

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Financial Programming, SHOPP	
WORKING TITLE SHOPP Programming Coordinator	POSITION NUMBER 900-080-3161-017	REVISION DATE 11/19/2024

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 of the Chief, Office of State Highway Operation and Protection Program (SHOPP), a Supervising Transportation Engineer, the SHOPP Programming Coordinator is responsible for engineering analysis work for assigned areas. The areas of responsibility are district and statewide, crossing all programs. Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required.

Responsibilities for assigned districts include the following programs: Safety, Major Damage Restoration, Roadway Preservation, Bridge Preservation, Mobility, Facilities, Roadside Preservation, Minor Program, and other highway construction. All of the Division's activities are in support of capital outlay functions. Tasks include developing and coordinating amendment, allocation, and time extension requests according to California Transportation Commission (Commission) SHOPP Guidelines; determining program funding capacity and District Fiscal Year Management balances; making recommendations for project programming during the initiation phase and the updating of programming documents; making recommendations regarding requested changes to project scope, cost, delivery schedule and performance. This position will also be the office lead in the area of asset management and provide support for the Minor Program.

Duties include making programming recommendations on project development documents and coordinating activities with district programming and project management staff. Tasks also include maintenance of project level data and Commission actions in the CTIPS database. Specific duties and activities include, but are not limited to those listed in the typical duties section.

**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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Ethics and Integrity**: Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, 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 - Engagement, Equity, 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. (Safety First, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Engagement)
- **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, 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 - Engagement, Integrity)

**ADA Notice**

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- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Integrity, Pride)

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
20%	E	In the development of the SHOPP, prepare project-level and program recommendations on the basis of technical engineering information and Commission SHOPP Guideline requirements. This includes developing new programming amendments for all phases of capital outlay and capital outlay support, defining project locations, scope descriptions, funding amounts, and performance metrics, coordinating with district and headquarters (HQ) asset management and program advisors, providing recommendations on project status and program priorities, comparing competing project needs, and evaluating the cost effectiveness and trade-offs between projects within resource constraints. The position will act as the lead in coordination with HQ Asset Management and support for management of the minor program.
20%	E	Coordinate with districts, HQ project management, program advisors, and asset management in order to make recommendations regarding project change requests to project scope, cost, schedule, and performance and prepare resulting amendment requests for programming purposes.
15%	E	Coordinate with districts, HQ Budgets, and other financial programming staff to prepare allocation request recommendations for project phases. This includes review of project estimates and engineering and environmental certification documents to determine project development readiness.
10%	E	Assist and coordinate in development of agenda items submitted to the California Transportation Commission, and maintaining current records within the programming database. Maintain knowledge of project and program information in assigned areas pertaining to the SHOPP. These require a regular exchange of information with the other programming coordinators within the office, with district program and project management personnel, and with program advisors from other offices and programs.
10%	E	Develop justification recommendations for allocation time extensions to project phases for purposes of transparency and accountability. Conduct reviews and make recommendations on planned SB1 SHOPP Baseline Agreements.
10%	E	Apply Commission SHOPP Guideline requirements, and examine technical engineering information in engineer's estimates and contract documents, to make recommendations on SHOPP funding eligibility for proposed work on the state highway system. Respond to Commission Staff inquires and questions.
10%	E	Review project development reports, including project initiation documents and project reports, as well as provide comments to districts, program advisors, and other programs regarding project programming.
5%	M	Maintain a desk manual of job duties and responsibilities. Conduct other duties as required to ensure quality in the management of the SHOPP.

<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 Senior Transportation Engineer does not supervise but may act as lead worker for associate and assistant level staff in the office.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Requires specialized and detailed engineering knowledge of specific projects and program needs, and principles to evaluate projects and programs, departmental goals, objectives and policies.
- Ability to communicate effectively, both orally and through written correspondence and reports.
- Ability to analyze and evaluate large dynamic programs, and to make judgments and recommendations on appropriate alternatives, and to administer a large program with many internal and external partners.
- Ability to respond to inquiries from Caltrans' management, and internal and external customers in a timely and effective manner.
- Ability to handle multiple assignments simultaneously, and to learn new tasks quickly with little or no formal training.
- Knowledge of and the ability to use a personal computer equipped with e-mail ( Microsoft Outlook), word processing, spreadsheet, and database software; including Microsoft Word, Microsoft Excel, FileMaker Pro, and internet applications.
- Requires possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The actions and recommendations will impact the Division statewide. The consequences of not meeting responsibilities or making poor decisions and recommendations, could restrict the Division's ability to complete statutorily required programming documents, and cause over and/or under-expenditure of its budget.

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### PUBLIC AND INTERNAL CONTACTS

Occasional travel to districts and to the California Transportation Commission meetings is involved. Program Coordinators will be required to work with headquarters, district and other external staff such as program advisors, other program coordinators, Division office chiefs, district management, project managers and California Transportation Commission staff.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal to access database information.

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### WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are required to report to the office a minimum of two days a week.

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. All commute expenses to the headquartered location will be the responsibility of the employee.

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.

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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.)

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.

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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