

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Advance Planning (Project Initiation)/Forecasting	
WORKING TITLE Forecasting Branch Chief	POSITION NUMBER 904-157-3161-011	REVISION DATE

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, a Supervising Transportation Engineer, the Senior Transportation Engineer carries out the duties and responsibilities as a District Branch Chief for planning, organizing and directing the work of staff who review, process, and deliver traffic demand and forecast model products and services, including those prepared by others. The Senior Transportation Engineer may also carry out the duties and responsibilities as a District Branch Chief for Project Initiation Document (PID) development for projects identified in the SHOPP Ten Year Plan, PID preparation or review of PIDs funded State Transportation Improvement Program (STIP) or other State funds, preparation or review of feasibility studies, pre-PID investigative work, and any other related project-level planning studies.

The Branch Chief is responsible for directing and supervising staff for tasks related to travel demand forecasting and PID delivery. The functional responsibilities of this position is diverse and complex. The Branch Chief is expected to maintain constant communication and collaboration with the Project Manager and Project Development Team (PDT), with his/her colleagues within the Office of Advance Planning, his/her Office Chief, other functional offices within District 4, Headquarters Office of Project Planning (HQ OPP), local agencies, and FHWA.

**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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **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)
- **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, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	The Forecasting Branch Chief will manage, organize and direct Advance Planning staff in the development of travel studies for capital projects including traffic model development, application and analysis. The Forecasting Branch Chief will also oversee staff in the preparation of PIDs, oversight review of local agency PIDs, and other requested studies on an as needed basis. Makes decisions on administrative, engineering and technical matters related to traffic forecasting. Responsible and accountable for leading his/her branch in ensuring traffic forecasts and PIDs are prepared in accordance with Caltrans' project development processes, Caltrans' engineering practices and standards as set forth in various Caltrans' various Caltrans' manuals, policies, and directives (PDPM, HDM, Traffic Manual, etc) and directed by the HQ OPP with respect to interim and final PID processes including the Project Initiation Report (PIR). Provides independent advice, recommendations and special briefings and reports to management in the District on matters pertaining to traffic forecasting and traffic demand modeling.
20%	E	Responsible for the development and implementation of staff training plans to ensure continuous development of staff skills and to meet all Caltrans policies and directives on personal safety and conduct.
15%	E	Represents Caltrans District 4 at transportation modeling group meetings with local and regional public agencies and/or their consultants for capital projects on the State Highway System related to traffic forecasting issues. Can serve as a representative on consultant selection panels related to traffic forecasting.
10%	E	Develop and and manage Capital Outlay Support (COS) workload for the Forecasting Branch on programmed capital projects. Coordinates with The District PID coordinator on resourcing the Forecasting Branch for PIDs. Coordinates with District Project Management Support for resourcing input & update during the annual COS workload exercise.
5%	M	By request or on an as needed basis, the Forecasting Branch Chief may act for the Office Chief of Advance Planning for designated short time periods or represent him/her at designated meetings. The Forecasting Branch Chief may also volunteer or be nominated to participate on District or Statewide committees or teams to improve Caltrans' Forecasting and PID process in alignment with Caltrans' policies and procedures to implement or improve Caltrans' Mission, Vision, Goals and Objectives. Respond to written and verbal inquiries from Caltrans' Public Information Office, Legal, and Claims for PIDs forecasting, and related studies/documents. Respond to written and verbal inquiries from our local partners, the public, and others with respect to PIDs, forecasts and other related studies/documents.

<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**

The incumbent will supervise several staff, primarily Transportation Engineers (Civil). If necessary and based on the Office of Advance Planning's needs, the incumbent may also supervise Transportation Engineering Technicians, Associate Transportation Planners, Transportation Planners, and other classifications.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have knowledge of Caltrans' policies and procedures; principles and techniques of effective supervision and personnel management, and the supervisor's role in safety, health and labor relations. The incumbent must have the ability to plan and direct the work of others; analyze situations and communicate effectively.

The incumbent should have knowledge of the people, processes and tools of project management; must have the ability to lead, plan and organize work effectively and efficiently with others to achieve project delivery goals. The incumbent should be able to

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coordinate multiple assignments and tasks and coordinate the branch's activities and work that is complex. The incumbent must have the ability to provide the leadership necessary to deliver projects through the use of multi-disciplinary teams, which include input from and consensus of the public, local officials and peers. The incumbent must have the ability to effectively coordinate, negotiate, and communicate orally and in writing with internal and external stakeholders and should have the ability to work under pressure.

Must be able to analyze data and information, reason logically, recognize problems/issues and develop solutions, and make recommendations for improving and simplification. The work of the incumbent is detailed, complex, and amiable and requires independent action and decision making. The incumbent should be familiar with various aspects of transportation engineering, including planning processes and methods, alternative analysis, transportation economics and financing, and factors impacting the environmental process; multi-modal transportation options and inter-modal considerations in the movement of people, goods, services and information. He/She should be familiar with and follow federal and state laws, regulations, concepts and terminology relating to initiating projects on the State Highway System.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Recommendations and decisions directly impact the District's planning program as well as those of regional and local agencies. Failure to consider the land use, political, social, economics, fiscal, environmental or program issues could result in inefficient use of transportation funds, loss of planning funds, and delay in the progress of project development. Incumbent is responsible for the development of complex corridor studies which includes extensive coordination and communication with other agencies. Lack of comprehensive or poor alternative analysis could result in loss of credibility.

**PUBLIC AND INTERNAL CONTACTS**

Under direction of the Supervising Transportation Engineer, the incumbent will work closely with the District Division of Traffic Operations, the Division of Project Management, and the Division of Design, as well as the offices within the Division of Transportation Planning and Local Assistance and Headquarter Planning and Traffic Operations. As required, the incumbent will work with other district offices, branches and headquarters functions concerned with office business. In addition, it may be necessary to interact with various governmental agencies, private industry, and other public members. Because of the many required contacts described above, the incumbent's actions must reflect a sensitive and professional attitude in order to maintain an appropriate State image.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

**Physical:** Employees may be required to sit for long periods of time using a keyboard and video display terminal. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

**Mental:** Must grasp the essence of new information and master new technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents. Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times.

**Emotional:** Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect. Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Values cultural diversity and other individual differences in the workforce.

**WORK ENVIRONMENT**

The incumbent will work at the District 4 Office in a climate-controlled office with artificial lighting.

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.

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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.)

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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