

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 8 - Program Project Management	
WORKING TITLE Assistant Program/Project Manager	POSITION NUMBER 908-200-3135-xxx	REVISION DATE 03/07/2024

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 supervision and direction of a Senior Transportation Engineer, the Assistant Program/Project Manager performs professional engineering work in the Program/Project Management Division (PPM). Duties involve project planning, scheduling, and monitoring project status, developing and monitoring resources, and reviewing various documents including engineering reports, project change requests, and programming/funding requests for delivering the district's transportation projects.

**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. (Safety First, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Engagement, Integrity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety First - Engagement, Equity)
- **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. (Cultivate Excellence - Engagement, Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Lead Climate Action, Advance Equity and Livability in all Communities - Engagement)
- **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. (Cultivate Excellence - Engagement, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety First, Strengthen Stewardship and Drive Efficiency - Equity, Innovation)

**TYPICAL DUTIES:**

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

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40%	E	Use engineering judgment to develop, modify, and maintain project workplans in the Project Resource and Schedule Management (PRSM) computer application to track the life cycle of a project and generate the workload needs of the Department. Analyze and forecast project data obtained from using Earned value (EV) and informational dialog with others, with consideration for programming constraints and business practices. Monitor PRSM alerts for resource errors, functional workload peaks, projected cost overruns, and other conditions that may impact project delivery. Recommend solutions to problems involving project priorities and project scheduling and delivery. Update project attributes in PRSM and ensure accuracy and reliability. Review project data for accuracy in project databases and take corrective action as needed, including facilitating responses from the responsible functions. Work closely with the assigned project manager to ensure project delivery is within scope, schedule, and budget. Provide support to District Asset Manager, Sustainability and Innovation Managers on project nomination, performance tracking, project book certification, grant application write up and Asset Management tools data updates. Works in risk management including identifying risks, monitoring risks, performing qualitative and quantitative analysis etc.
35%	E	Assist with activities in support of PPM by producing various types of reports including but not limited to resource, task assignment, and status for monitoring project costs, scope, and schedule by utilizing available databases and tools (FileMaker Pro/WPS, AMS Advantage, Enterprise Datalink, CTIPS, Microsoft Excel & Word). Review and monitor project data and charging practices for errors by using expenditure reports produced from PRSM, AMS Advantage, and FileMaker Pro/WPS. Assist the project manager in requesting the opening and closing of project phases, allocation requests for each project phase, and funds requests for construction. Assist the project manager in monitoring milestones and schedules for compliance with timely use of funds policies, and evaluate the need for time extensions. Assist the project manager in evaluating the support and capital budgets, and requesting supplemental funds (G-12s), and project change requests (PCRs) as needed with proper justifications. Develop Project Change Document (PCD) for non core assets performance changes during the course of the project development. Coordinate the project nomination in line with the State High System Management Plan (SHSMP) performance targets and allocation. Prepares, reviews and submits various SB-1 related reports including but not limited to Progress Reports, Completion Reports, Baseline Agreements, Final Delivery Reports etc.
15%	E	Review and monitor project workplans to ensure they are continuously updated. Assist the project manager in the preparation of project work-plans in coordination with the functional units. Attend project development team meetings and assist the teams in developing a reasonable schedule and resource distribution that meets the needs of the various functional support units. Attend Statewide Asset Management meetings, sustainability and Innovation workshops and venues.
5%	M	Perform special assignments as needed, such as providing data for public records requests, attorney litigations, or information requested by other agencies.
5%	M	Perform other duties as required in support of PPM to ensure timely and efficient delivery of the district's transportation projects and the district 10 years State Highway Protection Program (SHOPP) plan.

<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 carry supervisory responsibilities. The Transportation Engineer (Civil) is expected to achieve results through others while working in a matrix organization.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The position requires knowledge of or the ability to learn engineering project development processes, project management concepts, and engineering functions related to the planning and design of transportation facilities. Must have expert knowledge of project workplan scheduling, monitoring, and status reporting of Caltrans program projects using a sophisticated computer scheduling tool. The incumbent must have knowledge of principles, practices, processes, tools, and techniques of Project Management Delivery. Must have knowledge of Work Plan Structure (WPS), PRSM, AMS Advantage, Enterprise Datalink, Excel, and Microsoft Word, data requirements for the Caltrans Project Managers, Functional Managers, and existing project-related information systems. The incumbent must possess the knowledge and ability to operate personal computers and complex engineering and scheduling software programs, to produce and interpret various reports, graphs, and spreadsheets from both the software programs and programming databases. Must also possess the ability to communicate effectively and make clear, concise presentations to District management. Incumbent must be able to create, modify, analyze, and evaluate engineering project schedules with general direction from Project Managers and have the ability to forecast and anticipate

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problems arising in workplan schedules, project resource assignments, and identify and recommend solutions affecting project delivery. Must be proficient in the use of desktop computer hardware and software. Must have strong written and verbal communication skills and the ability to prepare detailed written correspondence in a clear and logical manner.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Erroneous decisions and judgments could result in project delivery failures, cost overruns, and loss of Federal and State funding for transportation projects.

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### PUBLIC AND INTERNAL CONTACTS

This position requires frequent interaction with Caltrans staff and communication with external partners as needed and must promote and maintain effective, cooperative, and professional working relationships.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Ability to work on a keyboard; manual dexterity; sitting for long periods.

Mental: Must have the ability to multi-task, adapt to changes in priorities, and focus on completing assigned tasks on short notice in order to meet strict deadlines.

Emotional: This position requires interaction with many people. Must be able to develop and maintain cooperative relationships. Must behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

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### WORK ENVIRONMENT

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee.

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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.)

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EMPLOYEE (Print)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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