

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Principal Trans Eng, CT	OFFICE/BRANCH/SECTION District 3/North Region Executive Office	
WORKING TITLE Chief Deputy	POSITION NUMBER 903-001-3152-001	REVISION DATE 07/08/2025

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 3 Director, the incumbent is responsible for leading the major functions of North Region Capital Outlay Support (COS) Program including the divisions of Construction, Project Development, Right of Way, and Environmental. Specific responsibilities include planning, organizing, budgeting, reviewing and directing the work of the COS Program. Acts as the District 3 Director as needed.

CORE COMPETENCIES:

As a Principal Trans Eng, 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, Employee Excellence - Innovation, Integrity)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Prosperity - Collaboration, Equity, 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. (Equity - Equity, Integrity, Stewardship)
- 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. (Equity - Integrity, People First)
- Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity, Employee Excellence - Integrity, People First, Pride)
- 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. (Equity, Employee Excellence - Collaboration, Innovation, Stewardship)
- 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, People First, Pride)
- 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. (Safety, Equity - Integrity, Pride, Stewardship)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Climate Action, Prosperity - Collaboration, Innovation, Integrity)

TYPICAL DUTIES:

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

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35%	E	<p>Responsible for leading the major functions of North Region Capital Outlay Support (COS) Program including the divisions of Construction, Project Development, Right of Way, and Environmental. Develops and implements policies, formulates work programs and evaluates the effectiveness of overall operations of COS programs throughout the North Region (Districts 1, 2, and 3). Develops and implements policies for program oversight and administration; organizes and manages the District/North Region functions in a manner to ensure timely and efficient delivery of high quality products and services; and reviews and determines allocation of support budget monies for the District/Region.</p> <p>Ensures integration and utilization of various funds with existing programs, such as the State Highway and Operations Protection Program (SHOPP) and the State Transportation Improvement Program (STIP). Coordinates the collection of data for tracking projects and oversees the preparation of reports.</p>
25%	E	<p>Facilitates Department's goals of having all projects delivered on schedule and within budget allocation. Provides the Director with Regional expertise necessary to advise Department Management of external interests and controversial issues as they may develop. Coordinates with all North Region Directors (Districts 1,2, &amp; 3) and Project Delivery Deputies to prioritize workload, evaluate risk, and monitor the annual delivery plan projects for the North Region Capital Outlay Program.</p>
20%	E	<p>Responsible for representing the Department at meetings and in dealings with legislators, federal, state, regional and local agencies and the public concerning the scope and content of District/Region-wide transportation programs. Responsible for representing the Department in the public forum in relation to matters pertaining to North Region and establishes and maintains effective working relationships with other Districts and corporate program managers.</p> <p>Advises the three North Region District Directors on the full range of issues related to Project Delivery throughout the North Region. Maintains liaison with local government agencies and officials and private organizations and individuals in order to direct state transportation matters with local activities and plans.</p>
10%	E	<p>Organizes the work and staff of North Region, directs and evaluates the performance of subordinate managers and establishes management control systems and performance targets. Responsible for the achievement of and adherence to general Departmental and Region-specific objectives (as well as the Department's adopted mission statement). To this end, administers, plans and allocates resources necessary to achieve these objectives.</p>
10%	M	<p>Resolves with the North Region District Directors highly sensitive issues, which may involve other State agencies, federal government, the legislature, media and the public. Assists legislators in drafting transportation legislation and in responding to constituents concerning transportation matters. Provides the media with timely transportation information.</p>

<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

Works under the direction of the District 3 Director but is personally responsible for managing the North Region Capital Outlay Program. The Chief Deputy District Director provides review on policy matters and on the status of programs, studies and issues.

The Chief Deputy District Director has administrative level of supervision over a multi-disciplinary staff consisting primarily of transportation engineers, transportation surveyors, environmental scientists and right of way agents.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of management and supervision principles, materials, and methods used in planning, design, programming, construction, administration, and maintenance of the State Highway System. Ability to establish program objectives and direct the work of subordinates in accomplishing the goals of the Department and the District. Knowledge of various phases of transportation engineering, including the planning processes and methods, systems planning, evaluation of alternatives, design, construction and maintenance; land development law; transportation economics and financing; project management concepts; factors which influence the impact of transportation facilities, hydrology and hydraulics; principles and techniques of personnel management and supervision; a supervisor's role in equal employment opportunity, employee health, safety and labor relations programs and the processes to meet their objectives.

Ability to plan, organize and direct the work of others; analyze situations accurately and develop an effective course of action on very short notice; relate to and work with interdisciplinary groups and large segments of the public; make effective oral and written presentations to both small and large groups. Ability to read and write English at a level required for successful job

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performance. Must be able to judge work quality and performance, and interpret and apply Departmental policy. The incumbent performs the full range of analysis in planning, coordinating and directing the activities, directing special studies, analyzing and recommending solutions to sensitive issues and handling complex administrative, planning, maintenance and engineering problems. Inspects work performed as needed.

Should possess a valid California Driver's license when operating Caltrans or leased vehicles.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Has the responsibility to make sound decisions in dealings with directing operations relating to the major functions of the North Region to provide an efficient highway system. Poor decisions affect the Department's credibility and relationships with others and inefficient use of resources. Incumbent has general management responsibility for resources (dollars, staff, facilities, real and personal property) and program support administered in North Region. These decisions typically affect all the North Region organization and functions.

Errors in judgment could result in inefficient use of public funds, failure to meet budgeted programs, jeopardize meeting project deadlines, negative impact the department's image, jeopardize the safe and efficient operation of the highway and highway related system, loss of program funding, and injuries or delays to the traveling public and a less safe workplace for Caltrans workers.

**PUBLIC AND INTERNAL CONTACTS**

Requires frequent contact with local elected and public agency officials and the public. Represents the Department at meetings and through correspondence. Represents the District and Region Management in dealing with other Divisions in the Department.

Incumbent is responsible for developing and maintaining positive relationships as the Department's representative with the full range of external groups and control agencies.

The incumbent must be able to communicate effectively with Headquarters functional managers, District and Region managers and supervisors, interest groups and individual employees while negotiating compromises which further the Department's mission.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent should be able to quickly adapt behavior and work methods in response to new information, priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with short notice. The incumbent should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage, and value cultural diversity and other individual differences in the workforce.

**WORK ENVIRONMENT**

The position is located physically in the District 3 District Office, which is climate-controlled and under artificial lighting. Travel is required regularly throughout the North Region, and sometimes throughout California.

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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.)

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