

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION HQ/074/DOTP/Office of Project Planning	
WORKING TITLE Project Scoping Coordination Branch Chief	POSITION NUMBER 900-074-3161-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 Project Planning (OPP), the Senior Transportation Engineer is responsible for supervising the Project Scoping Coordination Branch, which is responsible for the statewide development, review, analysis and implementation of policies, programs, directives, and guidance related to Project Initiation Documents (PIDs) and other project scoping activities. The Senior Transportation Engineer provides extensive coordination and interaction with districts and other Headquarter programs to provide effective program direction and technical consultation and to strengthen the links between the transportation planning, programming and project delivery processes.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Innovation, 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 - Innovation, Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **Business Acumen**: Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)

TYPICAL DUTIES:

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

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.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

45%	E	Direct the development, analysis and implementation of statewide policy, technical engineering guidance, tools and training related to the delivery of Caltrans' pre-programming products (e.g.: Transportation Scoping Information Sheet, Project Initiation Proposal), Project Initiation Document (PID) products (e.g.: Project Initiation Reports, Project Study Report-Project Development Support), and other project scoping, scheduling and cost estimating activities. Develop new PID guidance, modify existing PID templates, develop a PID phase Quality Assurance Program, and prepare training on the appropriate use of PID products and resources.
35%	E	Oversee and direct branch staff to serve as the liaison to district PID functions, headquarters (HQ) divisions, and local partners. Advise on the project development processes and assist in resolving complex technical project development issues by providing recommendations, guidance and direction to districts. Provide Quality Assurance/Quality Control services to district PID preparers, which includes consultant engineers, to ensure departmental standards and practices are met.
15%	E	Manage branch staff activities and issues related to organization, scheduling, time sheet approval, training and staff development, and performance evaluation, safety and personnel issues. Manage staff workload within the branch to ensure staff work efficiently and effectively. Direct staff leadership of and participation on cross functional process/product improvement initiatives, working groups, and implementation teams. Provide recommendations for cross-functional improvements associated with increasing the efficiency and effectiveness of the PID Program, evaluating potential PID Program impacts resulting from policy changes, implementing program improvements, and representing the PID program in relevant department working groups.
5%	M	Prepare and give oral presentations to the public and technical and professional groups. Act as Office Chief in their absence. Perform other job related duties within the scope of the classification as assigned.

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 is a first-line supervisory position. The incumbent supervises a professional staff that may include but is not limited to transportation engineers, and analysts.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Extensive knowledge in federal and state transportation programming processes, including State Transportation Improvement Program (STIP), State Highway Operation and Protection Program (SHOPP), and local programming processes, principles, and practices related to project development; federal and state laws and regulations related to the PID (40.50) Program; and knowledge of advanced planning processes and products (e.g.: project initiation report, project study report-project development support). The ability to plan organize and schedule work to accomplish the OPP Program mission, goals and objectives. Lead work for others and direct

them in their work; use own initiative to take the appropriate action as dictated by the schedule or receipt of information; apply sound judgment and reason; analyze data from technical reports; develop, evaluate, and formulate solutions to complex problems; read and interpret documents such as Department Directives, policies, procedure manuals and statutes.

Ability to communicate effectively both in writing and orally; evaluate situations accurately and take corrective action; work effectively with all levels in the Department, including district staff, Project Managers, Project Engineers HQ programs as well as local agencies when necessary.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for carrying out the policies, goals, and objectives of the Department, DOTP and OPP.

Responsible for decisions and actions that affect PID Program deliverables. Recommendations and actions made by this position may impact the Department's overall Planning program and relationships with regional and local agency and government partners. Actions regarding the Department's programs could result in the inefficient use of State funding, delay of project delivery, and ineffective transportation planning.

PUBLIC AND INTERNAL CONTACTS

Participate in meetings dealing with Federal, State, regional and local agencies and possibly the public. The incumbent will initiate and maintain a continual dialogue with various functional District and HQ staff and local agency staff, as appropriate, and may be required to make formal presentations or provide training at meetings or workshops.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to use a phone, computer, keyboard, and monitor for long periods of time in an office setting. Must

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.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

be able to develop and maintain cooperative working relationships by demonstrating tactfulness and treating others with respect, make decisions in a fair and ethical manner, and demonstrate a sense of responsibility and commitment to public service. Must be open to change and new information, adopting new work methods in response to changing conditions or unexpected obstacles, and have the ability to multi-task and complete tasks accurately within deadlines and with short notice.

WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position. 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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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