

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

PROPOSED

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 59/DES/PPM&OE/CCAQP	
WORKING TITLE Senior Performance & AADD Engineer	POSITION NUMBER 559-150-3161-XXX	REVISION DATE 07/24/2024

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 direction of the Office Chief, Office of Construction Contract Advertisement and Support, a Supervising Transportation Engineer, the Senior Transportation Engineer serves as a subject matter expert for engineering business intelligence and data management in DES Office of Construction Contract Advertisement and Quality Programs. The incumbent will work with DES staff, the Districts, HQ Divisions, and external partners to develop and implement plans for improving the DES Office Engineer data ecosystem, architecture, and governance. The goal of this improvement is to deliver actionable engineering information to Caltrans' management to make data-driven decisions.

In addition, the incumbent serves as backup to the AADD Coordinators involved in the processing of addenda and serves to support or coordinate the delivery of alternative/innovative/special contracts with the Districts.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Cultivate Excellence - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence - Engagement, Innovation)
- **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 - Innovation)
- **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. (Cultivate Excellence - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **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)
- **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. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement, Innovation)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Innovation)

TYPICAL DUTIES:

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

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40%	E	The incumbent is the Subject Matter Expert on engineering data business intelligence (BI) for DES-OE. This includes collection, exchange, management, and analysis of Office Engineer and DES project delivery data. The incumbent will work in coordination with Caltrans internal functions and external partners to develop business analytics, data visualization, reporting, and dashboarding that deliver actionable information, related to construction contracts and Department project delivery, to Caltrans management to make data-driven decisions.
25%	E	For the development of engineering data management and visualization systems (Power BI, Smartsheets, etc.) the incumbent assesses current state of Office Engineer practice, future desired state of practice, and develops implementation plans for achieving the desired end state of business intelligence in DES Office Engineer. Implementation plans are subject to cyclical (annual, semi-annual, etc.) updates as this will be a continuous improvement process that evolves with technology and the needs of the Office Engineer.
25%	E	The incumbent is the subject matter expert on AADD coordination and during peak work periods provides backup support to AADD Coordinators and PRECON Coordination Engineers for project submittal to advertisement, and awards. Oversees and helps resolve the most difficult Best Bid Standards (BBS) infraction issues between IQA reviewers and Districts. Works with districts to resolve BBS infractions to ensure that contract documents are in compliance with the State Contract Act, Departmental Standard Plans and Standard Special Provisions, Standard Specifications, Federal and State requirements and current Department policies.
10%	M	Assist with the processing of alternative delivery method (i.e. Construction Manager General Contractors, job-order contracting, etc.) projects processed through DES OE. Assist districts with issues related to merge submitted specification packages with project database and bid item list to create the final construction contracts.

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

No direct supervision is required for this position. This position serves in a specialist capacity with no direct supervision.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

1. Must have a thorough knowledge of and the ability to interpret and apply laws, rules, policies, and practices related to contracts prepared and administered under the State Contract Act.
2. Must have a thorough knowledge of Standard Specifications, Standard Special Provisions, Standard Plans, construction methods, materials, equipment, and the Plans Preparation Manual and practices relating to contract documents for transportation-related construction projects.
3. Must have the ability to review plans, specifications, and estimates (PS&E) prepared by other engineers and to identify technical inaccuracies and discrepancies. This requires independent review, study, and analysis that involve unique problems and solution identification.
4. Must have the ability to understand and convey technical engineering information both verbally and in writing.
5. Must have the ability to communicate problems as they arise during IQA reviews, reference comments with the BBS, and keep records of the discussion in the DCRD. Working knowledge of electronic data processing is desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in contract quality standards could result in project delays, less competitive bids, protests from bidders, delays in the award process, or rejection of bids. This would result in increased costs due to re-advertisement of projects, construction delays and if delays are significant, a loss of transportation funds.

PUBLIC AND INTERNAL CONTACTS

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms

Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

This position regularly contacts Engineers in the Districts, Structures and other units concerning projects submitted to DES' Program/Project Management & Office Engineer (PPM&OE). Occasionally has contact with private contractors to determine availability of processes or equipment that may be needed, and to ensure addenda or contract documents have been received. Also works with local entities to coordinate project delivery and advertising schedules.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to sit for prolonged periods using a keyboard and video display terminal. Sustained mental activity needed for report writing, problem solving, analysis and reasoning. Must be able to communicate verbally and in writing in a clear and concise manner. Must have the ability to develop and maintain cooperative working relationships and respond appropriately to difficult situations, and recognize emotionally charged issues and problems.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. Incumbent will be required to travel to the Caltrans' Districts for engagement opportunities.

This position will comply with the current two-day-a-week in-office hybrid telework schedule, until further notice.

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