

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 06 Planning and Local Assistance
WORKING TITLE Local Assistance Program Manager	POSITION NUMBER 906-155-3161-XXX
	REVISION DATE 11/12/2024

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 Deputy District Director, Planning and Local Assistance, the incumbent is responsible for managing District Local Assistance Programs such as the Highway Bridge Program (HBP), Emergency Relief Program (ER), Active Transportation Program (ATP) and new federal programs established in the Infrastructure Investment and Jobs Act (IIJA). The incumbent is responsible for reviewing and approving project documentation to ensure compliance with federal and state regulations. Acts as subject matter expert for Disadvantaged Business Enterprise (DBE) and consultant selection. Responds to Headquarters Division of Local Assistance (DLA), Federal Highway Administration (FHWA) and Independent Office of Audits and Investigations (IOAI) audits. On occasion, the incumbent in this position is expected to act in a lead professional capacity on behalf of the District Local Assistance Engineer (DLAE) in their absence.

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. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement, 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. (Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Manages Local Assistance Programs, including Highway Bridge Program and new federal programs. Reviews and approves requests for programming including scope, cost and schedule. Coordinates reviews with Structures Local Assistance and DLA. Identifies delivery problems and takes corrective actions as appropriate in conjunction with district staff. Maintains required documentation. Interprets and provides guidance on program requirements to district staff and local agencies. Works with DLA in development of program policy and procedures.

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20%	E	Provides day-to-day expert level assistance to staff and local agencies in delivering Local Assistance projects from inception to completion. Ensures federal and state compliance including DBE and consultant selection. Coordinates with DLA to improve policies and procedures.
20%	E	Performs final engineering review of requests for authorizations. Approves requests on behalf of Caltrans and transmits all required documentation in the Federal Aid Database System (FADS) to FHWA.
20%	E	Manages audits by FHWA, DLA and IOAI. Assists local agencies with documentation. Works with DLA to develop Corrective Action Plans (CAP).
10%	M	Participates in statewide committees to improve Local Assistance Procedures and help shape policies.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. Must have a thorough knowledge of all phases of transportation engineering and an understanding of the entire project development process and required design standards. Must have knowledge of federal-aid transportation funding process and regulation. Must have the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks along with the ability to work under pressure. Must have the ability to be proactive; interpret and communicate changes in program policies and procedures; and anticipate program impacts. Must have strong organizational skills and communication skills. Must be self-motivated and have the ability to work with externals. Must have the ability to spend time traveling to meet with local agencies in the locality of the projects, address elected officials and public, and meet with Regional Transportation Planning Agencies. Must be a motivated self-starter capable of accepting accountability and responsibility with minimal oversight. Must possess good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its partners. Must be able to handle critical assignments within short time-frames, undertake multiple tasks simultaneously, and learn tasks with little or no formal training. Must be able to analyze raw data, reason logically, recognize problems and develop solutions, and make recommendations and presentations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires the incumbent to be able to anticipate problems and identify issues that may affect project delivery and/or cost. Must independently perform the above duties and be accountable for decisions made. Must demonstrate sound judgment and effective decision-making skills and be able to quickly assess information that will affect project delivery and take appropriate action including elevating/reporting to the DDD when appropriate. Inappropriate or untimely decisions could reduce the effectiveness of the programs, resulting in costly project delays; could result in loss of funds and impact the Department's credibility and image to the public and transportation users.

PUBLIC AND INTERNAL CONTACTS

The position requires coordination and communication with district staff, DLA, local government agencies, state and federal agencies and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit or stand for periods of time using a keyboard and video display terminal. The incumbent may be required to transport a laptop computer and portable printer and projector. The incumbent may be subjected to high levels of stress. Mental requirements may include sustained mental activity needed for report writing, auditing, problems solving, analysis and reasoning, multi-tasking and changing priorities with short notice. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses.

WORK ENVIRONMENT

While at his/her base of operation, employee will work in a climate-controlled office under artificial lighting. Employee will be expected to have an in-office presence, and may be allowed and/or expected to telework from a home office or other appropriate location on a part-time basis. Employee may be required to travel to occasionally conduct field reviews outdoors and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's

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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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