

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	D2/Planning and Local Assistance/Local Assistance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Local Assistance Branch Lead	902-800-3161-xxx	10/02/2025

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 Division Manager of Project Initiation and Local Assistance, the incumbent, in conjunction with the Local Assistance Program Manager (Senior Transportation Engineer) and Local Assistance Environmental Branch Lead (Senior Environmental Scientist Supervisor), is responsible for the District's Local Assistance Program. This position requires registration as a Professional Engineer in California and is responsible for performing a wide range of difficult engineering and administrative tasks. The incumbent acts as the District Local Assistance Engineer (DLAE) for District 2 as defined by the Local Assistance Program, is the point of contact for all local agencies within District 2 for matters pertaining to the various Federal and State funding programs administered by the Local Assistance Program and is an advocate for the local agencies. The DLAE works in a team environment to deliver the Local Assistance Program and provides quality services while ensuring compliance with Federal and State policies. Incumbent is expected to work independently with a high degree of initiative and motivation, inspire confidence and respect from partners and staff.

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.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Responsible for the administration of the District Local Assistance Program in accordance with the Local Assistance Procedures Manual, Local Assistance Program Guidelines and other pertinent guidance. Ensures that 'Delivery' goals are achieved by providing oversight of Counties, Cities, and Regional Transportation Planning Agencies in administering State and Federal funded local programs. Is the lead liaison between the Division of Local Assistance, the District Office of Local Assistance, other District and North Region functional units, the Federal Highway Administration (FHWA), and local agencies. Approves National Environmental Policy Act (NEPA) documents and various engineering studies for local projects.
25%	E	Ensures that Local Assistance information is accurately managed and maintained including, but not limited to various engineering databases, oversight of State and Federal projects and programs implementation, and oversight and management of the local assistance budgetary resources and positions.
20%	E	Works directly with local agencies to aid in delivery of Local Assistance projects, including but not limited to: holding quarterly project status meetings, answering policy and implementation questions, ensuring timely processing of funding application requests, and final close-out of projects.
10%	E	Responsible for planning, monitoring, and balancing workload with staff; perform staff development activities that include but are not limited to personnel evaluations, mentoring, training, safety meetings, and resolving work-related issues.
10%	M	Coordinates various meetings; sponsors classes for local agencies and staff; makes public presentations; participates in strategic planning; responds to public inquiries, internal inquiries, and various government agency inquiries.

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 Branch Manager of Local Assistance supervises the work of several technical and administrative employees. In addition, may supervise student assistant(s). Supervisory duties shall include, but are not limited to: Developing and presenting staff expectations and performance evaluations; knowing, understanding, and discussing appropriate policies and procedures; and performing and providing appropriate training. Incumbent shall perform counseling and progressive disciplinary steps when needed. Incumbent is responsible for knowing, understanding, and following all safety requirements, including having safety meetings, providing a safe and healthy working environment and taking appropriate action, when needed, to ensure the use of proper safety practices. Incumbent is responsible to plan, organize, coordinate, and direct work as necessary to successfully

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DOT PM-0924 (REV 01/2025)

administer the District's Local Assistance program.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Local Assistance Program and Procedures, principals and techniques of supervision, workforce development and training, personnel management, safety and health policies, transportation engineering, project management principals, and the Department's Mission, Vision, Values, Goals, policies, and procedures and how they relate to the delivery of Local Assistance products and services. NEPA including the Endangered Species Act and National Historic Preservation Act.

Ability to: Act independently and professionally in a variety of settings and under tight deadlines; develop and maintain cooperative and collaborative relationships with a variety of internal and external customers and partners (including public agency management-level staff and elected officials); effectively communicate, orally and in writing; speak effectively to public, government, and Caltrans audiences; provide leadership and take initiative; provide training to staff; manage multiple work assignments simultaneously; analyze situations accurately and take corrective action where required; and provide excellent customer service.

Analytical requirements: Accurately identify problems and issues; determine, implement, and monitor effective courses of action to achieve the goals and purpose of the District's Local Assistance program.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and failure to take corrective action when necessary will have a negative effect on the Department's ability to achieve its Mission, Vision, Values, and Goals and the District's ability to successfully administer its Local Assistance program. Failure to understand guiding policies, procedures, laws, and regulations relating to the mission of Local Assistance, and to ensure that staff likewise understand them, will result in funds being lost by external partners. Poor decisions with NEPA approvals may lead to litigation against the Department and the possible delay or cancellation of a local agency's project. This will have a negative effect on how the Department is perceived by members of the public and elected officials. Failure to implement appropriate staff training and development actions will result in staff not understanding what must be done, by when, and the consequences if products are not delivered.

PUBLIC AND INTERNAL CONTACTS

The position requires extensive and varied contact with all levels of internal staff and external partners (including local agency staff, county and city Directors of Transportation and Public Works, and elected officials). Attendance and participation at internal and external multi-disciplinary meetings, task forces, quality teams, and a variety of public meetings is also required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee will be required to work for periods of time (up to several hours) using a computer keyboard. Travel by car, often for distances exceeding 200 miles one way, will be required. May be required to transport heavy boxes with outreach/technical materials to various locations throughout the District. Must be able to develop and maintain positive, cooperative working relationships; be tactful and treat others with respect. Must value cultural diversity and other individual differences in the workforce. Employee must be open to change and new information; adapts behavior to changing conditions or unexpected obstacles; be able to multi-task; adapt to changes in priorities and complete assignments with short notice; behave in a fair and ethical manner towards others; and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

Works in a climate-controlled office under artificial lighting; with ergonomically designed office furniture and computer workstations. May also be required to travel and work outdoors and may be exposed to traffic, noise, dirt, uneven surfaces, and/or extreme heat or cold.

TELEWORK - This position may be required to telework from home in addition to office work at an assigned location. The amount and availability of telework and/or office work will be determined by the Department based on the functions of each position.

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DOT PM-0924 (REV 01/2025)

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
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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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