

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION Division of Transportation Planning & Local Assistance	
WORKING TITLE Office Chief of Local Assistance & Environmental Stewardship	POSITION NUMBER 905-800-3155-XXX	REVISION DATE 01/10/2023

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 direction of the Deputy Director for District 5 Transportation Planning, Local Assistance & Environmental Stewardship, a CEA, the incumbent is directly responsible for the overall program management of the Local Assistance, Advance Planning, and the Environmental Stewardship Branch (ESB) within District 5. Areas of emphasis include: Local Assistance, PID management, ESB program oversight, monitoring of units' resource expenditures, monitoring of local project progress, and identification and resolution of project delivery barriers. Through subordinate supervision, is responsible for program management and other related activities/functions.

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. (Cultivate Excellence - Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Advance Equity and Livability in all Communities - Engagement)
- **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. (Cultivate Excellence - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Cultivate Excellence - Engagement)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Pride)

TYPICAL DUTIES:

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

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60%	E	Manage all Local Assistance programs within District 5 to ensure projects are delivered in compliance with Code of Federal Regulations, Streets and Highways Code, Public Contract Code, Government Code, Local Assistance Procedures Manual, and Local Assistance Program Guidelines. Maintain project expenditure reimbursement eligibility and assure program delivery success. Ensure tools, practices, and processes are in place and managed to support effective and efficient collaboration on Local Assistance projects. Identify procedural deficiencies and develop corrective actions. Consult with cities, counties, RTPAs, HQ and FHWA to resolve complex engineering problems or controversial projects. Maintain expertise and knowledge of pertinent laws, statutes, and regulations for local project delivery. Work with Headquarters and participate on various statewide committees to develop policies and procedures for implementation of local projects. Develop risk and schedule management practices to identify and resolve internal and external issues that could delay project delivery. Coordinate directly with other functions to resolve program and/or project specific issues. Identify future support requirements, and work with Headquarters, District 5 management, and outside agencies to ensure District Local Assistance is adequately resourced to meet its delivery commitments. In consultation with the Deputy District Director for Transportation Planning, Local Assistance, and Environmental Stewardship, serve as the focal point to HQ Local Assistance on program needs, evolving issues, delivery risks, and resourcing needs.
20%	E	Establish and lead an enhanced support services program to aid small local jurisdictions with federal aid project delivery who have limited capabilities to retain qualified staff. This could include but not be limited to: federal aid project development assistance, project schedule assistance, enhanced coordination and communication on project risks and related risk management strategies, programming support, and environmental services and permitting support. This includes ensuring agreements are approved that clearly define roles and responsibilities before services could be granted.
15%	E	Incumbent would provide oversight and workload management for the Environmental Stewardship Branch and Advance Planning. This includes oversight of the Project Initiation Document (PID) program within District 5, the development of resources work plans, identification and resolution of barriers to deliverable completion, oversight/inventory of equipment and oversight of office resource expenditures and projections.
5%	M	Represents the Department and State as needed on special teams to investigate complex issues and improve business practices and policies, provide technical expertise, present data, and communicate results and implications of analyses.

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 directly supervises senior staff. The Supervising Transportation Engineer must have the ability to act independently. Incumbent provides direct supervision and has full responsibility for all aspects related to their office, including subordinates. The incumbent is responsible for a wide variety of tasks and must exercise a high degree of professional engineering expertise, judgment, and initiative in the daily administration of their responsibilities. In many situations, independent action must be taken in the absence of input or direction from the Deputy District Director.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: organization, function, and practices of California State Government; laws, statutes, and regulations for local project delivery; principles, practices, and trends in public administration, organization, and management; planning, cost/benefit analysis, budgeting practices; program development and evaluation; workforce development, personnel management techniques; safety and health policies; principles and practices of policy formulation and development; techniques of organizing and motivating groups; Department's Equal Employment Opportunity objectives, and a manager's role in EEO. Must have a thorough knowledge of and commitment to the Department's mission and policies. The incumbent must have a well-developed understanding of the principles of managing local agency projects, available project management tools and reporting systems, project development procedures and processes, and the elements and procedures of transportation programming.

Ability to: plan, organize, motivate and direct the work of a multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; create and maintain cooperative working environment in a highly sensitive program where success is dependent on local

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agency delivery under State guidance and assistance; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, analyze complex problems and recommend effective courses of action; prepare and review reports; communicate effectively both orally and in writing; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; make decisions and take appropriate action; establish guidelines and maintain priorities to assure activities are being effectively accomplished; and effectively contribute to the Department's Agency EEO objectives.

The incumbent is required to analyze and evaluate a broad range of information and data related to local and capital project delivery and resource management objectives. Appropriate interpretation and analyses is critical and , if successful, will result in drawing proper conclusions and providing meaningful direction, with timely and positive consequences occurring as a result. The responsibilities assigned with this position require comprehensive skills, knowledge, and abilities associated with the Supervising Transportation Engineer as a class. The incumbent must possess the ability to effectively manage, administer, and establish procedures for monitoring all resource needs essential to the function of managed units. The incumbent must also possess well-developed communication skills, both verbal and written, and must be able to effectively relate and interface with Headquarters, District, staff counterparts, as well as with external agency staff and private sector parties having an interest in the District's activities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The responsibilities associated with this position require that all products and deliverables be timely, accurate, and of high quality. The successful delivery of assigned projects is critical to avoid loss of funding and maintaining creditability with FHWA, cities, counties, Regional Transportation Agencies, Metropolitan Planning Organizations, Headquarters, California State Transportation Agency (CalSTA), California Transportation Commission (CTC), and the California State Legislature. The incumbent works with a wide range of individuals, employees, public organizations, and elected officials. In this capacity, the person is required to make sensitive and diplomatic decisions consistent with state policy. Lack of tact or error in judgment to disseminating information could result in project delays, loss of state of federal funding, or project cancellation due to community pressure, political unacceptability, and/or lawsuits by special interest groups.

PUBLIC AND INTERNAL CONTACTS

The incumbent must work collaboratively and communicate regularly with a broad spectrum of individuals and entities, including: Caltrans' executive management from the Regions/Districts and corporate Headquarters; federal, state and local government agencies; industry representatives and technical experts; special interest groups; the California State Legislature and legislative staff; Department of Finance; CTC; CalSTA; and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires the ability to work with others in a cooperative manner, multi-task, adapt to changes in priorities, ensure completion of tasks or projects given short notice, develop new insights into situations, foster a positive work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquarterd location. Business travel reimbursements considers an employee's designated Headquarters Location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate.

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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.)

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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