

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION DES/PPM&OE/OPM/Resource Coordination Branch	
WORKING TITLE Workload Resources Management	POSITION NUMBER 559-150-3135-068	REVISION DATE 12/10/2024

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 Resource Coordination Branch Chief, the incumbent will manage data electronically using departmental-approved applications and take the lead in preparing and presenting reports. They will develop and maintain business processes and procedures to ensure the timely delivery of Project Management information to the Division of Engineering Services (DES) Managers and functional units. The incumbent will also ensure that DES functions have accurate data to meet project deadlines. Additionally, they will coordinate the development, maintenance, and quality control of DES Project Management reports to support various DES Functional Units, Headquarters (HQ), and Districts/Regions.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence - Engagement)
- **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 - Engagement, Integrity)
- **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, Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Engagement, Innovation, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)

TYPICAL DUTIES:

Percentage	Job Description
30% E	RESOURCE/DATA MANAGEMENT: Management of data, electronically, through the use of departmental approved applications, that requires extracting, formatting, and publishing data from sources outside of DES, for use by DES Managers and functional units in Project and Task Management.

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30%	E	REPORT MANAGEMENT: Lead the preparation, presentation, maintenance, and modification of reports based on relevant business processes and procedures to deliver timely Project Management information (including workload/resources, expenditures, and schedules) to DES Managers and functional units.
15%	E	DATA COORDINATION: Help coordinate and automate the development of DES Project Management reporting tools and business processes with Program/Project Management staff, DES lead functional units, and Districts/Regions. This includes coordinating data sharing between files developed by other departmental units that are necessary for DES functions use.
10%	E	DATABASE/FILE MANGEMENT: Maintain files developed by DES personnel that require remote hosting in order to be shared with other users. Provide back-up scenarios of files to insure data integrity is maintained.
5%	E	PROJECT MANAGEMENT TRAINING: Help plan, develop, coordinate, and implement a continuous training program for PM reporting tools and applications.
5%	M	Serve on task forces, quality teams, etc.
5%	M	Act as stand in and substitute for Branch Chief during absences or scheduling conflicts.

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

This position does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires knowledge of the Departmental program/project management, task management, project development, and engineering practices and processes. Requires knowledge of DES project delivery, scope, scheduling, and cost estimating methodologies. Requires knowledge of methodologies to manage data, electronically, through the use of departmental approved applications. Requires the ability to communicate effectively both verbally and in writing. Requires knowledge of how to develop or update data management reporting tools according to clients' needs.

Be able to analyze situations accurately, adopt an effective course of action, develop and maintain cooperative working relationships. Knowledge of Department's strategic plans, purpose, mission, vision and goals, affirmative action, safety, and the ability to effectively contribute to them.

Be able to analyze program/project requirements, including interpreting frequently changing and detailed Department guidelines. In addition, analyze and recommend solutions for sensitive issues that could affect program and project priorities and the DES personnel.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for decisions and actions that affect timely project delivery. Improper planning or decisions may result in project delays that could increase project cost, result in the loss of Federal funding and be detrimental to the public interest. Is expected to act professionally and courteously at all times. Failure to do so would negatively impact the credibility and effectiveness of the Office of Project Management and the DES.

PUBLIC AND INTERNAL CONTACTS

Must maintain effective professional working relationship internally with the DES, the Districts/Regions and HQ. The success of the DES and Caltrans in meeting the project delivery goals hinges on the ability of the incumbent to effectively communicate with District management, project managers, and functional staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. 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

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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

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