

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION 80 / Financial Programming / Office of CTC Liaison (OCTCL)	
WORKING TITLE Chief, Office of California Transportation Commission Liaison	POSITION NUMBER 900-080-3155-024	EFFECTIVE DATE 05/17/2021

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 Division of Financial Programming, Division Chief, the Office Chief is the direct liaison to California Transportation Commission (CTC) staff and Commissioners; provides coordination, oversight and development of CTC meeting book items; reports on CTC actions; conducts pre-briefings and debriefings for CTC meetings; facilitates all meetings that have CTC staff involvement to resolve project-related issues and concerns, and manages training focused on transportation programming and CTC actions.

CORE COMPETENCIES:

As a Supervising Trans 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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Enhance and Connect the Multimodal Transportation Network - Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Lead Climate Action - Equity, Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Equity, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Equity)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Enhance and Connect the Multimodal Transportation Network - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Enhance and Connect the Multimodal Transportation Network - Integrity)

TYPICAL DUTIES:

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

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45%	E	<p>Analysis and oversight of preparation of all items proposed by the Department for the CTC agenda, to assure on time completion of a quality item in compliance with Department policies and technical standards. This includes:</p> <ul style="list-style-type: none"> •Consults and coordinates with Project Managers, District Single Focal Points, District Directors, Program Managers, Deputy Directors, and the Director on the preparation and presentation of agenda items. •Prepares suggested Caltrans' Report notes for the Director. •Prepares summaries of key book items for distribution to the Director and Caltrans' Managers, and others upon request. •Prepares information, as requested, for the Director on significant issues and concerns of the CTC.
40%	E	<p>Represents the Department in dealings with CTC staff. The Office Chief, Office of CTC Liaison, has great latitude in negotiating with the CTC Executive Director and staff. This duty includes acting as alternate to the Division Chief, Division of Financial Programming Program, in representing the Department before the Commission. Represents the Department in meetings with Regional Transportation Planning Agencies (RTPAs) concerning CTC related matters. Also markets and communicates major parts of the State Transportation Improvement Program (STIP), Senate Bill 1 Programs, and the State Highway Operations and Protection Program (SHOPP), to assure the Department's policies and goals are met.</p>
10%	E	<p>Oversees, updates, and maintains VIPER. Ensure VIPER is available for use by different staff within the Department. Conduct special program studies as requested by the Division Chief of Financial Programming and preparation of responses to correspondence as requested. Special Studies shall include, but not be limited to researching of CTC actions, adopted guidelines, Resolutions, and development of reports for Executive Management. Maintains and updates the Desk Manual for this position and ensures Desk Manuals are maintained and updated as requested for direct reports.</p>
5%	M	<p>Works directly with the Division Chief as requested in the hiring of staff in the Division of Financial Programming.</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 Office Chief, Office of CTC Liaison, supervises staff in carrying out the assigned tasks.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- The position requires knowledge of State and Federal laws and policies of the Department and the CTC that relate to transportation funding and programming; the responsibilities and functions of the CTC, the Department, regional transportation planning agencies, cities, counties and special districts in transportation programming and funding; and engineering principles used to evaluate the effectiveness of projects and programs.
- A broad expertise and background in the state and local transportation systems and their capital improvement needs. This includes prior engineering experience using the knowledge and skills required in project development, materials, construction, analytical research, programming and system planning.
- A thorough knowledge of state statutes, regulations, guidelines and policies related to transportation programming. A general knowledge of federal statutes, regulations, guidelines and policies related to transportation programming, project delivery and funding of transportation projects. An understanding of the relationship of the federal transportation programming process to the state's transportation programming process.
- Ability to communicate effectively; both written and orally. The ability to develop and maintain effective working relationships and work cooperatively with others. Ability to respond to inquiries from Caltrans' management, and internal and external customers in a timely and effective manner.
- Knowledge of and ability to use a personal computer equipped with Microsoft Outlook email, word processing, spreadsheet, and database software. Including Microsoft Word, Microsoft Excel, FileMaker Pro, Visual Fox Pro, PMCS, and other internet applications is required.

ADA Notice

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Office Chief, Office of CTC Liaison, is part of the Program Management Team and is responsible for independent action coordinating with the CTC for the preparation of CTC book items; State Program documents, amendments, project and program funding requests, and reporting of program status. This independent action extends to interpretation of laws, regulations, policies and procedures. Poor decisions, judgment or recommendations, could result in the failure of the Department to secure critical and timely CTC approvals; failure to meet statutory deadlines, or result in ineffective or inequitable use of resources.

PUBLIC AND INTERNAL CONTACTS

The Office Chief, Office of CTC Liaison, will have frequent contacts with the Department's Executive Branch, Budgets, Project Development and Planning Program, Engineering Service Center, Districts, California Transportation Commission (CTC) and regional transportation planning agencies. Other external contacts may be with the Federal Highway Administration, cities, counties, and transit operators.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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

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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