

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION Project Mgmt./Project Deliv. Improvements and Agreements	
WORKING TITLE Office Chief	POSITION NUMBER 913-176-3155-012	REVISION DATE 09/25/2024

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 Assistant Division Chief, Division of Project Management, a Principal Transportation Engineer, the Office Chief has responsibility for the operation of the Office of Delivery Improvement & Agreements (ODIA). ODIA is organized into three separate teams, including Cooperative Agreements, Delivery Improvement, and Special Services. The Office Chief will ensure all processes, procedures, guidance, training, and deliverables developed and maintained by the teams are current, accessible by the end user, and effective. The Office Chief will also ensure staff development, including mandatory training, succession, and career planning are performed. License requirements for this position are those that are required for the classification.

CORE COMPETENCIES:

As a Supervising Trans 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Integrity)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement, 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. (Cultivate Excellence - Engagement, Integrity)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Cultivate Excellence - Innovation, Integrity)
- **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. (Cultivate Excellence - Engagement, Integrity)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Ensures Cooperative Agreement team staff assist with the development, HQ review and coordination, approval, and execution of cooperative agreements. Ensures that tools, including the Agreement Creation & Tracking (ACT), all manual templates, language library and guidelines are accessible by the districts for use with the development of cooperative agreements, and keeps all stakeholders apprised of developments and process changes. Verifies that the type of training and frequency is adequate for both HQ cooperative agreements staff and district cooperative agreements staff, and manages adjustments as necessary.
25%	E	Engage with or inform project delivery divisions or districts involved with to identify, select, prioritize and initiate opportunities for project delivery improvement. Ensure that all proposed improvements are authentic delivery improvement candidates, cross-functional in nature, and benefit project delivery as a whole, and not isolated to an individual office, division or district. Facilitate or ensure Delivery Improvement team staff assemble, communicate with, and support stakeholders and subject mater experts during brain-storming, collaboration, development, messaging, piloting and implementation of improvements. Report the outcomes to the executive management and stakeholders.
25%	E	Ensures Special Service team staff are equipped to perform the variety of tasks and reviews assigned to ODIA, including High Speed Rail (HSR) contract management; American Association of State Highway and Transportation Officials (AASHTO) coordination and management; Federal Highway Administration (FHWA) coordination and management of FHWA issues limited to capital project delivery efforts; American Council of Engineering Companies (ACEC) meeting coordination and facilitation; legislative bill analysis for the division of Project Management; review of SB1 baseline agreements, and other infrequent or one-off assignments.
15%	E	Ensure staff is available and equipped to perform project management duties of the AB 1282 effort and general project management support of the SB1 Advanced Mitigation effort and monitor progress and outcomes.
5%	M	Serve on task forces and assist the division with strategic planning and other necessary efforts.

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 office chief supervises both engineering and non-engineering staff

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: A general knowledge of Caltrans' organization and policies, project delivery process, project management concepts, programming and budgeting is required. 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).

Abilities: Based on engineering 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 coordinate effectively with all levels of management and employees, both internal and external to Caltrans, and the ability to communicate orally, in writing and with visual aids, and to conduct formal training classes for District personnel. The project development expectations, processes and staffing capabilities are constantly changing, which requires constant monitoring and adaptation to match the new conditions. The Supervising Transportation Engineer is required to review and analyze a wide range of policies, procedures and reports to draw conclusions leading to appropriate and timely recommendations.

Experience: Broad experience in project management, programming, budgeting and the Caltrans project development process is required.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to carry out the responsibilities of the position could result in atrophied performance and quality. The effect of this will be felt immediately by clients' needs not being met and could have a direct impact on the safety and health of the Project Delivery employees and on their ability to meet their program commitments. Errors could result in the Caltrans failing to comply with

ADA Notice

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administrative laws and rules. It could also have a direct impact on the working relationships between HQ Project Delivery and other divisions within Caltrans.

PUBLIC AND INTERNAL CONTACTS

The Office Chief must work closely with the Division Chiefs, Office Chiefs, and Project Delivery Coordinators in the Division of Project Management, be responsive and communicate well with management partners/customers internally and externally. The incumbent may be in contact on a daily basis with District Project Delivery personnel. Contacts with the public are infrequent, though there may be some meetings involving external stakeholders such as the California Transportation Commission (CTC), ACEC, AASHTO, or FHWA.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. May also be required to lift, carry, and move boxes of material under 25 pounds from one location to another. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must be able to sustain concentration levels needed for reviewing material, auditing, problem solving and reasoning. Employee may deal with difficult people and must have the ability to develop and maintain cooperative working relationships; ability to resolve emotionally charged issues reasonably and diplomatically; consider and respond appropriately to the needs of different people in different situations; and be tactful and treat others with respect. Incumbent behaves in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service; values cultural diversity and other individuals' differences in the workforce; and ensures that the organization builds on these differences and that employees are treated in a fair and equitable manner.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light. Employee may be required to travel in state. Frequency of travel is expected to be minimal.

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 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.

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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