

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Safety Programs / Safety Systems and Devices / TSD	
WORKING TITLE Traffic Safety Devices Specialist	POSITION NUMBER 913-355-3161-006	REVISION DATE 02/06/2025

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 Office Chief of Safety Systems and Devices, a Supervising Transportation Engineer, the incumbent, a Senior Transportation Engineer (Specialist), serves as the Traffic Safety Devices Specialist.

The incumbent establishes guidelines and standards for traffic safety systems; provides guidance for the application of safety systems; conducts new product evaluations and approves the use of proprietary products on the State Highway System; develops and maintains policies, guidelines, Standard Plans, Standard Specifications, and non-standard Special Provisions for Traffic Safety Devices; and provides support to districts regarding Traffic Safety Devices and Systems through training and the Traffic Safety System Guidance Manual.

The incumbent supports the Division of Safety Programs and districts with utilizing traffic safety devices and techniques to implement a Safe System Approach on the State Highway System and provides uniform standards for regional partners and local roads. The Safe System approach aims to eliminate fatal and serious injury collisions for all road users. It does so through a holistic view of the road system that first anticipates human mistakes and second keeps impact energy on the human body at tolerable levels.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (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, 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)
- **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. (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. (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 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, 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)

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

- **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)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (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)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (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)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Manages, coordinates, supports, analyzes, and resolves technical issues related to the development, design, implementation and operation of traffic safety systems. As a subject matter and technical expert, develops and provides direction over the development of Standard Special Provisions, Standard Specifications, and Standard Plans related to traffic safety systems (including guardrails, crash cushions, median barriers, end treatments, breakaway supports for signs and light standards, and truck escape ramps). Reviews, coordinates, consults, and contributes to traffic safety work performed by district engineers and consultants.
25%	E	As an active member of the Department's Highway Safety Features New Products Committee (HSFNPC), supports the committee chair with determining the need and application of new products and devices submitted by different manufacturers and reviews the technical evaluation of testing on any submitted product to be used along the roadside as a safety feature. Corresponds with manufacturers proposing new products and devices. Evaluates and approves all traffic safety related products before a device is listed on the Safety Programs Authorized Material List for use on California State Highways and Right of Way. Engages in internal, external, statewide, and national committees to ensure Traffic Safety Systems best practices are institutionalized.
25%	E	Conducts, sponsors, and participates in various task forces, workshops, conferences, and quality teams associated with process improvements and/or implementation of improved traffic safety policies and procedures in the area of traffic safety devices. Responds to traffic safety inquiries from other agencies and the general public. Reviews legislative bills and responds to legislative requests for information and requests from other State Departments of Transportation and agencies. Prepares Deputy Directives, traffic safety memorandums, and other informational documents related to safety devices. As a subject matter and technical expert, coordinates, prepares, facilitates, and conducts statewide technical training at various venues for department staff on safety devices, the Traffic Safety Systems Guide, and the Safety Design Manual. Develops fact sheets, presentations, and data analytics on traffic safety devices matters to districts, Headquarters, and executive management. Creates, reviews, updates, and maintains content on the division's intranet and internet website.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

10%	E	<p>Oversees the development of contracts and statewide policies, guidelines, and procedures related to program functions. Leads cross-functional teams responsible for implementing strategic objectives and supports the division and districts in implementing strategic objectives. Functions in a lead capacity for a group of staff working on traffic safety devices. Provides direction to staff for reviewing technical documents, proprietary devices and plans, and new product recommendations.</p> <p>Supports innovation, research, and tests of new technologies and strategies to improve transportation management and performance monitoring. Assists with grant and research opportunities. Prepares correspondence, reports, and technical articles for project-related publication and/or presentation. Assists with preparing Budget Change Requests, Finance Letters, and issue papers. Updates executive management and responds to Control Agency inquiries.</p>
5%	M	<p>Leads and completes a variety of special projects and assignments as needed by the Chief Safety Officer, Deputy Division Chief, and Office Chief. Performs other work commensurate with the Senior Transportation Engineer (Specialist) classification. May occasionally act as the Chief, Office of Safety Systems and Devices.</p>

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 is expected to achieve results through others while working in a matrix organization using a multi-disciplined team. While the incumbent does not directly supervise a staff in the conventional definition, they contribute to a multi-disciplined team where various functional managers administratively supervise the individual team members. This position is a specialist and may serve as a subject matter expert on technical and functional matters.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid certificate of registration as a civil engineer issued by the California Board of Registration for Professional Engineers is required.

