

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D44/Project Management/Project Delivery & Workload Devel	
WORKING TITLE Project Management Engineering Data Liaison	POSITION NUMBER 913-176-3135-911	REVISION DATE 02/23/2024

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, Project Delivery and Workload Development, a Supervising Transportation Engineer, the incumbent assists in the maintenance and continual improvement of the Quality Management Reporting System (QMRS). This includes data from Project Resource and Schedule Management (PRSM), AMS Advantage (AMS), California Transportation Improvement Program System (CTIPS), California State Multi-Modal Accountability Reporting Tool (CalSMART), and several other project delivery-related data sources. These systems are the basis of the computer-oriented processes that support the project management tools that are used to develop and manage workload and schedules for all of the Capital Outlay Support (COS), including Broadband projects across the state. Knowledge of the principles of project management, the project development process, and capital and support cost estimating are necessary.

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.

- **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 - Engagement, 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, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - 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. (Cultivate Excellence, 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 - Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **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)
- **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)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)

TYPICAL DUTIES:

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

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30%	E	Execute advanced queries of relational databases utilizing SQL Developer. Develop ad hoc reports and presentations regarding budget, engineering workload, and expenditures that provide management with a fluent and concise presentation of findings and recommendations. Reports will be provided to Department management, the Legislature, the Legislative Analyst's Office, and the Department of Finance. Communicate with District Project Management staff to identify and resolve data anomalies. Use analyzed engineering data to create and present information to Caltrans management, external agencies, and the public regarding the COS portfolio of transportation engineering projects, including Broadband projects.
30%	E	Serve as a technical Subject Matter Expert (SME) for the Office of Project Delivery and Workload Development on COS project data, including Broadband projects. Use data analysis expertise and Tableau Creator to perform tasks pertaining to the successful monitoring and delivery of the statewide COS portfolio of projects including: <ul style="list-style-type: none"> • Developing data visualizations, dashboards, and storyboards related to a variety of COS topics, including but not limited to, project expenditures and budgets, phase durations, support-to-capital ratios, district/geographical comparisons, project change requests, project size, and project type for past, present, and future projects; • Performing data analytics and identifying project delivery trends and anomalies that could lead to project delivery process improvements.
25%	E	Proactively review and analyze engineering project data in PRSM, CTIPS, AMS, CalSMART and other databases to ensure the quality of data used for project delivery reporting and workload projections. Cooperatively work with other office staff, divisions in Headquarters, and the districts to correct inaccurate, obsolete or inconsistent project-related data.
10%	E	Develop data sets necessary to create reports in Oracle Application Express (APEX), Tableau, and Microsoft Power BI reports to assist various novel programs including Broadband projects.
5%	M	Research, develop and recommend improvements to current project management policies, business practices, memoranda, manuals, tools, and other guidance documents.

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 position does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: A general knowledge of Caltrans' organization, departmental policies, project development process and project management concepts is required. Also requires knowledge of organizational relationships and engineering functions within Caltrans that pertain to the planning, design, construction, operation and maintenance of transportation facilities. Knowledge of project management standards including the Work Breakdown Structure (WBS) and Resource Breakdown Structure (RBS) are essential.

Knowledge of the Department's accounting systems, practices, policies and procedures are essential.

Abilities: Based on experience and expertise, must be able to exercise good judgment on matters relating to project management and capital program delivery. Must have the ability to communicate effectively with all levels of management and staff orally, in writing, and with visual aids.

The engineer is required to review and analyze a wide range of policies, procedures, reports, and data sources to draw conclusions leading to appropriate and timely recommendations.

The engineer must have, or acquire within three months, the ability to prepare advanced reports and queries using data from various databases, execute and modify database programs, and prepare summary reports. On-line and individual training will be provided.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and initiative in carrying out assigned duties. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions. Poor decisions may result in (1) inaccurate representation of project data, (2) loss of credibility with decision makers, or (3) the development of inaccurate recommendations on which others rely.

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PUBLIC AND INTERNAL CONTACTS

The incumbent must interact with Project Managers, Program/Project Management Support Units, and HQ units, including but not limited to the Divisions of Accounting, Budgets, Transportation Programming, and Information Technology. The incumbent must work cooperatively and effectively in a team environment with District, Division of Engineering Services and Headquarters staff. The incumbent may also prepare and make presentations to Headquarters and District managers as required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to sit for long periods of time using a keyboard and video display terminal, develop and maintain cooperative working relationships, and focus for long periods of time. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light when not teleworking. Employee may be required to travel in state. Frequency of travel is expected to be very low.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department. The selected candidate may be required to travel to the headquartered location. All expenses to travel to the headquartered 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