



Position Details

Classification: Senior Transportation Engineer, Caltrans

Office/Branch: Contract Management/Rail Delivery Partner Contract

Working Title: Deputy Contract Manager

Location: Sacramento

Position Number: 311-615-3161-002

HR Approval Date/Initials: 10/14/2024, GRH

CBID/Bargaining Unit: R09

Work Week Group: E

Tenure: Permanent **Time Base:** Fulltime

Job Description Summary

Under the general direction of a California High-Speed Rail Authority (Authority) Contract Manager (Supervising Transportation Engineer), the Senior Transportation Engineer is responsible for supporting the management and administration of the Authority’s architectural and engineering (A&E) contracts. The incumbent is responsible for supporting the Contract Manager with the technical management and administration of large and complex A&E contract(s) that includes defining work plans and/or supporting tasks, maintaining budgets and tracking, and evaluating the quality of deliverables, reviewing payments, and resolving contract disputes. The incumbent manages and administers smaller and less complex A&E contracts. The incumbent will work independently, as well as collaboratively in a team setting.

Duties

Percentage

Essential (E)/Marginal (M)

- 35% (E)
 - Assist the Contract Manager in the management and administration of A&E contract(s).
 - Supports the enforcement of the terms of contracts; monitors and reports on contract scope, budget, and schedule to management and other impacted stakeholders.
 - Completes compliance assessments of deliverables for completeness and quality in accordance with standards.
 - Reviews, approves and/or disputes payment of invoices, and monitors resource pools.
 - Responsible for facilitating the reviews of invoices for completeness and compliance with Authority policies and procedures, State Contracting Manual, Government Code and other applicable

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- guidelines.
- Supports final reviews and may approve and/or dispute invoices as appropriate.
- 25% (E)
- Supports the preparation of Expressions of Interest (EOI), Requests for Qualifications (RFQ), and Requests for Proposals (RFP).
 - Supports the development of procurement documents and advertisements to potential consultants and contractors.
 - Supports the coordination of pre-bid meetings and industry forums.
 - Supports the evaluation process for statement of qualifications and proposals through the execution of contracts.
- 20% (E)
- Works closely with the task managers to monitor the timely completion of contract and task order scope elements, deliverable requirements and makes recommendation for resolution of contract discrepancies.
 - Performs complex, comprehensive, and detailed analysis of task orders, deliverables and contract disputes as required.
 - Supports the preparation of technical correspondence, reports, memos, and presentations.
 - Assists with the development, interpretation, and administration of A&E contracts.
- 15% (E)
- Provides high-level technical advice and assistance to the Contract Manager that includes: reviewing progress in key services; and scope, schedule and cost validation for A&E services;
 - Maintains desktop guidance and ensures compliance with the Authority's contract management policies and procedures, SCM and GC.
 - Supports the development and maintenance of contract management policies and procedures.
 - Supports the review and assessment of contract files to ensure that the files are complete and comprehensive, including records and logs of communication with consultants, are maintained and in accordance with Authority policies and procedures.
 - Assists with the assessment and performance management of A&E consultants.
- 5% (M)
- Perform other job-related duties.

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Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Conflict of Interest (COI) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Bilingual Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Contract Manager Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Medical Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type: Engineer		Language:		

Other Special Requirements Information:

License: Possession of a valid certificate of registration as a civil, electrical, or mechanical engineer issued by the California State Board of Registration for Professional Engineers is required.

Conflict of Interest: This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Contract Managers: Ensures that assigned contracts and agreements are administered and managed in accordance with the applicable policies and procedures of the Authority, the State Contracting Manual (SCM) and the California Government Code (GC).

Knowledge and Abilities

Knowledge of: Various phases of transportation engineering, including planning processes and methods, systems planning, evaluation of alternatives, and facility locations and design, construction, operation and maintenance; transportation economics and financing; project management concepts; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's Affirmative Action Program objectives; a supervisor's role in affirmative action, health and safety and labor relations programs and the processes available to meet their objectives.

Ability to: Plan and direct the work of others; analyze situations accurately and adopt an effective course of action; make effective presentations; prepare correspondence and reports; communicate effectively; effectively contribute to the Department's affirmative action objectives.

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Desirable Qualifications

- Knowledge of the Authority's organization, policies, project management concepts, and financial constraints.
- The ability to logically organize and present information, identify problems and formulate recommended actions. The ability to perceive political and policy implications of actions that the Authority is considering is desired.
- The ability to develop formats to present and display data, to consult with consultants and outside agencies, to present ideas orally and to work effectively with others as a team member is also required.
- Strong oral and written communication skills
- Experience in the management and oversight of large transportation projects.

Supervision Exercised Over Others

This position will not supervise staff but will provide technical oversight of consultants, state staff, and other state and federal employees who work on the high-speed rail project. On individual projects, the incumbent may serve in a lead capacity over other Authority and consultant staff.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies, and the public. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

This position is responsible for a function and is expected to carry out necessary activities without frequent direction. Errors may have a significant impact on the internal and external operations of the Authority. Successful performance of the above-listed duties is essential to ensure that legal matters are resolved efficiently and effectively. Failure to perform these duties effectively could result in additional costs to the state to complete the high-speed rail project and political embarrassment for the Authority in the event of improper handling of duties on the largest infrastructure project in the nation. Failure to thoroughly review procurement documents prior to advertisements and contract execution will increase the risk of procurement delays, penalties, and contract disputes and arbitration. Failure to follow procurement procedures will increase the risk of protest and delay of contract execution, jeopardizing the Authority's ability to meet program milestones. The incumbent should exercise a high degree of initiative and independent judgment in regularly performing the most difficult duties.

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Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part time telework is available for this position for up to three days per week.
- c. Travel: Travel is not required for this position.
- d. Other: N/A

Acknowledgement and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Employee Printed Name:	Signature:	Date:

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Printed Name:	Signature:	Date:

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