

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION PPM&OE/Office of Program Management	
WORKING TITLE Non-Capital Program Manager	POSITION NUMBER 559-150-3161-003	REVISION DATE 09/09/2025

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 a Supervising Transportation Engineer, CT, the Senior Transportation Engineer (Sr TE) (Specialist) performs difficult and complex engineering work related to transportation projects with specific responsibility for developing and managing the service level agreements for the Planning and Maintenance Programs as well as the DES SHOPP Minor Program. Validation of tasks, resources, scope of work and delivery of performance metrics are critical to this effort. Engagement and collaboration with the Project Liaison Engineers and Technical Liaison Engineers will be routine and necessary. The incumbent will be responsible for developing and maintaining all documentation on business processes related to the Planning, Maintenance, and Minor Programs for DES.

CORE COMPETENCIES:

As a Senior Transportation 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.

- **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. (Employee Excellence - Innovation, Integrity, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Integrity, Stewardship)
- **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 - Innovation, 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. (Prosperity, Employee Excellence - Innovation, Integrity, Stewardship)
- **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. (Prosperity - Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Integrity, People First)
- **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. (Prosperity - People First, Stewardship)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Employee Excellence - Integrity, People First)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Prosperity - Innovation, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Serve as Program Manager on behalf of DES for the Planning and Maintenance Programs through collaboration and coordination with the DES subdivisions and Planning and Maintenance Program partners. Secure annual Service Level Agreement for both Programs. Institute and manage performance metrics for both Programs with respect to on-time delivery and budgetary performance. Report expenditure versus allocation to the subdivisions and DES Deputies on a regular basis through meetings and reports. Meet with Program Advisors, Planning Program, and DES subdivision points of contact on a regular basis to ensure Program performance. Coordinate annual resource needs for Planning Program through collaboration with Planning Program contacts and DES Subdivision representatives.
25%	E	Serve as Program Manager on behalf of DES for the SHOPP Minor Program. Institute and manage performance metrics with respect to on-time delivery and budgetary performance. Report expenditure versus allocation to the subdivisions and DES Deputies on a regular basis through meetings and reports. Collaborate with Project Liaison Engineers on estimates and development of annual Program budgets for DES.
20%	E	Develop and Maintain all business process guidance necessary in defining roles and responsibilities as well as workflow for the Planning, Maintenance, and SHOPP Minor Programs. Collaborate with stakeholders as necessary to ensure agreement and compliance with all guidance documents.
10%	E	Attend and present at statewide Planning Meetings, DES Quarterly Outreach Meetings, Resource Management Board Meetings, and others as required.
5%	M	Attend various engineering committees and meetings as directed by the Office Chief.

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

No supervision. Will be lead worker at times for engineering staff engaged in program report delivery.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of project management processes and data including DES' business processes for managing cost, scope, schedule. Must have knowledge of Departmental tools and procedures that assist in delivery of projects on-time and within budget. Must have knowledge of the SHOPP Minor, Planning, and Maintenance Programs and how the DES Service Level Agreements are developed and managed for Planning and Maintenance. The Sr. TE Specialist must have a thorough working knowledge of Power BI, the Microsoft Office Suite, and the various systems in DES that employ these products. Must have a thorough knowledge of the role of DES in project delivery. Incumbent should be familiar with the various sub-divisions within DES and understand the products and processes for each as it relates to project delivery and management. Must have knowledge of performance indicators for DES and understanding of how those indicators impact project delivery. Must have a thorough knowledge of business process development and maintenance as well as workflow diagrams.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Division of Engineering Services is responsible for structure's project delivery on all Caltrans projects. The Sr. Transportation Engineer Specialist maintains tools and processes that are critical to the successful delivery of those projects. Errors can result in delays in delivery and over runs in cost that jeopardize delivery of those projects as well as programming for future contracts.

PUBLIC AND INTERNAL CONTACTS

This position requires contact with personnel representing the various Department programs and service centers, District representatives, the technical standards committees, Federal Highway Administration (FHWA), and the California Transportation Commission (CTC).

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Must be able to adapt to changes in priorities and complete tasks or projects with short notice and work with others in a cooperative manner. The Sr. TE Specialist must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT

While at their base of operation, the incumbent will work in a climate-controlled office under artificial lighting. As a statewide

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organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. Incumbent will be required to travel and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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