

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Office of Guidance and Oversight	
WORKING TITLE Senior Procurement Oversight Engineer	POSITION NUMBER 913-110-3161-034	REVISION DATE 11/25/2024

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 general direction of the Chief, Office of Guidance and Oversight, a Supervising Transportation Engineer, the incumbent is responsible for providing consultant procurement guidance to local agencies and districts through the conduct of process reviews for compliance with all Federal-aid laws, regulations and procedures throughout the State. The purpose of the process reviews is to have a continual quality process to improve Local Assistance procedures for a more efficient and effective Federal-aid and State-funded Local Assistance program. Responsibilities include communication with local agencies, Federal Highway Administration (FHWA), and the Division of Local Assistance (DLA) management relative to consultant procurement oversight and monitoring of local agency federal-aid projects.

**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, Enhance and Connect the Multimodal Transportation Network - Integrity, Pride)
- **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 - Engagement, Integrity)
- **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 - Innovation, 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 - Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Equity, Integrity)
- **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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - 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, Enhance and Connect the Multimodal Transportation Network - 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Innovation, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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45%	E	The incumbent will assist, Local Agencies, the DLA and the Districts by reviewing Local Agency's procurement procedures. Identify deficiencies and recommend corrective actions to ensure Local Agencies procurement of contracts are performed in accordance with Federal regulations, Local Assistance Procedures Manual (LAPM), and other related documents. The incumbent will assist with the coordination and conduct Local Assistance procurement reviews with FHWA, Caltrans District Local Assistance Offices, Caltrans Headquarters programs and service centers, and local agencies. The incumbents will prepare and coordinate the preparation of the final corrective action plans and final reports and present results to management.
30%	E	Provide complete reports to Caltrans and FHWA assimilating and concisely identifying and describing observations, concerns, findings, and corrective actions taken, or to be taken. Reports shall include risk analysis and performance measures. Lead the development in preparing more specialized and complex reports and studies regarding procedures and guidelines for which the Office is responsible. Present information to the FHWA and other governmental agencies on Procurement Oversight related issues as required, and represent the DLA at meetings.
15%	E	Utilize a database to ensure that procurement review information is accurately captured and maintained. Identify trends and areas needing correction or improvement for compliance with the LAPM. Incumbent will interpret the information and prepare performance reports to ensure that procurements are monitored and that corrective actions and improvements are instituted.
10%	M	In support of the DLA mission, the Transportation Engineer may also handle duties on behalf of the other Transportation Engineers in the office that cannot or should not be delayed for an extended period of time. May perform other duties as required.

<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 does not provide direct supervision to any employees, but will serve as a lead worker and provide direction to others as assigned.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- The incumbent must be abreast of good engineering procurement and contract administration. Provide feedback regarding DLA policies and investigate background information needed for developing new procedures and guidelines, and to produce timely and effective studies and reports needed for Caltrans or FHWA.
- Must be familiar with Caltrans Local Assistance's roles and responsibilities in the oversight of projects administered by local agencies off the state highway system.
- Must be familiar with the assigned responsibilities of the Office, related to department goals, objectives, policies and standards and initiate measures to remedy deficiencies when appropriate.
- Must have knowledge of the internal working arrangements of a typical Caltrans DLAE office.
- Must be familiar with federal aid transportation project requirements.
- Must be familiar with the contract administration requirements for local agency procurement funded with federal-aid funds.
- Must be able to interact well and work effectively with others in a cooperative manner.
- Must be able to communicate clearly and concisely both oral and written and produce accurate reports in a timely manner.
- Must be able to use a wide variety of reference materials and have the ability to extract specific information for application.
- Must be able to use all Microsoft Office products.
- Ability to learn and implement the Policy and Procedure changes.
- The work and responsibilities of this position require knowledge in project development, programming, maintenance and construction. This person must be able to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action and make objective recommendations in all issues related to the procurement of consultants by local agencies.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsible for using professional judgment in making decisions. Taking independent action and initiative in carrying out regular assigned duties related to review of construction projects in the assigned area.

Errors in judgment and decisions may cause loss of project funding from federal-aid sources, and / or create incompatibility with federal, state or local laws and requirements.

**ADA Notice**

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**PUBLIC AND INTERNAL CONTACTS**

The incumbent has frequent contact with the FHWA, city and county engineers, and public works directors, and the general public and has internal contact with other Department Headquarters and District staff. Incumbent must maintain continuing relationships with many different staff levels within the Department both in Headquarters, Districts, and FHWA while providing assistance and policy interpretation in matters concerning assigned responsibilities. Coordinate activities with agencies outside of the Department in accomplishing partnership and mutual goals. Maintain communication with clients, including written and oral presentations.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

It is necessary that the incumbent take independent action to investigate, research, and stay abreast of the changes in the federal and state laws related to transportation. The incumbent must provide timely updates on issues and concerns and must suspend action and request guidance, clarification, and direction from the Office Chief when needed. This person must be able to expand on the practical application of written policies, procedures and standards, and also be able to prepare issue papers, exception requests and reports recommending changes to existing procedures and standards when necessary.

The incumbent must have 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 without escalating tensions. Must be able to effectively communicate in English and may be required to make presentations, facilitate meetings, lead workshops, and serve on quality teams.

The incumbent must be able to sit for prolonged periods of time while using a keyboard/mouse and video display monitor or while reading, preparing, or reviewing documents or attending meetings. Field activities may require walking, climbing, and balancing. Must be able to use fine manipulation and/or simple grasping during the course of the workday. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, analysis, and reasoning. Must be able to handle a workload that may be subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce.

**WORK ENVIRONMENT**

Most of the jobs in the Division require interaction with many people. It is important that employees work effectively with others in a cooperative manner. This position requires extensive travel throughout the State of California.

The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. The work environment may include both office and field environments, including transportation construction zones.

Incumbent may be required to travel to district offices, other state and federal agencies, and to the project sites. In the field the incumbent may experience all climatic conditions, including rain or snow. Proposed project sites and/or construction sites may be loud, dusty, or dirty and may include rugged terrain. While at their base of operation, employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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."

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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

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