

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D2/Program/Project Management	
WORKING TITLE Program Management Coordinator	POSITION NUMBER 902-100-3161-	REVISION DATE 10/21/2024

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 Office Chief of Program/Project Management (OC PPM), a Supervising Transportation Engineer, the incumbent will coordinate programming activities for the District's State Highway Operation and Protection Program (SHOPP) and Minor programs. Will assist the OC PPM in implementing and improving all phases of Program/Project Management, and support, plan, monitor, advise, and report on Program Management and Programming issues with the goal to enhance the delivery of transportation projects that are high quality, cost effective, and within programmed allocations and established schedules. Position requires occasional travel.

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - 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, Advance Equity and Livability in all Communities - 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. (Strengthen Stewardship and Drive Efficiency - 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, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - 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. (Safety First, Cultivate Excellence - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, 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, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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20%	E	Direct Federal Aid activities in the District for on system projects. Maintain compatibility between the STIP, SHOPP, Minor Program, SB1 documents and the Federal Transportation Improvement Program/Federal State Transportation Improvement Program (FTIP/FSTIP). Prepare amendment requests and provide coordination between the local regional transportation planning agencies and Headquarters on FTIP amendments. Ensure that project requests reflects Federal Aid. Responsible for coordination with Headquarters concerning
20%	E	Build and maintain the District's SHOPP Variance report, including facilitating meetings with Management and the Project Managers concerning project needs. Provides recommendations as to best engineering practices concerning cost increases on projects. Responsible for the biennial SHOPP submittal to Headquarters, including coordination with Asset Management to ensure the Asset Management tool is consistent with the submittals; maintain programming data accuracy in the District's SHOPP, Minor, and SB 1 programs, including: developing legal descriptions, analyzing engineering data in scoping documents and Plans, Specifications, and Estimate (PS&E) packages, and reviewing cost estimates. Use engineering and computer oriented processes to compile data for lists and reports on priority projects for analysis and review by management.
20%	E	Act as Gatekeeper for the District's Capital Program Approved Project List (APL). Direct the preparation of expenditure authorization requests, including preparing legal descriptions based on engineering judgment. Provide the proper accounting codes on the Project Request Forms. Coordinate with Headquarters to ensure that the project has the appropriate workload flags, Baselines and is authorized to be worked on. Is the District Project Resource Schedule Management (PRSM) Administrator responsible for ensuring only authorized projects are included in the APL.
15%	E	Supports, advises and assists the OC PPM on a wide variety of complex and sensitive issues and tasks including, but not limited to: Assign new projects to PMs; provide input, independent advice, recommendations, briefings and reports regarding Program/Project Management improvements and District implementation of Headquarters' instructions, policies, standards and practices relative to Programming; oversee the reviews and recommendation for approvals of PCR, G12 and Supplemental Vote Requests; jointly with PMs, assist the OC PPM in assuring consistent application of current policies, standards and practices; remove project specific delivery barriers through coordination with Headquarters and District staff and management.
10%	E	Act as Minor Program Project Delivery Coordinator. Coordinate with Asset Management, Project Managers (PMs), District Program Managers for the delivery of the Minor Program. Coordinate and maintain Minor Program, including: Review Project Initiation Documents (Initial Report of District Approved Projects) assign to PMs. Balance Minor Program annual budget and work with Headquarters Financial Programming and/or District Asset Management to adjust funds when appropriate.
10%	E	Is the District Administrator for the Project Change Request (PCR) database. Review Program Changes Requests (PCR's), CTC Fact Sheets, Supplemental Votes and Allocations requests for adequacy and conformance to established Project Management Policies, participate in PCR Committee meetings and advise the OC PPM of issues relating to PCR's elevated to the PCR Executive Committee. Responsible for STIP, SHOPP, SB1 and Minor Program project funding requests.
5%	M	Monitor and ensure that project components are on the agenda to be voted by the California Transportation Commission within the programmed fiscal year. Monitor and ensure that projects are within the timely use of funds requirements approved by California Transportation Commission.

<sup>1</sup>ESSENTIAL 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 non-supervisory position. The incumbent may be required to lead or participate on team-based special projects or assignments.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

This position requires thorough knowledge of all phases of transportation engineering, including the project development process; funding and budgeting; and principles and techniques of program management. Knowledge of Caltrans' organization, departmental policies, and financial constraints and procedures is required.

Incumbent must be able to apply and communicate this knowledge effectively and on a consistent basis. Incumbent must be able to independently interpret internal and external program information and offer solutions to management and the division.

Incumbent must have the ability to effectively use PC-based software programs (Excel, PowerPoint, Word, etc.) for management or database purposes, and system based programs such as Project Focus, EFIS, CTIPS, PMCS and TRAMS.

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This position requires the ability to perform reviews and analysis on a wide range of both financial and engineering data, exercise good judgment on matters relating to Program/Project Management improvement and analyze Program Management policies and procedures and other activities in order to develop and effect appropriate action. Incumbent must be able to analyze and interpret allocation documents and be able to extract budget and schedule information from the capital project work plans as well as from expenditure reports.

The incumbent must have the ability to effectively coordinate, negotiate, and communicate, both orally and in written form, with all levels of management and employees in Headquarters, in the districts, and outside the organization. With the breadth of the responsibilities that the Coordinator has and the latitude given in fulfilling them, the incumbent must be able to take action independently and organize time effectively.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The Program Management Coordinator, acting as chief of staff for the OC PPM, is responsible for independent action and initiative in carrying out assigned duties. This individual must consider all input and pertinent factors before reaching conclusions and making recommendations on programming and project management matters. The decisions made by the incumbent will affect project delivery commitments. Improper decisions and the consequences of not making appropriate judgments and recommendations could result in delay to project delivery, increased project delivery costs, reduced quality of work, economic loss to the state, loss of Federal funds, and loss of credibility and good will for the Department.

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**PUBLIC AND INTERNAL CONTACTS**

This position will have extensive contact with Headquarters, District personnel and with Regional Agencies. The incumbent must maintain an effective professional working relationship with Project Managers and all the various functional levels throughout the course of District projects.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Employee may be required to sit for long periods of time using a keyboard and video display terminal; employee may also be required to move large or cumbersome plans and diagrams from one location to another up to a maximum of 25 pounds; while at their base of operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate; working hours will be set sometime between 7:00AM and 6:00PM and it's expected that employee will come to work on time; overtime may be required and vacation may be restricted during peak times; employee may be required to travel in state, but the travel is not very frequent; employee must have the ability to develop and maintain cooperative relationships; requires occasional bending, stooping, and kneeling; employee must be open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service; must have the ability to multi-task, adapt to changing priorities, and complete tasks with short notice; employee may be subjected to high levels of stress related to project delivery, right of way and program/project management issues.

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**WORK ENVIRONMENT**

The base of operation will be in the District Office with the option to telework on an agreed upon schedule and dependent on operational needs. While in the office setting, the incumbent will be working in a climate-controlled environment with artificial lighting. Multi-floor buildings are equipped with elevators and stairs. Work environment includes constant interaction with a diverse group of customers and co-workers.

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.

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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.)

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.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)	DATE
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