

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 04/ Division of Design Services/ Office of Design Support	
WORKING TITLE District Design Liaison (DDL)	POSITION NUMBER 904-104-3161-XXX	REVISION DATE

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

GENERAL STATEMENT:

Under the direction of a Supervising Transportation Engineer, the incumbent is responsible for providing technical support and guidance to staff and external partners related to the application of flexible design concepts, in preparing, reviewing, and modifying documents such as geometric design, design standard decision documents (exception fact sheets), memo to file, freeway agreements, policy exception requests, encroachment/utility policies, Highway Safety Manual predictive analysis, Americans with Disabilities Act (ADA), and other design products, in accordance with the District Design Master Delegation Agreement. The incumbent serves as a liaison between the District and HQ Division of Design (DOD) and participates in meetings with HQ DOD and Project Delivery Coordinators to ensure statewide consistency in design standards, policies, practices, and procedures.

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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Equity, Climate Action, Prosperity - Collaboration, Equity, Innovation, Integrity, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Climate Action - Collaboration, Equity, People First, Stewardship)
- 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, Equity, Climate Action - Collaboration, Equity, Innovation, People First, 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. (Safety, Equity, Climate Action - Collaboration, Equity, Innovation, People First, Stewardship)
- Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Equity, Climate Action - Collaboration, Equity, Innovation, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action - Collaboration, Equity, People First, Stewardship)
- Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Safety, Equity, Climate Action - Collaboration, Equity, People First, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity - Collaboration, Equity, Innovation, People First, Stewardship)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Equity, Climate Action, Prosperity - Collaboration, Equity, Innovation, People First, Stewardship)

TYPICAL DUTIES:

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	Serves as the focal point for internal and external stakeholders regarding guidance on design standards in the Highway Design Manual (HDM) and for ensuring Design Standard Decision Documents (DSDDs) are prepared in accordance with the District Design Master Delegation Agreement and Project Development Procedures Manual (PDPM). Provides recommendations to the district delegated approval authority and the HQ Project Delivery Coordinator (PDC). Assists with the approval of exceptions in accordance with the PDPM, design standards, policies, and procedures. Reviews, prepares, modifies design document such as DSDDs, Memo to File, access control modification, freeway agreements, geometric design, Project Reports, Project Initiation Reports, encroachment and utility policies, and exception request. Guide designers in the application of Highway Safety Manual predictive analysis by working with the Division of Traffic Operations. Attend meetings such as Design Delegation meetings, HQ Division of Design (DOD) DDL meetings, HQ PDC meetings, Value Analysis studies, Project Development Team meetings, and other necessary meetings.
35%	E	Assists staff and external partners in meeting the delivery commitments by providing technical expertise, knowledge of best practices, and recommendations on the solution of design issues. Serves as a liaison and consult with HQ DOD, district management, and functional managers. Assists in the development and review of standards and policies in the HDM, PDPM, Design Information Bulletins, design memorandum, design product audits, and other related design guidance. Serves as a technical expert providing clarification and interpretation of design guidelines and procedures to project development staff and external groups. Consults with HQ DOD and other HQ Divisions to address standards, policies and procedure guidance inquiries from the District staff or from external groups.
15%	E	Coordinates with district management to assess and assure consistency of delegated authority. Assists with the tracking status, progress reports, delegated authority items, and performance reports. Coordinates with FHWA as required and provide HQ with data and records for delegation agreement audits. Provides training on design standards and policies such as Americans with Disabilities Act (ADA) and flexible design concepts.
10%	M	Assists design team on preparation of Plans, Specifications, and Estimates for the complex design challenges requiring the application of extensive knowledge of design standards, policies, and best practices. Evaluates processes and procedures and make a determination as to whether these are working and whether changes are needed. Search District/HQ archive for design documents.

<sup>1</sup>ESSENTIAL 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

This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a good working knowledge of the fundamentals of Civil Engineering as well as Caltrans' project delivery standards, practices, procedures, and policies. The following are knowledge, abilities, and analytical requirements necessary for this position:

- Knowledge of Caltrans project development procedures, standards, policies, and practices.
- Knowledge of FHWA project development procedures and program guidelines.
- Knowledge of Design, Construction, Environmental, Program/Project Management, Maintenance, and Right of Way activities as they pertain to the project development process.
- Knowledge of HDM, DIBs, and Design Memos.
- Knowledge of Project Delivery Procedure Manual.
- Knowledge of personal computer applications; methods and processes used in the preparation of engineering design and contract plans and highway design practices and interpretation of technical data.
- Ability to analyze engineering data and interpret engineering data correctly.
- Ability to analyze problems accurately, develop appropriate solutions, and take effective courses of action.
- Ability to be flexible, work independently, and assume increased responsibility, duties and assignments.
- Ability to organize work priorities and meet project commitments.
- Ability to establish and maintain cooperative working relationships.
- Ability to communicate clearly and concisely in written and oral presentation.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Erroneous decisions may result in costly errors or delays in project development and project delivery. Non-compliance with FHWA requirements risks the loss of Federal delegations and possibly Federal funds. Errors in reports or failure to keep

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

Management appropriately informed could result in failure or delay of projects.

---

### PUBLIC AND INTERNAL CONTACTS

The incumbent must deal with various levels of personnel in the District and in various Headquarters Divisions in order to appropriately coordinate District activities. The incumbent will have contact with various State and local agencies. These contacts may be verbal or written, as needed to perform assignments.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent normal assignments are within the District 4. The Design Division delivers many different products of information; changes in work assignments are frequent and unpredictable. The physical environment is directly linked to work assignments. Any or all of the following conditions may be met:

- Frequent, substantial, or unexpected workload changes which can dictate rescheduling or reassigning of work as needed.
- Must be able to sit for long duration and perform tasks utilizing a personal computer.

#### Mental

- Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice.
- Must be able to maintain a sustained mental alertness and concentration for prolonged periods of time while performing tasks assigned to them relating to various projects.
- Must be able to effectively communicate ideas, issues, and possible solutions as they relate to a particular task or project.
- Must be able to develop new insights into situations and apply innovative solutions to make organizational improvements and promote a work environment that encourages creative thinking and innovation.

Emotional: This position requires constant interaction with both internal and external contacts. It is important that the incumbent works with others in a team environment to develop and maintain cooperative relationships.

- Ability to establish and maintain friendly, business-like relations with those contacted in the course of the work.
  - Must deal effectively with pressure; maintain focus and intensity yet remain optimistic and persistent, even while working under adverse conditions.
  - Must be able to tolerate and deal with various levels of staff competence and abilities.
  - Open to change; adapts behavior and work methods when presented with new ideas, changing conditions, or unexpected obstacles.
  - Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.
  - Values cultural diversity and other individual differences in the workforce.
- 

### WORK ENVIRONMENT

While at their base of operation, the incumbent 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. Travel to HQ to attend meetings will be necessary. Project site visits may be necessary.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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