

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D6/APPM/Program Management	
WORKING TITLE CTC Liaison Manager	POSITION NUMBER 906-100-3135	REVISION DATE 03/20/2025

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 the District 6 Branch Chief of Program Management, (a Senior Transportation Engineer), the incumbent will manage and provide guidance to the District on SHOPP CTC policies and procedures, and work with Program Project Management to bring business matters to the CTC for the District 6 Capital Program. The incumbent will work with District Project Management, HQ Project Management, HQ Financial Programming, and various other partners to make sure that SHOPP projects are running efficiently. The incumbent will identify, make recommendations and resolve programmatic issues on individual projects as well as providing improvements on a whole programmatic basis. The incumbent will be responsible for knowledge of program guidelines and will work to administer those guidelines within the District. Duties include, but are not limited to:

CORE COMPETENCIES:

As a Transportation Engineer (Civil), 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)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation)
- **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 - 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. (Employee Excellence - Innovation)
- **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)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - People First)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Employee Excellence - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation)
- **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 - Pride)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

50%	E	Incumbent is the primary contact for resolving Program related project issues for District 6 Capital projects. Incumbent will work with Project Managers to identify when a project requires programming updates and will work to provide resolution of the needed changes with Project Management, HQ Financial Programming, HQ Project Management and other partners. Incumbent will provide guidance to the District on requests for upcoming CTC meetings specifically on Supplementals for Award, Complete Construction and/or Close-Out Construction; Request for Funds that are 20% over the original programmed amount; COS Supplementals and Time Extensions related to Timely Use of Funds. The Incumbent will be responsible for coordinating the Watch List and Risk Management with PPM staff.
20%	E	Incumbent will review and provide concurrence on all programming documents (Request for Funds, Project Change Requests, Time Extensions, Program Amendments) and project reports within their respective program in order to make sure high quality documents are submitted. Incumbent will monitor trends and provide feedback when necessary to provide better quality documents within their Program(s).
20%	E	Incumbent will be responsible for knowledge of all program guidelines. Incumbent will review new and updated guidelines, provide training to District Project Management staff when necessary, and develop any processes needed to implement guidelines within the District.
10%	M	Incumbent will be responsible for backing up other Program Managers in their absences. Incumbent will cross train with other Program Managers to better understand all programs and provide lessons learned between Programs.

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 does not supervise, but may act as a lead person on specific projects or activities to lesser experienced transportation engineers, transportation engineer technicians, and administrative classifications.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have education or experience equivalent to graduation from college with major work in Civil Engineering. The position requires knowledge of the Caltrans project and resource development processes, State, Tax Authority and Federal programming financial policies and an awareness of Caltrans organizational and departmental policies and procedures. Incumbent must have a basic understanding of the Department's requirements to deliver projects on schedule and within budget. Incumbent must be able to provide precise analysis regarding technical engineering issues affecting the delivery of programmed projects. Use of sound engineering judgement must be applied to all areas under the incumbent's responsibility. This position will need to effectively assist in planning and organizing delivery, and communicate effectively both orally and in writing regarding the assigned program area. The position requires the ability to prepare comprehensive data to be used in technical reports and correspondence regarding the delivery of assigned program areas and work effectively and cooperatively with departmental staff, tax authority representatives, local agencies and the public.

Employee must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks. Must have the ability to handle high levels of stress related to project delivery milestones and deadlines. Must be able to analyze raw data, reason logically, recognize problems and develop solutions. Must be able to behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to the department, as well as external customers.

Incumbent must possess the ability to provide engineering guidance to other fellow employees in a lead person capacity.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making engineering decisions to ensure that the District receives the appropriate resources to deliver the program and the District's projects within the program. Failure to properly to deliver the program could result in project delay and/or failure, failure to properly utilize available federal, state and local funds, and result in a lack of resources for staffing, all of which are unacceptable.

PUBLIC AND INTERNAL CONTACTS

This position requires interaction with project managers, district management, Headquarters counterparts and Headquarters management in order to advise them about the current status of program delivery of projects. This may also involve providing information to the Public Information Office regarding the delivery of the program. Frequent contacts with other State agencies, local agencies, tax authority representatives and the public is an essential part of the position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to study and analyze data with very small font types. May also be required to travel and transport a laptop computer and

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

a small portable printer.

The incumbent will also be required to prioritize work assignments while under pressure. Consequently, mental and emotional abilities need to be healthy. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses.

WORK ENVIRONMENT

The incumbent will work primarily in a climate-controlled office under artificial lighting. However, due to unexpected heating and air conditioning problems, the building temperature may fluctuate. The incumbent may be required to travel in one-day trips as well as several overnight trips and occasionally be exposed to a variety of altering weather conditions (extreme cold or hot weather), work outdoors, and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's 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.

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
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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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