Must have knowledge of the principles of traffic engineering, traffic safety, and traffic management; highway design; traffic and construction policies, procedures, standards and other factors relating to transportation facilities; organizational and engineering functions (both within and outside of Caltrans) that pertain to design, operations, maintenance, and construction of all types of transportation facilities; factors which influence the impact of transportation facilities on the environment, the community and the economy.

Must have knowledge of transportation principles and methods and the ability to apply the national best practices at Caltrans to improve capabilities and success in meeting goals. Must have an understanding of how TMS elements and traffic control devices are applied. Must have a thorough knowledge of Caltrans' organization and policies; strategic planning processes and techniques; performance measure development, implementation, and assessment; principles and practices of public administration, budgeting, personnel, planning, program management, and evaluation.

Requires the ability to collaborate with multi-disciplinary, technical staff; communicate effectively (both orally and in writing) with multiple audiences; establish and maintain cooperative relationships with individuals and organizations contacted in the course of work; participate in public contact and represent Caltrans; serve in a consulting capacity to other divisions and districts; and respond appropriately to difficult situations.

Must be able to apply sound judgment in problem solving; work productively in a busy and often changing environment; perform multiple tasks simultaneously; maintain a project schedule; accurately and timely follow-up on issues; and effectively interact with many levels of people in a cooperative manner. Must be decisive, take appropriate actions, and complete tasks or projects with a short notice. Requires proficiency with Microsoft (MS) Office programs (including MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Teams), Adobe Acrobat, Cisco WebEx, and using the internet.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for making independent action and taking initiative to carry out assigned duties. The incumbent's decisions and actions have a direct impact on the Traffic Operations Program and the Department. Inability to carry out this position's responsibilities could result in: adversely affecting public safety and/or result in tort liability for Caltrans; increased

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

expenses resulting from lost Transportation System productivity; litigation that could delay and/or add substantial cost to essential projects or activities; inability to quantify performance in meeting the Department's strategic goals and safety and mobility commitments; loss of credibility and public confidence in Caltrans as a responsible public agency.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain the highest level of professionalism and integrity, exhibit tact and diplomacy, and effectively communicate with all internal/external contacts.

Internal contacts include various Caltrans districts and divisions (including Design, Construction, Maintenance, External Affairs, and Engineering Services). External contacts include the Legislature, Governor's Office, CHP, FHWA, construction industry representatives, local agencies, other states, national experts, academia, the private sector, and the general public.

The incumbent must communicate effectively orally and in writing, by telephone, via email, and by web conferencing. The incumbent is also required to facilitate, participate in, and host meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must: quickly adapt behavior and work methods in response to new information/priorities and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. Must be able to maintain focus and intensity, yet remain optimistic and persistent, even under adversity. The incumbent shall act in a fair and ethical manner toward others; value cultural diversity and other individual differences in the workforce; and demonstrate a sense of responsibility and commitment to public services. The incumbent must be able to develop new insights into situations and apply innovative solutions to make organizational improvements; grasp the essence of new information and master new technical and business knowledge, particularly in the area of outreach; and facilitate and maintain a work environment that encourages creative thinking and innovation.

Must have the ability to work with a computer and have manual dexterity. Required to sit for long periods of time using a computer, monitors, phone, and other office equipment. The incumbent must be able to occasionally lift up to 25 pounds without assistance. Bending, stooping, and pulling may be required within the normal course of performing some of the responsibilities associated with this position. May be required to speak in front of large groups.

WORK ENVIRONMENT

This position's headquartered location is Sacramento, CA. While at the base of operation, the incumbent works in a climate-controlled office under natural and artificial lighting. Due to periodic issues with heating and air conditioning, building temperatures may fluctuate. Multi-floor buildings are equipped with elevators and stairs.

The incumbent is required to travel within the state and may be required to travel out-of-state for business operations. The incumbent may be required to travel on a monthly basis to other districts for HSFNPC business and to facilitate and conduct statewide technical training. The incumbent is required to travel periodically to other office buildings (federal and state offices, district offices, local agencies, etc.) and indoor/outdoor field locations. While at field locations, the incumbent may be exposed to uneven surfaces, noise, and varying climate conditions. Possession of a valid driver's license is required to operate a State owned, leased, and/or personal vehicle. The environment is fast-paced, demanding, and busy; and requires considerable flexibility in managing time, priorities and assignments. Vacations may be restricted during peak times.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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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PM-0924 (REV 01/2022)

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