

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Caltrans/D10/Prog Project & Asset Management (PPM-AM)	
WORKING TITLE Assistant Project Manager	POSITION NUMBER 910-100-3135-xxx	REVISION DATE 07/08/2024

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 supervision of the Office Chief (Project Management/Corridor Manager), the incumbent assists the Project Manager (PM) and/or Corridor Manager in the delivery of the District's Capital program and provides accurate and timely information to the multifunctional Project Development Team (PDT) and management. This includes assisting, evaluating, monitoring, and providing recommendations for improvements for all phases of the projects, beginning with Project Initiation Document (PID) through completion of Closeout. The incumbent must have extensive knowledge in the use of computer applications, work breakdown structures, and processes related to the planning, scheduling, and status of projects in support of project management goals and objectives. The incumbent will provide assistance to the PM and/or District Corridor Manager in a variety of tasks. The incumbent must also be able to manage multiple projects simultaneously, work independently to analyze and recommend solutions and/or improvements. Incumbent may be required to travel occasionally and may be required to work overtime during cyclical and/or peak periods.

**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. ( Advance Equity and Livability in all Communities - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence - Innovation, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (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, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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 - 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. (Cultivate Excellence - Equity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence - Equity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence - Innovation)

**TYPICAL DUTIES:**

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

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45%	E	Assists the Project Manager and/or Corridor Manager in developing/managing project scope, capital and support costs, and schedules. Co-leads and acts for the PM/Corridor Manager in PDT's and assists in the coordination of deliverables from functional areas, as needed to ensure timely project deliver, by reviewing work products including project reports, environmental documents and traffic operations analysis. Reviews, revises and completes project control/project management documents including SHOPP, STIP, SB1 and privately funded project; Actively participates and occasionally acts for the PM in various project delivery meetings, including VA Studies and Risk Management reviews. Processes project work plans, risk management plans, communication plans, financial plans/reports, change control documents, risk management, etc. Establishes and maintains open and clear communication to both internal and external customers while providing courteous, professional, and outstanding customer service. Provides timely and accurate information about the project status to functional managers and task managers on a regular basis. Provides PPM management with timely and accurate information regarding project status on an as needed basis, including project progress, schedule changes and costs of projects.
15%	E	Performs analysis of project financial needs, including planning, extrapolation and researches and makes recommendations to the PM/Corridor Manager on financial management of the project as well as addresses to the project resource requests, incorrect charging practices, and directs or redirects resources to accomplish project delivery. Resolves conflict by identifying project concerns and issues in a timely manner, provides assistance and makes recommendations to the PM/Corridor Manager for corrective actions.
15%	E	Assist the Project Manager and/or Corridor Manager in a variety of tasks including coordinate meetings and work with various stakeholders in District 10, District 6, and District 4 in developing and preparing solutions pertaining to the corridor as well as review corridor plans and analyze goals and develop strategy or make recommendations to executive management on strategic planning. Review and/or prepare various documents, plans, and specification including Project Initiation Documents, Project Reports, Project Change Requests, 95% Constructibility Review, Cost Estimates, Cooperative Agreements etc. for accuracy according to the project scope, cost, and schedule.
15%	E	Performs more difficult or complex special assignments and studies requested by management. Leads the completion of special tasks within the Program and Project Management Division. Ensures these tasks are performed at a high quality level and applies long range strategies with comprehensive coordination efforts. Develops new tools and guidance that will benefit the Division. Implements new recommendations on specific improvement processes and ensures those recommendations are institutionalized for sustainability purposes.
10%	M	Develops training materials and conducts presentations to meet training needs. Serves as a lead in absence of a supervisor. Travels to off-site meetings and project field trips and takes minutes and notes. Attends required staff meetings and perform other related duties as required. Participates in state-wide committees or activities as needed.

