

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION Office of State Programs	
WORKING TITLE Office Chief	POSITION NUMBER 913-110-3155-002	REVISION DATE 12/21/2024

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 direction of the Assistant Division Chief for Local Assistance, a Principle Transportation Engineer, the incumbent is responsible for leading and managing the Office of State Programs. The incumbent receives administrative and program direction oriented toward departmental policy and objectives, and supervises and gives general direction to engineering, technical and administrative staff, while performing the most difficult work personally.

The Office of State Programs manages transportation projects, research studies, planning and operations of transportation systems. The incumbent is responsible for developing policy, guidelines, trainings, and written procedures, for the Senate Bill 1 Trade Corridor Enhancement Program, Congested Corridors, and Local Partnership Programs, Port and Freight Infrastructure Program, as well as providing general administration for the Active Transportation Program. The Incumbent will manage the bicycle facilities unit and various transportation grant programs as well as other state funded Local Programs. The office is responsible for implementing proactive oversight of local agencies to ensure the programs are utilized in the best interest of the public.

CORE COMPETENCIES:

As a Supervising Trans 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, 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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

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- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	Responsible for the development of policy, guidance, written procedures, training, and assistance for the implementation of various programs that fund local projects, including Senate Bill 1 (SB1) and Port and Freight Infrastructure Program (PFIP), to ensure compliance with all state legislation and CTC guidelines related to the administration of locally administered, off-system projects. Work cooperatively with CTC staff, SB1 Program Manager, California State Transportation Agency (CalSTA), cities and counties to establish such policies. Track, monitor and report the delivery of the SB1 programs, including Trade Corridor Enhancement Program, Congested Corridor and Local Partnership Program.
25%	E	Responsible for the development of policy, guidance, written procedures, training and assistance for the implementation of the Active Transportation Program (ATP) to ensure compliance with all state legislation and CTC guidelines related to the administration of locally administered, off-system projects. Work cooperatively with CTC staff, SB1 Program Manager, cities and counties to establish such policies. Track, monitor and report the delivery of the ATP.
20%	E	Responsible for the supervision of all personnel within the Office of State Programs and ensures the application and enforcement of the Department's policies and procedures related to personnel, including staff development, motivation, discipline and succession planning.
10%	E	Responsible for overseeing liaison activities with cities, counties, California Transportation Commission, Regional Transportation Planning Agencies (RTPAs), Metropolitan Planning Organizations (MPOs), the District Local Assistance Engineers (DLAE's), other departmental managers, and FHWA on project delivery and policy matters. Maintain expertise and knowledge of pertinent laws, statutes, and regulations for local project delivery. Makes final engineering decisions for more complex or controversial projects as required to deliver the program.
10%	M	Actively participate on various statewide committees and other ancillary duties necessary to support executive decisions regarding the Division or Department. Acts on behalf of the Deputy Division Chief as needed and represents the Deputy Division Chief in meeting, conferences etc, when delegated.

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

The incumbent provides general direction to and/or directly supervises engineers, planners, and analysis and assists the Assistant Division Chief in providing functional supervision of District Local Assistance Engineers and other Headquarters' units involved in local program and project delivery. Supervision is administrative and technical in nature and includes setting work priorities, reviewing draft reports, and approving completed assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a thorough knowledge of the organization, policies and goals, and procedures of the Department of Transportation, and a breadth of knowledge including, but not limited to, transportation engineering, local transportation funding programs, public relations, and management principles. The incumbent must be able to organize and facilitate meetings, make oral presentations, and write effective letters and reports. The ability to effectively administer a branch or a diverse study team is also essential. The incumbent must have the ability to create and maintain a cooperative working environment in a highly sensitive relationship where program success is oftentimes dependent upon how well local agencies deliver their transportation projects under State guidance and assistance. The incumbent performs the full range of analysis in planning and coordinating the office activities, establishing standards, developing policy and procedures, directing special studies, analyzing and recommending solutions to politically sensitive issues, handling complex administrative and personnel matters, and developing objectives and manpower recommendations required for Local Assistance functions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for all decisions, actions, and consequences inherent in planning, organizing, directing, and controlling all Local Assistance activities. All sensitive, controversial, or highly technical decisions and/or new program and policy directions are reviewed with/by the incumbent. Errors would result in loss of Federal funding at both the State and the local level and lower credibility for the Department in dealing with Regional and other State agencies, the Legislature, FHWA, and local public agencies.

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PUBLIC AND INTERNAL CONTACTS

The incumbent participates in meetings and negotiations with Federal, State, Regional, and Local Agencies, and the public concerning the policy, scope, and content of the Department's Local Assistance Division. Communicate the status of current projects and programs being addressed within the Department by management, including the Director, Deputy Directors, Division Chiefs, as well as substantial contact with the various districts at the District Director and Deputy District Director levels.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to develop cooperative and professional working relationships with peers, superiors, within the Department and outside and be able to work independently as well as a team member.

WORK ENVIRONMENT

Most of the work will be performed in the office with coordination with the other staff and using project files and computer systems. Some travel will be required to attend monthly, quarterly or annual meetings and/or training sessions as a participant or to provide training to the districts and local agencies.

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