

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Principal Trans Eng, CT	OFFICE/BRANCH/SECTION District 4/Division of Program/Project Management	
WORKING TITLE Division Chief, Project Management	POSITION NUMBER 904-xxx-3152	EFFECTIVE DATE

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 (DDD) of Program/Project Management, the incumbent serves as a Division Chief for Project Management, responsible for leading and directing the work of Regional/Senior Project Managers, Office Chiefs (Supervising/Senior Transportation Engineers) and other classifications to provide program/project management and consultant services to deliver the District's capital improvement and toll bridge rehabilitation programs. Incumbent develops, establishes and implements standards, policies and procedures; advises the DDD on District's objectives, workload, risks, resources and budget/allocation management; and provides leadership and coordination on project delivery with headquarters, district divisions, other districts and external partners and stakeholders.

CORE COMPETENCIES:

As a Principal Trans Eng, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (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, Innovation, Integrity)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (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)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (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)
- **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, 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)
- **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. (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)
- **Perspective (Thinking Globally & X-function):** Broad view of issues, ability to pose future scenarios, and think globally. Stays current on changes and new developments in industry. Ability to look at and is open to different perspectives. (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)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (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)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
15%	E	Supports and advises the Single Focal Point to manage and deliver the District's capital program through all phases of project development and across all functions. Makes recommendations and effects changes in policy and procedure and follow-up corrective actions as necessary.
40%	E	Supervises and directs Supervising/Senior Transportation Engineers and staff of other classifications in the project management geographic regions, toll bridge rehabilitation and support offices of program/project management, and consultant services. Provides leadership, sets priorities, manages changes/risks, coordinates with other District and HQ delivery divisions and resolves conflicts to meet delivery commitments.
20%	E	In collaboration with COS funded and delivery divisions, determines the support resources (state staff, A&E services, and indirect) to deliver project commitments. Manages allocation of Capital Outlay resources by implementing annual budget control policies. Outlines financial and resource constraints - to support the District's commitment to deliver assigned capital outlay projects.
15%	E	Represents Caltrans in meetings and interactions with federal, state, regional/local agencies and elected officials about project delivery. Confers with Headquarters and other District Deputy Directors on difficult technical, budget or administrative matters, and is responsible for resolution of issues to maximize delivery of projects within scope, schedule and budget.
10%	M	Works on special projects, assignments or emergency responses as needed by the Deputy District Director and Executive Management, and serves as acting District Deputy Director or duty officer when designated.

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 Supervising and Senior level Project Managers. The total number of staff reporting to this position may exceed 10 annually.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of methods of planning, organizing, directing and controlling projects, and principles and techniques of project management, leadership, supervision and personnel management.

Ability to lead, plan, supervise, and direct the activities of others, communicate effectively in written and oral forms, implement policy, formulate and implement procedures, and engage effectively with federal, state, regional, local agencies and interested or affected communities.

This position resolves highly technical or politically sensitive matters with internally and externally stakeholders. Analyzes administrative and personnel matters in establishing objectives and staff allocations.

1. Ability and experience in exercising leadership, creativity, teamwork and motivational and negotiation skills to achieve organizational objectives, project delivery and partnerships with internal/external stakeholders (District divisions, headquarter functions, other agencies and elected officials).
2. Ability and experience in effectively managing complex projects in a lead-person or higher role.
3. Knowledge of program management and project management for all phases of the project life cycle.
4. Knowledge of all project management areas: scope, cost, schedule, risk, change, procurement, resource, communication and quality.
5. Knowledge of capital outlay budget processes, workload development and resource management.
6. Knowledge and experience in project resource planning, negotiation, allocation and controlling.
7. Knowledge in A& E planning, budgeting, procurement and administration.
8. Ability and experience of supervising a multi-disciplinary staff and handling corrective, adverse actions or other administrative and personnel matters.
9. Ability to possess excellent oral and written communication skills.
10. Ability and experience of making presentations to large audiences, participate in public forums, and represent the District in high level meetings.

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externally.

11. Ability to lead project team meetings and serve in a consulting and coordinating capacity with other department functional areas in the district and statewide.
 12. Ability and experience in partnership development, interpersonal and presentation skills.
 13. Ability to prioritize, balance shifting demands and manage change, or incomplete and conflicting information to get work done.
 14. Ability to collect, integrate facts to make solid judgment, recommendation, decision or action.
 15. Ability to possess a broad and comprehensive understanding of the Department's strategic plan as related to capital improvements delivery and efficient resource application.
 16. Ability to be familiar with federal and state regulations that apply to and impact the work of the Department and the Department's mission, goals, program and policies.
 17. Knowledge of organization and policy issues facing Caltrans and the current responses to such issues.
 18. Ability to develop and direct procedures, establish standards, recommend program objectives, evaluate and implement policy and corrective action.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for fostering and coordinating logical, well-conceived, effectively executed project management programs. The District will rely heavily on the incumbent to assure adequate and timely delivery of projects. Incumbent will have accountability for developing consensus with the local transportation agencies, sales tax authorities, cities and counties for project delivery commitments. Incumbent will be held accountable for coordinating, developing and providing appropriate responses to external, legislative or headquarters inquiries on projects. Local agencies and governments depend upon prompt and accurate review of projects to assure required standards and established timelines are met, scope approved and funds programmed and expended. Failure to adequately administer these or project management activities could result in non-delivery of projects and loss of credibility and funds.

PUBLIC AND INTERNAL CONTACTS

The incumbent represents Caltrans in meetings with federal, state, regional, local agencies, elected officials and interested communities about the District's transportation program, including presentations at board and council meetings, groundbreaking and ribboncutting and other public events. Incumbent will interface with higher-level resource agencies to resolving permitting and mitigation issues. Incumbent must establish and maintain good working relationships with all stakeholders and partners, including Headquarters, other Districts, and District's divisions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to respond well to frequent, unexpected changes which may impact and may require redirection of resources to meet changes in workload and priority. The frequently changing work environment requires the incumbent to have exceptional adaptability, skills in planning, and ability to act quickly and withstand considerable and continuing pressure. The incumbent must be willing to take risks, initiating actions that involve uncertainty in order to achieve a recognized benefit or progress. The position requires the ability to develop and maintain cooperative working relationships and build consensus. Incumbent must behave in a fair and ethical manner toward others, and value cultural diversity and other individual differences in the workforce and with the public and external partners. Incumbent may be subject to and must have the ability to handle passionate members of the public in a calm manner, resolving emotionally charged issues reasonably and diplomatically. The incumbent must deal effectively with pressure and adversity by maintaining focus, intensity, optimism and persistence. Incumbent must be able to adjust rapidly to new situations warranting attention and resolution, and be open to change and new information, adapting behavior and work methods to uncertainty, changing conditions or unexpected obstacles. To accomplish goals, the incumbent must be able to influence others toward a spirit of service, meaningful contributions and building public trust.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office building under artificial light. Heating and air conditioning may result in fluctuating building temperatures and changes in air circulation. Incumbent will generally work between the hours of 6:00 a.m. and 6:00 p.m. Meetings, such as with the public, external partners or for emergency response, may require working outside of normal working hours. Incumbent may occasionally be required to travel in or out of state. Hybrid work schedule may be considered and approved consistent with the District's operational needs and Department's tework policy.

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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.)

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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