

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION HQ/Project Management/Office of Statewide PM Improvement	
WORKING TITLE Program/Project Risk Management Engineer	POSITION NUMBER 913-176-3161-042	REVISION DATE 11/01/2024

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 Chief, Office of Statewide Project Management Improvement, a Supervising Transportation Electrical Engineer, the incumbent will lead the Capital Program's maturing program/project risk management effort from within the corporate Division of Project Management. Responsibilities include the continuing development of program/project risk management process improvements, tools, data systems, and training content. The incumbent is responsible for data management, reporting, and analysis relating to the Program's risk management efforts. This includes the further development of a risk management dataset that incorporates historical actuals relating to risk occurrence and impacts. The incumbent supports the districts at the Project level and the corporate at the Program level within the organization. The incumbent also acts as corporate liaison to the Enterprise Risk Management group within the Director's Office.

**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.

- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, 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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Innovation, Integrity, Pride)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, 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, Equity, Innovation, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)

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**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
40%	E	Develop and deploy risk management business process improvements and tools. Lead teams and coordinate with District personnel, on the review, development and/or implementation of said improvements.
30%	E	Maintain corporate risk management dataset; develop and deploy reports and analysis relating to program/project risk management.
15%	E	Develop and deliver risk management user training statewide to district and cooperate staff. Provide risk management support to district and corporate staffs.
10%	E	Update guidance (policies, memoranda, manuals, checklists, etc.) relating to risk management practices within the Capital program.
5%	M	Perform other duties as required for the Division which includes, but is not limited to, preparing correspondence, acting as a Contract Manager, developing reports, policies and studies, and acting in a management capacity.

<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 does not directly supervise other staff members, however, the incumbent will, from time to time, be expected to function as a team leader and/or facilitator over various teams involved in the tasks listed above. Occasionally, the incumbent will act for the Office Chief in his absence.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

**Knowledge:** The position requires an individual with Caltrans project delivery experience, specifically in scheduling, managing and delivering Caltrans capital outlay projects. The incumbent must have knowledge of risk management as practiced in the Capital program; responsibilities of project managers, functional managers, and project management support units; the Caltrans project development process; and supporting processes including Programming and Budgeting. A general knowledge of the Caltrans organization, departmental policies, and financial operations and procedures is required. Knowledge and experience in using Project Resourcing and Schedule Management (PRSM) is highly desirable.

**Ability:** The incumbent must be able to organize and lead multi-functional teams to produce documentation of business processes and improvements to business processes. The incumbent must work effectively and tactfully with all levels of Caltrans staff involved in project management and supporting service organizations. The incumbent must be able to prepare and make oral presentations, prepare technical correspondences, comprehensive reports, and prepare concise written material. The incumbent must be able to organize work priorities in meeting project commitments and delivery of products.

**Analytical Requirements:**

The work and responsibilities assigned to this position require an unusually high degree of analytical ability. The incumbent must analyze risk management needs to determine any needed adjustment or modification to business practices and/or information systems.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The Senior Transportation Engineer is responsible for independent action and initiative in carrying out assigned duties. This action is in direct support of the continuous improvement of project management in Caltrans, a critical need and high priority among Caltrans executive management, the California Legislature and the California Transportation Commission.

Poor decisions may result in the lost opportunity of the Department to improve project management processes and systems. This will result in the ineffective utilization of project management procedures; a potential failure in improving project delivery, control and performance; and a loss in credibility with the Legislature, the California Transportation Commission and various control agencies.

**PUBLIC AND INTERNAL CONTACTS**

The Senior Transportation Engineer must work closely with corporate HQ, Division of Engineering Services, Information System Service Center, and District personnel. The incumbent must also prepare and make presentations to HQ and District managers and staff as required. The incumbent will have contact with external public and private agencies to evaluate applicability for the Department of their successful project management procedures.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to develop and maintain

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cooperative working relationships.

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### WORK ENVIRONMENT

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

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)

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE

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