

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION Safety Programs/Transportation Safety/Strategic Safety and Imp	
WORKING TITLE Office Chief, Strategic Safety and Implementation	POSITION NUMBER 913-355-3155-002	REVISION DATE 09/30/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general direction of the Deputy Division Chief of Transportation Safety, a Principal Transportation Engineer (Manager), the incumbent, a Supervising Transportation Engineer (Manager), serves as the Chief of the Office of Strategic Safety and Implementation.

The incumbent establishes statewide policies, practices, and guidelines to provide a safe and reliable transportation network that serves all people and respects the environment; works with internal and external partners to implement tools and technologies for day-to-day operations and safety; brings in new innovations and technologies; and facilitates safe and reliable transportation system operations throughout the State. Activities focus on traffic investigations, Multidisciplinary Accident Investigation Team (MAIT), pedestrian and bicycle safety, Strategic Highway Safety Plan (SHSP), and the Road Safety Infrastructure Plan (RSIP). The incumbent also elects and advocates for safety projects in the State Highway Operation and Protection Program (SHOPP).

As the Office Chief, the incumbent supports the Division of Safety Programs and all districts in implementing the Safe System Approach on the State Highway System and provides uniform standards for local roads to help California meet its Strategic Highway Safety Plan and Highway Safety Improvement Program goals.

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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
40%	E	Manages, monitors, and supervises technical engineering efforts of the Office of Strategic Safety and Implementation to ensure effective delivery of safety-related engineering initiatives. Represents the Department on national transportation data collection and performance monitoring panels to influence national standards to incorporate departmental perspectives and practices. Ensures Department compliance with all federal and state requirements for traffic data analysis, reporting, and management. Leads Department multi-divisional management teams to identify needs for traffic data collection, integration, and related business processes to enhance data integration and operational efficiency. Leads inter-department and inter-agency multi-disciplinary teams to collaboratively work on traffic safety efforts and share best practices, policies, and procedures. Coordinates traffic safety related activities with federal, state, regional and local partners to implement cohesive and effective safety strategies. Establishes and maintains policies and expertise related to RSIP, MAIT, Vulnerable Road Users, pedestrian & bicycle safety, SHSP, and Traffic Investigations. Leads cross-functional teams responsible for implementing strategic objectives and supports the Division and districts in implementing strategic objectives. Leads coordination with internal and external partners regarding development and implementation of the statewide Strategic Highway Safety Plan actions. Provides leadership in the implementation of the Traffic Safety Network Replacement initiative and manages analysis and reporting of traffic collision data from the Transportation System Network. Provides leadership in the implementation of the Generative-AI traffic collision analysis for road users. Manages Generative-AI applications in various safety monitoring programs and screening tools (including but not limited to pedestrian, bicyclist, speeding, and wrong way). Provides leadership in the development of the statewide RSIP that identifies priority locations for safety enhancement. Develops Caltrans Performance Targets (PM1) on safety and reports to the Federal Highway Administration (FHWA). Works with the Office of Traffic Safety to develop safety performance targets to be submitted to the FHWA. Attends project sponsor meetings, monitors progress and coordinates corrective actions for scope, cost and schedule changes, with Division of Information Technology. Partners with the Offices of Safe System Approach Integration and Safety Systems and Devices to meet the Division's goals and vision. Provides guidance to districts regarding traffic safety improvement strategies, monitors implementation of these strategies, and evaluates program effectiveness.
20%	E	Develops and enforces production unit and workload standards to validate allocations and resources of assigned project codes. Monitors Office workload, establishes priorities, and develops strategies to increase productivity and performance levels to achieve Office targets. Ensures that functional managers' report production data, leads business planning, and promotes performance-based decision making and understands how an organization must adapt to internal and external trends and influences at the local, regional, statewide and national levels. Partners with the Division of Maintenance in managing and executing Highway Maintenance-4 (HM-4) pilot program and projects to enhance safety of the State Highway System. Supports innovation, research, and tests of new technologies and strategies to improve transportation management and performance monitoring. Assists with grant and research opportunities. Prepares correspondence, reports, Budget Change Requests, Finance Letters, and issue papers. Updates executive management and responds to Agency inquiries regarding traffic safety matters. Reviews proposed legislative bills pertaining to traffic safety subjects.

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20%	E	Supervision: Supervises, coordinates, and oversees all Office staff and operations (including onboarding/offboarding). Coordinates Office of Strategic Safety and Implementation resources to provide effective engineering support services to the entire Division/Office. Coaches and mentors staff and creates opportunities for employee development. Provides staff with feedback on their job performance that entails constructive feedback through regular monitoring of their workload and productivity. Enhances employee morale and engagement by acknowledging good work and contributions through formal and informal appreciation efforts. Takes timely action and collaborates with the Offices of Discipline Services, Health and Safety, EEO, Human Resources, etc. for all disciplinary and personnel-related matters as appropriate. Processes timely probation reports, annual performance reviews, and annual training plans. Establishes and upholds employee expectations and telework agreements (if appropriate) and develops plans and tools to build employee strengths and close performance gaps.
15%	E	Engages with internal, external, including national, committees to ensure best practices are institutionalized. Conducts, sponsors, and participates on various task forces, workshops, conferences, and quality teams. Represents the Department when meeting with representatives from various State, local, and federal entities on traffic safety matters. Represents the Department on national, State and other committees related to traffic safety. Responds to inquiries from the Legislature, FHWA, California Highway Patrol (CHP), California Traffic Control Devices Committee (CTCDC), other federal and state agencies, cities, counties, and the general public. Coordinates traffic safety strategies with the California Highway Patrol (CHP), Department of Motor Vehicles (DMV), Office of Traffic Safety (OTS), and other government agencies such as FHWA (Federal Highway Administration), NHTSA (National Highway Traffic Safety Administration), FMCSA (Federal Motor Carrier Safety Administration), TRB (Transportation Research Board), and NCHRP (National Cooperative Highway Research Program). Coordinates with the Division of Legal to avoid and mitigate tort liability. Develops recommendations on proposed legislative bills and amendments concerning traffic safety issues. Collaborates with all other Caltrans divisions at the managerial level to institutionalize traffic safety strategies and ensure efficient implementation. In cooperation with the Division of Research Innovation and System Information, manages research and studies pertaining to traffic safety data and design.
5%	M	Leads and completes a variety of special projects and assignments as needed by the Chief Safety Officer and the Deputy Division Chief. Assists with emergency response and planning tasks including attendance at Emergency Operations Centers (EOC) as needed. Performs other work commensurate with the Supervising Transportation Engineer (Manager) classification. May occasionally act as the Deputy Division Chief of Transportation Safety.