<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**

This position is non-supervisory, however, the incumbent may act in a lead capacity and may be called upon to act in the absence of the supervisor for short periods of time.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Incumbent must have detailed knowledge of Caltrans' organization, departmental policies and procedures, the project development process, programming process, and project management concepts. Incumbent must be able to independently interpret internal and external project information and offer solutions to management and the PPM division, prepare technical correspondence and complete comprehensive reports for District management and HQ. Incumbent must be able to effectively communicate orally and in writing with staff at all levels of HQ, District and Regional management, and external groups. Must be able to apply and communicate this knowledge effectively on a consistent basis. Participates in project discussions in various formats, including PDTs, and demonstrates proficiency recording and processing professional meeting minutes in a timely manner, from draft to finalized version. Responds to and initiates project-related communication with representatives of various internal divisions as well as external partners. Must possess ability to create, edit, and review professional-style correspondence, including emails, letters and memos. Incumbent must have a thorough understanding of the Department's requirements to deliver projects on schedule and within budget. This understanding must include a sound technical knowledge of the requirements of other functional units involved in the project development process. Incumbent must also have the ability to plan and organize work, and must work effectively and efficiently with others towards a common goal of project delivery within scope, cost and

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schedule. The incumbent must have thorough knowledge of the entire project delivery process including the required interfacing with local agencies and the public and must possess the ability to anticipate technical issues and potential concerns with each project. The incumbent must also be able to analyze and interpret allocation and expenditure documents and be able to extract resource information from the capital project workplans as well as from expenditure reports. Incumbent must have the ability to effectively use PC-based software programs and experience extracting, evaluating and analyzing large quantities of data from various database sources. Incumbent must have strong analytical skills and experience to evaluate existing processes and recommend process improvements.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for exercising a wide degree of initiative in carrying out duties. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate action when managing project delivery issues. Incumbent must be able to anticipate problems and identify issues that may affect proposed scope, project delivery and/or cost including capital outlay support costs. Errors, poor judgment, or failure to recognize and communicate critical issues could result in missed deadlines, misuse of resource allocations, delay or lack of project delivery, loss of programmable funds, and damage to the District's working relation with our customers.

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**PUBLIC AND INTERNAL CONTACTS**

Requires interaction with people at all levels of the organization, local agencies, members of the public, and offices of members of the legislature. May attend public meetings.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Physical requirements include sitting for long periods and daily use of a computer and telephone. Requires manual dexterity to operate a computer for preparation of project models, reports, and forms. May be required to move large and/or cumbersome binders, plans, and/or diagrams from one location to another. Requires occasional bending, stooping, and kneeling. The location of meeting sites may necessitate traveling on long stretches of highway through urban and rural areas. Must be able to travel for sustained periods of time and/or on uneven terrain. Some terrain may cause the jostling of a vehicle occupant. Mental requirements include sustained mental activity needed for report writing, problem solving, analysis and reasoning. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Emotional requirements include interacting with people at all levels of the organization. It is important to develop good working relationships and work with all in a cooperative manner. Requires the ability to resolve emotionally charged issues reasonably and diplomatically. Must be able to create a work environment that encourages creative thinking and innovation.

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**WORK ENVIRONMENT**

While at the base of operation, the incumbent will work indoors in a climate-controlled office under artificial lighting. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, and video display terminal. Keyboard use will be approximately 75% of the time. May require employee to work long hours, and vacations may be restricted during expected and/or unexpected peak workload periods. Visiting the project site may involve exposure to vehicular traffic, construction equipment, dust, weather extremes, and walking on uneven surfaces and climbing slopes.

The Caltrans Transportation Engineer (Civil) Rotation Program is a mandatory 24 month to 33 months rotation assignment for all permanent, full-time Transportation Engineer (Civil) employees that have completed their probationary period hired by Caltrans Districts after June 22, 2018, or an earlier date as determined by the Districts. The purpose of Rotation Program is to provide opportunities for employees and Caltrans to benefit by participating in a standardized process that systematically engages newly hired engineers. Participants will develop well-rounded project delivery knowledge, skills, and abilities by rotating through diverse project delivery functional units. The Rotation Program includes mandatory core assignments in Design and Construction units, as well as a mandatory elective assignment. Each rotation assignment is typically between 6 to 12 months and will be based on workload needs and the employee's goals. Assignments may involve long term travel and can be located throughout the state. In addition to the Caltrans Transportation Engineer (Civil) Rotation Program, an incumbent may be required to go on loan to another project delivery function when there are temporary or peak staffing needs in those areas.

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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