

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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| CLASSIFICATION TITLE Senior Transportation Engineer, CT | OFFICE/BRANCH/SECTION Division of Financial Programming, Office of CTC Liaison | |
| WORKING TITLE CTC Liaison - Special Projects Engineer - OCIP | POSITION NUMBER 900-080-3161-030 | REVISION DATE 02/12/2025 |

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Chief, Office of California Transportation Commission (CTC) Liaison, a Supervising Transportation Engineer, the Senior Transportation Engineer has responsible charge of engineering analysis work in assigned areas. The principal area of responsibility involves management and development of project actionable items, including non-allocation time extensions, and State Transportation Improvement Program (STIP) and Senate Bill 1 (SB1) project supplemental funding. The Senior Transportation Engineer is the lead over all non-allocation time extensions, and primarily responsible for STIP and SB1 Program project supplemental funds requests, and reporting and coordination with Division of Budgets, Districts, and Financial Programming Offices. The Senior Transportation Engineer is in a unique position requiring a combination of interpersonal and professional skills. The Senior Transportation Engineer will engage in day-to-day contact with CTC staff, and various Divisions and Districts in the Department regarding Department and CTC activities related to the delivery of the State's transportation programs. Assigned areas may be changed from time to time in response to changes in workload, including State Highway Operation and Protection Program (SHOPP) supplemental funding, and non-allocation time extension items. The position requires the ability to work independently, meet short deadlines on a regular basis, and to work effectively with all levels of staff in Caltrans' Headquarters and Districts, and the CTC.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **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. (Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)
- **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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- **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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)
- **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. (Equity, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

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

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| 45% | E | <p>Analysis and technical oversight of preparation of items proposed by the Department for the CTC agenda, to assure compliance with Department policies and technical standards. Incumbent works closely with CTC and Department staff. Based on engineering experience and expertise, provides technical direction to Department staff regarding the preparation and presentation of project delivery and engineering related book items; reviews prepared book items for compliance with Department policies, technical standards, quality and accuracy; and is responsible for on time delivery of items to the CTC. This includes:</p> <ul style="list-style-type: none"> • Consulting with Headquarters Division Chiefs, District Division Chiefs, and respective staff on preparation and presentation of CTC meeting material. • Preparing recommendations for the Division Chief, Financial Programming, and the Deputy Director of Finance (Chief Financial Officer), on appropriate Department action regarding agenda items. This requires independent decision-making. • Assisting in the preparation of communication material regarding CTC meeting issues, for dissemination of this critical information throughout the Department. • Preparing information for Department management regarding issues and concerns of the CTC. • Preparing monthly synopsis, including performance measures of projects to be voted by the CTC. • Analyzing projects that exceed 20% of programmed amount and/or projects that need supplemental funds. |
| 30% | E | <p>Leads the analysis and technical oversight for the preparation of items proposed by the Department for the CTC agenda, to assure compliance with Department policies and technical standards. Incumbent works closely with Department staff. Based on engineering experience and expertise, the incumbent provides technical direction to Department staff regarding the preparation and presentation of project delivery and engineering related book items; reviews prepared book items for compliance with Department policies, technical standards, quality and accuracy; and is responsible for on time delivery of items to the CTC. This includes:</p> <ul style="list-style-type: none"> • Analyzing non-allocation time extensions including contract award, expenditure, and construction completion. Prepares a recommendation for appropriate action based on the Department's and CTC Policies on timely use of funds. • Communicates status of contract award time extension requests to District Program/Project Management Capital Outlay Support Managers. • Prepares recommendations for the Division Chief of Financial Programming, and the Deputy Director of Finance, on appropriate Department actions regarding contract award time extension agenda items. This requires independent decision-making. • Assisting in the preparation of communication material regarding CTC meeting issues, for dissemination of this critical information throughout the Department. |
| 15% | E | <p>Provides technical assistance in response to questions concerning the CTC; e.g., how to prepare items for presentation, what are the steps in making presentations, etc. Responds to inquiries from CTC staff concerning the Department and status of future items, and assists the Office Chief in obtaining specific information requested by individual Commissioners.</p> |
| 5% | M | <p>Reviews pending State and Federal legislation, as well as develop proposals and correspondence including referrals from the legislature, Commissioners, the Governor and the Director.</p> |
| 5% | M | <p>Preparation and maintenance of a desk procedures manual capturing the main responsibilities, tasks and workload of the position.</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 Senior Transportation Engineer position does not supervise. The position requires independent actions based on minimal direction and guidance from the Office Chief. The nature of the job requires giving direction to a wide range of high-level Department staff regarding preparation of CTC agenda documentation. Since there is no direct reporting relationship, this requires tact and persuasion, particularly when dealing with deadline requests for items being prepared by individuals above the senior level.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- The position requires a general knowledge of the following: Department's mission, goals, policies, and Program objectives; State and Federal laws that impact the CTC and State Transportation Improvement Program (STIP), State Highway Operation and Protection Program (SHOPP), Proposition 1B programs; CTC policies, program criteria and guidelines; and regional and statewide transportation planning and transportation programming processes.
 - General knowledge of the functions and responsibilities of all aspects of the Department directly involved with the CTC, particularly the areas of Project Management, Local Programs, Right of Way, Transportation Programming, Budgets, Planning, Environmental, Rail, Mass Transportation, and Accounting programs in headquarters, and an organizational knowledge of the districts. Also requires general knowledge of technical engineering design standards, policies, and procedures for building transportation projects, and specific knowledge of organizational relationships and engineering functions both within and outside the Department, that pertain to the planning, design, construction, operation, and maintenance of transportation facilities. Responsible engineering experience and knowledge acquired in project development, materials selection, and construction, are necessary skills required for this position.
 - Ability to communicate effectively both orally and in writing, and the ability to develop and maintain effective relationships, and work cooperatively with personnel from all Headquarters Program areas, District Offices and CTC staff.
 - The incumbent must be a highly motivated self-starter capable of accepting accountability and responsibility with minimal direction and oversight. Must be able to handle critical assignments within short time frames, undertake multiple tasks simultaneously, and learn new tasks with little or no formal training. Must have a desire for achieving results quickly and efficiently, display initiative and integrity, and possess the tenacity necessary to achieve results within assigned deadlines. Must be customer oriented and eager to apply continuous improvement techniques, to ensure quality products are presented to the CTC in a timely manner.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is charged with the responsibility to ensure that the Department meets its commitments, and presents accurate and timely information in a professional manner to the CTC. Consequences of not meeting responsibilities, exercising poor judgment or making errors are severe. Department management, CTC staff and Commissioners may be provided inaccurate information, which may cause high-level misunderstanding, resulting in inappropriate decision making. Department items may be delayed in presentation to the CTC causing a lack of timely action on critical issues, and the Department's reputation and credibility with the CTC, Legislature, and public may suffer.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely contact various Caltrans' Headquarters and District staff, the CTC and various regional agencies, to work cooperatively on aspects of the Department's project delivery activities. These contacts will be verbal or written, as needed to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee must have the ability to work on a keyboard; manual dexterity; sit for long periods of time; develop and maintain cooperative relationships, and focus for long periods of time.

WORK ENVIRONMENT

While at their base of operation, the employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Some travel is required.

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 employee will be required to commute to the headquartered location as needed to meet operational needs. All commute expenses to the headquartered location will be the responsibility of the employee.

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.

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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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