

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Division of Design/Middle-Mile Broadband Initiative Program	
WORKING TITLE Broadband Network Delivery Specialist	POSITION NUMBER 913-200-3161-090	REVISION DATE 10/02/2024

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, Program Management Office for the Middle-Mile Broadband Initiative, a Supervising Transportation Engineer, the incumbent supports encroachment permit and project delivery functions to implement Caltrans project delivery and third-party delivery methods to design and construct Middle-Mile Broadband Initiative (MMBI) facilities within the state highway right-of-way. The incumbent facilitates and coordinates with other internal and external stakeholders to promote a consistent and collaborative approach to meet the MMBI Program goals, targets, and performance measures. The incumbent provides close communication between Headquarters and assigned Region and Districts and provides technical guidance and expertise on broadband network infrastructure. The incumbent represents Caltrans to engage with internal and external stakeholders to assure transparency and to encourage engagement opportunities. The incumbent has a functional support relationship to the Division of Design, Broadband Special Facilities Coordinator.

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. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Equity, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Advance Equity and Livability in all Communities - Equity)
- **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. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - 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. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - 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. (Advance Equity and Livability in all Communities - Engagement)
- **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. (Advance Equity and Livability in all Communities - Engagement)
- **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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Innovation)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

35%	E	Under the general direction of the Chief, Program Management Office and the auspice of the Broadband Middle-Mile Network Delivery Program, the incumbent supports District encroachment permit and project delivery functions to implement third-party and Caltrans delivery methods to design and construct broadband network facilities within the state highway right-of-way. The incumbent facilitates and coordinates with other internal and external stakeholders to promote a consistent and collaborative approach to meet the MMBI Program delivery effort goals, targets, and performance measures. Provides technical support for the design, construction and review of plans, specifications, estimates, reports, and agreements by District offices; assist with the preparation of Middle-Mile Broadband Project Agreements with third parties to design and build the broadband middle-mile network infrastructure.
25%	E	Provides support to the district teams to implement the deployment of broadband to rural and under-served communities by leveraging state highway corridors for access by third-party broadband contractors. Addresses technical challenges related to broadband facilities including, but not limited to, land use, rights-of-way, and environmental impacts. Identifies and mitigates challenges of shared broadband facilities by California Department of Technology and private or public entities.
20%	E	In collaboration with the Division of Design, Broadband Special Facilities Coordinator, provide engineering technical expertise to the Region/Districts regarding current Department policy, directives, and project development guidelines for delivery of third-party projects for the Middle-Mile Broadband Network. Reviews or inspects projects and makes recommendations on difficult technical engineering problems; makes or directs special studies and investigations or is responsible for special functions related to MMBN.
15%	E	Track, monitor, and report progress toward the MMBI Program delivery effort goals, targets, and performance measures. Provides advice and assistance, briefings, and reports to the Assistant Deputy Director and other Headquarters management on matters and issues pertaining to delivery of third-party MMBN facilities projects in the state right-of-way.
5%	M	Initiate contacts with other functions, external agencies and stakeholders, and the general public, and/or respond in the furtherance of project delivery needs. Participate on special task forces and studies, and provide support for selection of consultants by the Region/Districts. Independently prepare issue papers, reports, legislative analysis, responds to administrative referrals, fact sheets, and general correspondence.

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 and exercises guidance over staff statewide who have been assigned to support and work on various broadband tasks. A highly technical and multi-disciplinary professional and administrative staff will be assigned as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Must have thorough knowledge of Caltrans' organizational structure, departmental policies and procedures, financial challenges and asset management practices. A broad knowledge of the department's Project Delivery Program, encroachment permitting process, policies, procedures, standards, and applicable federal and state laws and regulations. A detailed knowledge of organizational relationships and functions, both internal and external, that pertain to the planning, design, construction, operation, and maintenance of quality transportation facilities is desired.

Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy.

Abilities and Analytical Requirements: Based on engineering experience and expertise, must be able to act independently and exercise good, professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and work closely with staff outside of the division to be able to complete prioritized workload. Must be creative and innovative, have the ability to examine existing processes and outcomes, identify deficiencies, and develop improvements to achieve program goals. In response to requests from Department executive management, Agency, and the California State Legislature, the incumbent must be able to quickly and accurately assimilate technical and procedural input from various sources, evaluate input, develop alternative courses of actions, and make objective recommendations on all issues relating to the broadband middle-mile network. It is imperative that the incumbent has demonstrated ability to inspire teamwork, coordination, and creativity in others. Must be effective in communication with top departmental management, industry representatives, Federal, State and local agencies, and the general public on issues involving transportation facilities.

As a representative of headquarters, confer with engineers in districts and others relative to the details of work planned or performed in a district; make special reports and investigations; develop and recommend changes in policies, programs, standards and concepts. Prepare technical correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

effectively; effectively contribute to the Department's safety, health, affirmative action and labor relations objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent is responsible for independent action and decisions in all efforts relating to project delivery. Inadequate consideration of all relevant factors could result in inefficient use of public funds as well as a loss of credibility with public agencies and the general public. Incumbent must be capable of sound judgment and decision-making. consequences could be increased liability, non-uniform policy interpretation, and unanticipated damage to the highway system and increased risk of jeopardizing the safety of the traveling public. Federal funding could be jeopardized if program requirements and/or commitments under the purview of this office are not met by the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent must interface and maintain continuing close contact and cooperative working relationships with Districts, Regions, and Headquarters personnel, management and executive staff. Contacts will involve formal and informal communications with Deputy Directors, Division Chiefs, senior managers and program staff. Collaboration with other Headquarters Executive Management and District staff will be required.

Establishment of close contacts and working relationships with outside agencies and organizations is also essential.

Incumbent will have frequent contact and must effectively communicate with the general public, representatives of local, regional, State, and Federal agencies. External contacts may also involve formal and informal communications with oversight agencies, such as, Department of Finance, Governor's Office, California Department of Technology, California State Transportation Agency, representatives of the State legislature, other stakeholders, and industry representatives on broadband network issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires periodic travel to the districts, an excellent state of mind, and the ability to make clear, timely judgments under pressure. It also requires teamwork to openly discuss issues and reach consensus. The position requires the ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Incumbent must be able to develop and maintain cooperative working relationships. Incumbent must value cultural diversity and other individual differences in the workforce; be tactful and treat others with respect.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled environment under artificial lighting. The use of a laptop computer is essential. Travel to the districts and off-site meetings will subject the incumbent to the typical rigors of air, auto and transit travel and overnight hotel stays. Some project field reviews will require the incumbent to work outside of the office along our state highways or other project sites for short periods of time.

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.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

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
