

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D44 Project Management	
WORKING TITLE Program Development and Implementation Manager	POSITION NUMBER 913-176-3161-xxx	REVISION DATE 06/05/2024

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 Delivery Improvement & Agreements (ODIA), a Supervising Transportation Engineer, the incumbent will support the technical development, design, and maintenance of the highly sophisticated Agreement Construction Tool (ACT). ACT is an intuitive and complex web-based, automated document assembly tool developed and maintained in-house for use by districts to assemble, track and ensure approval of cooperative agreements. All software and server-side scripting are pseudo-standard, and Caltrans approved. Candidate must be willing and able to learn and adapt to new software languages as necessary to maintain and manage ACT and to interact with the Division of Information Technology as necessary. Candidate will establish a thoroughly documented manual that explains all the background programming logic and coding methodology to ensure long-term maintenance and succession. Incumbent will also serve as a coordinator for specialty programs, including SB1. Incumbent will review, or oversee the review, of SB1 Project Baseline Agreements to ensure data is accurately reflected prior to approval by the Chief Engineer. The incumbent must understand the Caltrans' functional organization to engage and collaborate with subject matter experts and policy owners, both in HQ and 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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence - Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement, Innovation, Integrity)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **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 - Engagement, Equity, Integrity)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, 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 - Engagement, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence - Integrity)

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TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	The incumbent will support the technical development, design, maintenance and succession of all aspects of the web-based and automated Agreement Creation and Tracking (ACT) tool, including software, logic and server management. All software and server-side scripting are pseudo-standard, and Caltrans approved. The incumbent must be familiar with web-based design and database management. The incumbent must be willing and able to learn and adapt to new software languages and to interact with the Division of Information Technology as necessary. The incumbent will become familiar with the cooperative agreement language library to intimately understand and manipulate the interface between the various cooperative agreement articles and the programming logic resulting in a desired cooperative agreement.
20%	E	The incumbent will manage and develop, or oversee the development of, ACT user manuals for the end user, ACT manuals for the programmer including instructions for the user interface platform, back-end logic and software applications, and logic diagrams or narrative for every cooperative agreement article. The incumbent will develop content for training and will oversee the compilation of training documents and training videos developed by others.
20%	E	The incumbent will perform SB1 Baseline Agreement reviews, legislative bill analysis for the Division of Project Management and review or analysis of other other key documents as the need arises.
15%	E	The incumbent will serve on advisory committees and support the Assistant Division Chief with one-off assignments as needed.
5%	M	The incumbent may perform tasks to support the Delivery Improvement team, or other ODIA teams, and may be available to take on special assignments with other offices within the Department.

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

This position may be involved as a lead-worker over students or staff who are engaged in similar efforts, otherwise no specific supervision is involved.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: The incumbent must have knowledge and understanding of programming, trouble shooting programmed solutions, and development and maintenance of web-based systems architecture. The incumbent must have a wide and extensive understanding of the Department's organization, policies and procedures. The position requires a well-rounded understanding of project development from initial concept studies to completion of project efforts. This includes but is not limited to Planning, Programming, Procurement, Project Management, Engineering Services, Environmental, Design, Right of Way, Construction, Traffic Operations and Maintenance. The position also requires a working knowledge of relationships with local agencies and the California Transportation Commission (CTC) and their influence with capital project delivery.

Abilities: The incumbent must be able to always operate with a professional customer service attitude. The incumbent must be able to communicate effectively displaying an emphasis on the discipline of listening to understand customer intent, ask clarifying questions and seek to discover the true issue. The incumbent must be proficient with the English language, and exceptional in both written and verbal aptitudes. The incumbent must be proficient with the use of software for word processing, spreadsheets, data bases, email, video conferencing and other Caltrans approved applications, but also including programming in a variety of languages. The incumbent must be able to lead and facilitate large groups, dealing with technical and sensitive topics, to seek a common outcome, while dealing with competing agendas and distracting circumstances. The incumbent must be comfortable with public speaking to a wide range of audiences.

Analytical: The incumbent must routinely apply critical thinking, including the process of actively conceptualizing, analyzing, strategizing, synthesizing, and evaluating information gathered from observation, polling, experience, or communication, to inform problem solving and decision making.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible for independent action and initiative in carrying out the regular duties. The incumbent is expected to routinely make informed decisions and keenly understand the departmental tolerance for risk as it relates to project delivery. As a key contributor in the cooperative agreement process, decisions made will affect the legal obligations for the Department in contract with another party that may have significant liability and could lead to huge settlements against the

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Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work with a wide variety of Caltrans staff, including policy owners, content experts and chiefs within headquarters' divisions of Design, Project Management, Right of Way, Environmental, Construction, Traffic Operations, Maintenance, Legal, Accounting, Budgets, Planning, Programming and district staff. The incumbent will also work with stakeholders, and external partners including the League of California Cities, the Self-Help Counties Coalition, the California Regional Transportation Planning Agencies and the Rural Counties Task Force.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

1. Must be able to sit for prolonged periods of time while using a laptop and reading, preparing, and reviewing documents or attending meetings.

Mental Requirements:

1. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.
2. Must be able to organize and prioritize large volumes of varied documents.
3. Understand linkages between administrative competencies and mission needs.

Emotional Requirements:

1. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations.
 2. Is tactful and treats others with respect.
 3. Seeks to establish a balance between work and personal life.
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WORK ENVIRONMENT

The incumbent's official office location will be the Department's HQ office at 1120 N Street, Sacramento CA 95814 in a climate-controlled setting under artificial lighting. The incumbent will be permitted to work remotely through an official telework agreement, provided incumbent is able to comply with the telework agreement terms and productivity remains satisfactory as determined by the office chief.

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.

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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