complex transportation system improvements; evaluate transportation project or system modification proposals; and establish and maintain effective cooperative relations with Caltrans programs, functional units, and local agencies.

They must be able to conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective courses of action; evaluate general planning proposals. They should gather, compile, analyze, and interpret data; reason basically and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively, both orally and in writing; work effectively with others as an interdisciplinary team member; persuasively negotiate agreements with various internal and external clients; establish and maintain effective and cooperative working relationships with those contacted during the course of the work. The incumbent must be able to analyze the impacts of projects on the transportation system, with adequate consideration to a multitude of administrative, legal, political, and institutional factors. Awareness and sensitivity to social, economic, and environmental conditions, which affect transportation planning, the ability to inspire the confidence of others and the ability to further the recognition of the Department as a multimodal transportation organization is necessary.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is involved with large and sometimes controversial projects and participates in regional decisions with far reaching consequences to the transportation system. Errors could result in a loss of funding or large cost increases for the Department and its projects; diminished Department credibility with the public, local and regional transportation partners, the California Transportation Commission, the Legislature, federal agencies, and other organizations/interest groups with which the District interacts.

The Senior Transportation Engineer is responsible for using professional engineering and planning judgment in interpreting data developed by engineers, planners, environmentalists, sociologists, and land use planners. The Senior is required to make decisions regarding scope of studies, methodology to be applied, alternatives to be studied, factors for evaluation processes, method of presentation, and study schedule.

PUBLIC AND INTERNAL CONTACTS

The incumbent has extensive contact with staff at all levels of the Department. On occasion, the incumbent may interact with high-level staff of other public agencies (State, federal, cities, counties, RTPAs, MPOs, etc), development representatives, public officials, Headquarters' staff, and consultants.

The Senior Transportation Engineer will maintain continual contact in-house with engineers and planners; staff personnel from other agencies; elected officials and their staffs; and members of the general public. These contacts are most important in order to effectively carryout the requirement of the position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must be able to develop and maintain cooperative working relationships, be tactful and treat others with respect. Behave in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service.

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WORK ENVIRONMENT

The employee is required to travel to local agency offices and Caltrans offices as needed to perform duties. Some additional hours beyond the 40-hour work week may be required. The employee works in a climate controlled building using a modular workspace with artificial lighting.

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