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

Directly supervises senior level staff and serves as the second line supervisor to engineering and other rank and file staff. Provides guidance to district managers and staff in order to implement strategy, policy, and procedure statewide for the Division of Safety Programs and the 2070 Traffic Operations Program. May supervise retired annuitants, student assistants, consultants, and contractors. May occasionally act as the Chief, Office of Transportation Safety.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid certificate of registration as a civil engineer issued by the California Board of Registration for Professional Engineers is required.

Requires knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; the principles of traffic engineering, traffic safety, and traffic management; highway design; traffic and construction policies, procedures; organizational and engineering functions (both within and outside of Caltrans) that pertain to design, operations, maintenance, and construction of all types of transportation facilities.

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Must have knowledge of transportation principles and methods and the ability to apply the national best practices at Caltrans to improve capabilities and success in meeting goals. Must have a thorough knowledge of Caltrans' organization and policies; strategic planning processes and techniques; performance measure development, implementation, and assessment; principles and practices of public administration, budgeting, personnel, planning, program management, and evaluation.

Must have the ability to supervise multi-disciplinary, technical staff. As a supervisor, requires knowledge of and the ability to implement principles and techniques of personnel management and supervision; the supervisor's role in equal employment opportunity, health and safety, personnel-related, and labor relations programs; and the processes required to meet their objectives. Requires the ability to communicate effectively (both orally and in writing) with multiple audiences; establish and maintain cooperative relationships with individuals and organizations contacted in the course of work; participate in public contact and represent Caltrans; serve in a consulting capacity to other divisions and districts; and respond appropriately to difficult situations.

Must be able to apply sound judgment in problem solving; work productively in a busy and often changing environment; perform multiple tasks simultaneously; maintain a project schedule; accurately and timely follow-up on issues; and effectively interact with many levels of people in a cooperative manner. Must be decisive, take appropriate actions, and complete tasks or projects with a short notice. Requires proficiency with Microsoft (MS) Office programs (including MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Teams), Adobe Acrobat, Cisco WebEx, and using the Internet.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for making independent action and taking initiative to carry out assigned duties. The incumbent's decisions and actions have a direct impact on the Division of Safety Programs, the 2070 Traffic Operations Program and the Department. Inability to carry out this position's responsibilities could result in: adversely affecting public safety and/or result in tort liability for Caltrans; increased expenses resulting from lost Transportation System productivity; litigation that could delay and/or add substantial cost to essential projects or activities; inability to quantify performance in meeting the Department's strategic goals and safety and mobility commitments; loss of credibility and public confidence in Caltrans as a responsible public agency.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain the highest level of professionalism and integrity, exhibit tact and diplomacy, and effectively communicate with all internal/external contacts.

Internal contacts include various Caltrans districts and divisions (including Traffic Operations, Design, Construction, Maintenance, External Affairs, and Engineering Services). External contacts include the Legislature, Governor's Office, CHP, FHWA, construction industry representatives, local agencies, other states, national experts, academia, the private sector, and the general public.

The incumbent must communicate effectively orally and in writing, by telephone, via email, and by web conferencing. The incumbent is also required to facilitate, participate in, and host meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must: 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 a short notice. Must be able to maintain focus and intensity, yet remain optimistic and persistent, even under adversity. The incumbent shall act in a fair and ethical manner toward others; value cultural diversity and other individual differences in the workforce; and demonstrate a sense of responsibility and commitment to public services. The incumbent must be able to develop new insights into situations and apply innovative solutions to make organizational improvements; grasp the essence of new information and master new technical and business knowledge, particularly in the area of outreach; and facilitate and maintain a work environment that encourages creative thinking and innovation.

Must have the ability to work with a computer and have manual dexterity. Required to sit for long periods of time using a computer, monitors, phone, and other office equipment. The incumbent must be able to occasionally lift up to 25 pounds without assistance. Bending, stooping, and pulling may be required within the normal course of performing some of the responsibilities associated with this position. May be required to speak in front of large groups.

WORK ENVIRONMENT

This position's headquartered location is Sacramento, CA. While at the base of operation, the incumbent works in a climate-controlled office under natural and artificial lighting. Due to periodic issues with heating and air conditioning, building temperatures may fluctuate. Multi-floor buildings are equipped with elevators and stairs.

The incumbent is required to travel periodically to other office buildings (federal and state offices, district offices, local agencies, etc.) and indoor/outdoor field locations. While at field locations, the incumbent may be exposed to uneven surfaces, noise, and

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varying climate conditions. The incumbent is required to travel within the state and may be required to travel out-of-state for business operations. Possession of a valid driver's license is required to operate a State owned, leased, and/or personal vehicle. The environment is fast-paced, demanding, and busy; and requires considerable flexibility in managing time, priorities and assignments. Vacations may be restricted during peak times.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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