

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Supervising Trans Electrical Eng	OFFICE/BRANCH/SECTION District 8/Traffic Operations	
WORKING TITLE District Division Chief of Traffic Operations	POSITION NUMBER 908-350-3156-001	REVISION DATE 11/26/2024

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 Deputy District Director, the incumbent serves as the District Division Chief of Traffic Operations, Transportation Management Center (TMC). The incumbent leads and manages technical issues related to the Project Development, Construction, Operations and Maintenance of electrical systems including Transportation Management System (TMS) field elements and Smart Corridors. The incumbent is also responsible for the District's major incident response coordination. This position may be required to telework in addition to performing in-office work at an assigned location. The amount and availability of telework and/or in-office work will be determined by the Department based on the functions of the position.

CORE COMPETENCIES:

As a Supervising Trans Electrical Eng, 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. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **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, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **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 - Engagement, Innovation)
- **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, Advance Equity and Livability in all Communities - 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, Advance Equity and Livability in all Communities - Engagement, Equity)
- **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, Cultivate Excellence - Engagement, Equity)
- **Negotiation**: Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Cultivate Excellence, Lead Climate Action - Engagement, 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. (Safety First, Cultivate Excellence - Equity)
- **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 - Engagement, Innovation)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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25%	E	Manages and leads staff in the performance of various technical activities in the coordination, analyses, implementation, resolution, and support of the electrical systems program, Transportation Management and System Operations (TSMO), Smart corridors, and associated Intelligent Transportation Systems (ITS) hardware, software, communications systems. This includes system configuration, system planning, system design, asset management, construction inspection and acceptance, operations, and maintaining the day-to-day functionality of the TMC network, central systems, lighting systems, and ITS elements such as vehicle detection stations; ramp meters, traffic signals; changeable message signs (CMS); closed circuit television systems (CCTV); highway advisory radio (HAR); roadway weather information stations (RWIS), fiber optic communications system; wireless communications systems; warning systems; vehicle to infrastructure systems and associated database and build-out plans. Oversees the planning/budgeting, management, operations, and maintenance of the various TMC back office systems and servers; including their interface with other TMS network and field elements
20%	E	Manages the workload and develops a staffing plan which identifies work priorities for the Division. Schedules and monitors progress of work and assures timely delivery of the Division's products and services, in coordination with Headquarters, District Management, and external stakeholders. Develops, monitors, and reports appropriate information relating to workload standards, performance measures, delivery of products and services, and expenditure of personal services and operating budgets, in coordination with the Division's administration staff. Assists in developing and reporting on Traffic Operations Program strategic goals and objectives. Responsible for testing and evaluation of new technology and seamless transition into future projects to improve operational efficiency and reduce maintenance. Manages operation of transportation management systems and activities in support of real-time management of the region's transportation system, in coordination with the CHP, Maintenance, and other Caltrans divisions, Federal, State, and local agencies. Manages the TMC staff, Traffic Management Team (TMT), Dispatch team, and Major Incident Response Team (MIRT) staff engaged in responses to major incidents that impact and disrupt the region's transportation system in coordination with the CHP, Maintenance, and other emergency responders.
15%	E	Coordinates delivery and construction of projects with the Project Management and Project Development Teams to ensure successful program delivery and construction to meet program fund targets. Provides technical expertise and recommends appropriate action on technical support issues for the deployment, life-cycle replacement of the TMC and field ITS hardware and software elements, applies statewide standards for compatible interface with regional and local projects. Coordinates with other Caltrans' Districts statewide and with Headquarters to ensure consistency with standards outlined in the Statewide ITS Strategic, TSMO, and Traffic Operations Program Strategic Management Plans. Adheres to the Statewide and Regional ITS Architectures and standards to ensure connectivity, capacity, cost control, upgrade, appropriate replacement and interface to other systems. Serves as a liaison with the CHP, regional Metropolitan Planning Organizations, local, regional, and Federal agencies mutually engaged in improving transportation management and emergency management activities to ensure effective and efficient communications, procedures, and protocols that lead to expedited incident response and clearance.
15%	E	Participates in planning and delivering the District's Capital Outlay Support Program, including close review of planned highway improvement projects from the design stage through construction acceptance to ensure preservation of existing and implementation of new TMS elements and Safety Systems. Develops or oversees development of electrical and electronic systems plans, standards, specifications, and special provisions.
15%	E	Serves as co-manager of the TMC in partnership with the CHP Commander. Identifies effective use of and oversees the management and contract administration of TMC and TMS service contracts in partnership with internal and external partners.
5%	M	Participates in, and keeps abreast of, research, development, deployment, testing, and operation of emerging TSMO standards and ITS technologies, national ITS standards, Connected and Autonomous Vehicles (CAV), electronics/ electrical engineering, communication and software engineering activities within the transportation engineering industry.
5%	M	Performs other duties, including but not limited to work on various technical or non-technical committees and task forces, cooperative effort with partnering agencies, emergency response or disaster management, and support to the Emergency Operations Center when activated.

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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

Directly supervises a staff or Senior Transportation Engineers. Supervision is administrative and technical in nature.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Design of highway lighting and electrical traffic control installation; electrical and electronic theory and field practice as applied to highway lighting and traffic control equipment; principles and practices of traffic engineering as they apply to highway lighting and traffic control systems; materials and construction costs and reviewing estimates for highway lighting and traffic control systems; basic occupational safety and health regulations contained in the Title 8 Industrial Relations, Electrical Safety Orders, safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program, and the supervisor's role in maintaining an effective injury and illness prevention program; principles and techniques of personnel management and supervision; the Department's affirmative action/equal opportunity and labor relations program objectives; a manager's role in safety, health, affirmative action/equal opportunity, and labor relations and the processes available to meet these program objectives. Ability to: Coordinate statewide design of highway lighting and traffic control systems; effectively chair committee of electrical engineers organized to establish statewide electrical and electronic design standards and procurement specifications; plan and direct the work of others; establish and maintain cooperative relations with those contacted in the course of the work; analyze situations accurately and adopt an effective course of action; prepare correspondence and direct the preparation of comprehensive reports; communicate effectively; effectively contribute to the Department's affirmative action/equal opportunity and labor relations program objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for fostering and coordinating logical, well-conceived operation programs. Local agencies and governments depend upon prompt and accurate review of projects to assure required standards and established timelines are met and programmed funds are approved. Failure to adequately administer these or operation activities could cost the Department in terms of non-delivery of scheduled projects and in loss of credibility and funds.

PUBLIC AND INTERNAL CONTACTS

The incumbent represents the Department in meetings and dealings with federal, state, regional and local agencies concerning the scope of the District's transportation program. The incumbent must establish and maintain good working relationships with the management staff or corporate headquarters, other district divisions and districts.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

While at their base of operation, employee will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employee may be required to sit for long periods of time using a keyboard and video display terminal. Overtime may be required and vacation restricted during peak times and fiscal year end closing. Most of the jobs in the Division require interaction with people. It is important that employees work with others in a cooperative manner. Employee must be open to change and new information and adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Values cultural diversity and other individual differences in the workplace. Employee must be able to concentrate in order to review and create documents and meet strict deadlines at times. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

WORK ENVIRONMENT

While performing the duties of this job, the employee usually works in an office environment, but occasionally may be required to work outside in all weather condition. The noise level in the work environment is usually moderate, although some public meetings and work sites may be loud. This position may be required to telework in addition to performing in-office work at an assigned location. The amount and availability of telework and/or in-office work will be determined by the Department based on the functions of the position.

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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.

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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