

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION DES/PPM&OE/OPD&SCM/SCM&PDS	
WORKING TITLE Assistant Project Liaison Engineer	POSITION NUMBER 559-150-3135-056	REVISION DATE 11/14/2024

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 direction and general supervision of a Senior Transportation Engineer, the Assistant Project Liaison Engineer (APLE), a Transportation Engineer-Civil (TE-Civil) is assigned to assist one or two Project Liaison Engineers (PLE) in their designated District(s); assists with reviewing and developing Work Agreements, identifies DES project team members for projects based on detailed scope of services and project schedule documents; monitors scope, schedule, project risks, and resource changes in order to maintain DES workplans in Project Resource and Schedule Management (PRSM); uses Vision, web-based database to assist the PLE with planning, monitoring and updating workplans, schedules, scope and risk assessments; completes special assignments given by the PLE, including but not limited to workplan verification, District workload assessments, and January 9th Workload; assists with development of improvements to processes and policies for the Office of Project Delivery (OPD); and participates on committees. Incumbents who possess and maintain a valid certificate of registration as a Professional Civil Engineer in California, performs the duties of a Project Liaison Engineer for defined less complex projects. These duties include coordination with District Project Managers, District and Task Managers, and DES Functional Units, to identify and negotiate project workload and schedules, to monitor and communicate the status of delivery, to facilitate resolution of project delay issues and develop recommendations for action, and to identify methods for enhancing communications between the DES and Districts.

As part of your employment with DES there is a mandatory TE-Civil Professional Development Rotation Program that applies to all permanent full-time TE-Civils hired after January 1, 2017. Temporary relocation more than 50 miles from your permanent unit may be necessary for rotation assignments.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Pride)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation, Pride)
- **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, Advance Equity and Livability in all Communities - Equity, 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. (Safety First, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Interpersonal Savvy/Partnering**: Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Enhance and Connect the Multimodal Transportation Network, Lead Climate Action, Advance Equity and Livability in all Communities - Equity, Integrity, Pride)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity)

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

- **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. (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)
- **Diagnostic Information Gathering:** Identify information needed to clarify a situation, seeking that information from appropriate sources. (Safety First, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
30%	E	Assists Project Liaison Engineer (PLE) with work plan development for projects in planning and other phases utilizing PRSM, Vision and other project databases and monitors and updates work plans for scope, schedule, and resource changes. Assists PLE with project planning and developing issue resolution and corresponds with DES functional units and District representatives. Assists PLE with preparation of project status meetings. Assists PLE with review, reconciliation, and updates to project status reports. Assists PLE with development, review, reconciliation and updates to various reports relating to the general management of the projects and overall District workload within the assigned District(s). Works with DES Functional units to support Planning projects.
30%	E	Collaborates with District Project Managers, District and DES Task Managers, and DES Functional Units to develop and obtain project scope and schedule information for Work Agreements (WAs), identifies DES Functional units involved in projects to establish baseline WAs and to document DES deliverables and services. Works with DES Functional units to estimate resource needs using work estimating norms and/or hours provided by DES Functional units. Works with DES PMSU/CMS staff to enter approved WA resources into PRSM, for those Districts which allow the incumbent and the support staff access rights. Updates WAs as necessary between project phase changes, or due to significant DES impacts from Project Change Requests (PCRs).
25%	E	Attends DES Status meetings, Project Development Team meetings, District Pre-Status or Status meetings, and other Project Delivery meetings as required by the PLE.
10%	E	Creates and maintains project files and all project related documents including project scoping documents, project reports, plans, and other correspondence.
5%	M	Aids in development of improvements to processes and policy for OPD and participates in committees and teams as required. Creates special reports and completes special assignments as necessary.

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

May have lead responsibilities over other Transportation Engineers and others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have good knowledge of project management concepts and skills. Must have experience using personal computers and technical software.

The ability to analyze the logic, correctness, and effectiveness of project schedules is required. Must be able to analyze various project and resource reports and determine if action is required.

Must have good mathematics and logic abilities; and must be able to gather, compile, analyze and interpret data. Must be able to work, cooperate and communicate well with others, both orally and written.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccuracies in project resourcing will result in erroneous resource allocations for DES. Inaccuracies in project scheduling will result in erroneous resource allocations, incorrect lead-times and erroneous schedules, which may result in mis-allocation of resources for DES. Erroneous schedules will create differences between District and DES schedules and may result in missed project delivery dates.

Timely and accurate analysis of impacts of potential scope, cost and project schedule changes are essential to delivering the

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

“correct” project on time and within budget with minimum impact on other projects in process within the DES. Inaccuracies or delays in developing Work Agreements will result in erroneous resource allocations, incorrect project lead-times, and erroneous schedules. These errors will create differences between District and DES schedules and may result in missed project delivery dates potentially leading to a loss of Federal funding on such projects.

The development of policies and procedures will set precedent for the OPD and will determine how the final implementation of Project Management will be handled.

PUBLIC AND INTERNAL CONTACTS

Will have extensive contact with District Project Managers, Project Engineers as well as engineering consultants to discuss issues such as the completeness of plan, project delivery, project schedules, and project resources. DES functional units and District/Region Project Management staff discussing project related issues. Will work closely with PLEs on various work assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The TE-Civil will be required to prioritize work assignment while under time pressure. They may also be required to move large or cumbersome plans and diagrams from one location to another.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. Incumbent will be required to travel and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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