

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Office of Advance Planning/Modeling and Forecasting Branch	
WORKING TITLE Forecasting Transportation Engineer	POSITION NUMBER 904-157-3135-	REVISION DATE 09/12/2024

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 Branch Chief of the Transportation Modeling and Forecasting Branch, a Senior Transportation Engineer, the incumbent is responsible for sub-regional travel demand studies for the project initiation document (PID) phase and for later phases of Caltrans projects. Typical assignments include preparations of sub-regional travel demand models and forecasts in support of traffic operational analyses and environmental studies for project alternatives studies. These duties will require close collaboration with the staff of other functional units within the Department as well as the staff of regional and local agencies.

In addition, the incumbent may serve as a lead person in the preparation of project initiation documents (PIDs). Duties include developing the design concept, scope, schedule, and estimated cost of a project. The incumbent may also provide quality assurance for locally funded projects initiated by agencies external to the Department. Knowledge of highway design standards and project development processes such as the Manual for Transportation Control Devices is essential.

CORE COMPETENCIES:

As a Transportation Engineer (Civil), 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, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement, Innovation, Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence - Equity, 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, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
25%	E	Prepare travel demand forecasts for proposed alternatives in desired future years to be used in pavement design, traffic operations analyses, air quality analyses, noise studies, and energy studies in support of planned State projects in the PID phase. Typical tasks include data input, development, calibration, simulation, validation of regional or sub-regional travel demand models and output analyses and adjustments.
25%	E	Responsible for preparation of PIDs for projects on the State Highway System (SHS) (design, scope, schedule, and estimated costs) The incumbent is responsible for developing all PIDs in accordance with the project development process, and consistent with Caltrans' engineering practices and standards as set forth in various Caltrans' manuals and directives (PDPM, HDM, Traffic Manual, etc.) and as directed by the HQ Office of Program and Project Planning (OPPP) with respect to interim and final PID formats such as the Project Initiation Report (PIR).
15%	E	Responsible for the development of regular updates and fact sheets on his/her assigned project progress. Is responsible for coordinating with District functional units who prepare their attachments to the PID including but not limited Environmental (Preliminary Environmental Assessment Report), Right of Way (Data Sheet), Hydraulics (recommendation), Materials (recommendation), and HQ Division of Engineering Services (Structures APS, Geotech recommendation). Is responsible for incorporating all the functional unit products into the attachments, estimate, and body of the PID.
15%	E	Oversee and evaluate travel demand forecasts prepared by engineering consultants or others for projects on the State Highway System in various project development phases (PID, PAED, etc).
10%	E	Cooperate with regional and sub-regional transportation agencies, local governments, and engineering consultants for software, technical issues, information, and electronic data pertaining to the application and development of travel demand forecasting and modeling.
10%	M	Responsible for providing quality assurance of PIDs for locally funded projects on the SHS initiated by agencies external to the Department. Reviews and comments on draft and final reports, cost estimates, and schedules submitted by these agencies and their consultants, or circulates these projects for review by functional units within the Department with expertise in technical areas germane to the project. Provides information and instructions as needed to assure compliance with local, regional, State, and Federal standards. Responsible for development of regular updates and fact sheets on project progress.

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

The incumbent is expected to take independent action under minimal supervision in regard to engineering and administrative matters. He/She is guided by the general direction of a Senior Transportation Engineer who provides administrative policy and technical decisions as needed. The incumbent works independently and may occasionally provide guidance to personnel or act as a lead worker.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be able to follow transportation modeling and forecasting standards and procedures as well as highway design standards and project development procedures; communicate effectively both verbally and in writing, and establish cooperative relationships with local agencies, other governmental jurisdictions, and the public on transportation projects. The position requires knowledge of Caltrans' policies regarding transportation and traffic forecasting issues and the ability to communicate to public agencies the essence of such policies; a good working knowledge of the transportation and environmental planning process; the ability to initiate and implement activities related to review of PIDs; knowledge of the roles and responsibilities of lead workers; and familiarity with contract management principles and practice as they apply to public works projects. The incumbent is expected to take all mandatory and recommended training for all updated transportation engineering design and safety standards. It is desired that the incumbent possess registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent makes decisions on difficult traffic forecasting as well as technical design and/or engineering problems, and prepares and/or reviews correspondence and reports concerning forecasting and engineering matters. Errors by the incumbent could result in delays to traffic forecasts and operational analysis which will result in project delays. They could also result in delays to PID approval and completion of projects, and could result in losses to the local funding agency, and/or the State. Any delay will reflect negatively on the Department.

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PUBLIC AND INTERNAL CONTACTS

The incumbent establishes and maintains a close working relationship with other District branches, Headquarters' functions, and local agencies for the purpose of producing forecasts and scheduling PIDs and coordinating design activities; maintains close coordination and cooperation with staff of local, regional, State, and Federal agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Field visits may be required to investigate project site conditions. Mental requirements include the ability to multi-task, adapt to changes in priorities, and complete projects within short time frames; engage in a work environment that is inclusive, applies innovative solutions to make that may lead to efficiencies. The work of the incumbent is detailed, complex, and variable and requires independent action and decision-making. The incumbent is often assigned numerous project at any given time and is expected to effectively complete them by the assigned due dates.

Emotional requirements include the ability to develop and maintain friendly and cooperative-working relationships with those contacted in the course of the work and to communicate effectively; respond appropriately to difficult situations; recognize emotionally charged issues or problems; must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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.

The incumbent will work at the District 4 Office in a climate-controlled office with artificial lighting. The incumbent may also be required to travel to various work sites.

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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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