

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Principal Trans Eng, CT	OFFICE/BRANCH/SECTION District 7 / Program/Project Management	
WORKING TITLE Assistant Division Chief for Program/Project Management	POSITION NUMBER 907-100-3152-003	REVISION DATE 10/03/2025

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

GENERAL STATEMENT:

In a very large Urban District, under the general direction of the District 7 Deputy District Director for Program/Project Management (CEA B), serves as the Assistant Division Chief for Program/Project Management. Incumbent is responsible for supervising and directing Supervising Transportation Engineers and Supervising Transportation Planners in the following areas: (1) Programming projects using various State, Federal, and Local Measure funds, managing the district State Highway Operation Protection Program (SHOPP), State Transportation Improvement Program (STIP) and other programs; (2) Project Management Offices, (3) Risk Management Office, (4) COS Management Office (5) Consultant Services Office, (4) Asset Management Office, (5) Office of Complete Streets, and Senate Bill (SB) 1, SB 486, SB 743 Programs, and other programs as necessary. The position has the authority to make personnel decisions, negotiate and reach agreement with District, Headquarters, and Local Agency Management, and other key stakeholders to establish and maintain project funding commitments. Incumbent develops and directs procedures, establishes standards, implements policy, recommends District program objectives and resource allocations, and coordinates funding with various agencies. Possession of valid certificate of registration as a civil, electrical or mechanical engineer issued by the California State Board of Registration for Professional Engineers is required.

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, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **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, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **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, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **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, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **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, Employee Excellence - Collaboration, Equity, Innovation, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity)

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TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹		Job Description
50%	E	Directs a staff of Supervising and Senior Planners and engineering staff involved in Program/Project Management, Programming, COS Program Management, Cooperative Agreement, Consultant Services, Asset Management, Complete Streets, and other project management activities. Works with the District Director, Chief Deputy Director, and other District Deputy Directors to assure funding of projects that meets stakeholder needs. Sets programming priorities within the region. Confers with Headquarters staff and other deputy district directors on difficult technical engineering, or administrative matters and is responsible for directing the resolution of highly technical or politically sensitive issues impacting assigned transportation projects and staff.
		Implements and supports Risk Management by ensuring that quantitative risks are updated throughout each project's life cycle. Assures the district SHOPP, STIP, SB 1, SB 486, and SB 743 programs follow all State and Federal laws. Assures Architectural and Engineering (A&E) Contracts are procured and managed per State and Federal laws.
20%	E	Partners with Regional Transportation Planning Agency, Federal, and other Local Agency Managers, other key stakeholders, and Executives to establish funding agreements. Resolves conflicts related to cooperative agreement issues between Caltrans Legal and Local Agencies.
15%	E	Implement program management control and business improvement process that will result in project expenditures staying within baseline budgets and ensuring projects' risks are managed.
10%	E	Represents Caltrans in meetings and dealings with Federal, State, Regional and local agencies concerning cost, schedule and scope of projects assigned.
5%	M	Makes recommendations regarding changes in policy and procedure associated with program and project management, and effects such changes. Responsible for performing post-implementation assessment of procedural changes and making corrections as necessary.

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

SUPERVISION RECEIVED: The Principal Transportation Engineer (incumbent) must have the ability to act independently. However, the incumbent receives overall general direction and guidance from the Deputy District Director, Program/Project Management, a CEA B. DIRECTION/SUPERVISION EXERCISED OVER OTHERS: Provides direct supervision of 3-5 Supervising Transportation Engineers and Supervising Transportation Planners, second-line supervision to approximately 15 Senior Level Transportation Engineers and Planners, and has span of control over 25 Transportation Engineering and Administrative Staff involved in a variety of Program Management, Project Management and other Program/Project Management activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the Department's Strategic Plan, its mission, vision and goals, Department's foundation principles, together with its organization, departmental policies and procedures and the Department's Program/Project delivery processes. Knowledge of Federal and State laws regulating the activities of the Department. Knowledge of methods in planning, organizing, directing and evaluating design program admiration and overall performance. Knowledge of principles and techniques of Programming, Budgeting, Supervision, and Personnel Management. Knowledge of organizational relationships, partnering and engineering functions both within and outside of the Department that pertain to the Design, Construction, and Maintenance of Transportation Facilities. Knowledge and understanding of the Department's Equal Employment Opportunity Policy, Health and Safety, Labor Relations, and the processes available to meet these program objectives. Ability to administer a complex engineering program, and plan, supervise and direct the work of staff assigned and activities of others. Ability to negotiate effectively with Federal, State, Regional and Local Agencies. Analyzes administrative and personnel matters in establishing objectives and staff allocations. Recommends program objectives and makes trade offs between projects. Ability to analyze and resolve highly complex and/or politically sensitive problems, and inter-agency and public relations issues. Ability to formulate and implement policies and procedures, and to establish performance goals and objectives. Must have the ability to communicate, both orally and in writing, with all levels of Management and employees, both in Headquarters and the Districts, other State and Federal Agencies, Legislators, Local Agencies, and Community groups.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for fostering and coordinating logical, well-conceived Project Management Programs. The District will rely heavily on the incumbent to assure adequate and timely delivery of projects. Incumbent will have accountability for developing consensus with key stakeholders such as public advocacy groups, the County CMA (Congestion Management Agency), Sales Tax

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Authorities, City and County agencies for project scope, costs and schedules. Incumbent will be held accountable for developing and providing appropriate responses to all legislative inquiries on projects. Local Agencies and Governments depend upon prompt and accurate review of projects to assure required standards and established time lines are met, and programmed funds are approved. Failure to adequately administer these or project management activities could cost the Department in terms of non-delivery of scheduled projects and in loss of credibility and funds.

PUBLIC AND INTERNAL CONTACTS

The incumbent represents the Department in meetings and dealings with Federal, State, Regional and Local Agencies and the public concerning the scope of the State Highway Program Projects, and at ground-breaking and ribbon cutting ceremonies, and at public galas. In addition, the incumbent will represent and give project presentations at larger public and council meetings. Incumbent will interface with higher-level resource agencies in resolving permitting and mitigation issues. Incumbent must establish and maintain good working relationship with the Management Staff of Metropolitan Transportation Authority (METRO), Corporate, Headquarters, other District Divisions, and Local jurisdictions. The incumbent interacts on a regular basis with Legislators, Local Government Officials, Elected Officials, and Consultants either orally or in writing regarding complex and sensitive issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be able to respond well to frequent, unexpected changes which may impact resources available and resources needed, and may require redirection of resources to meet changes, or reprogramming, rescheduling or reassignment of work. The frequently changing work and political environment requires the incumbent to have exceptional adaptability, special skills in planning, ability to act quickly and the ability to withstand considerable and continuing pressure. The incumbent must be willing to take risks, initiating actions that involve risk in order to achieve a recognized benefit or advance.

The duties of the position require the ability to develop and maintain cooperative working relationships. Incumbent must behave in a fair and ethical manner toward others, and value cultural diversity and other individual differences in the workforce. Incumbent may be subject to and must have the ability to handle irate members of the public in a calm manner, resolving emotionally charged issues reasonably and diplomatically. The incumbent must deal effectively with pressure, maintaining focus and intensity, while remaining optimistic warranting attention and resolution and to be open to change and new information, adapting behavior and work methods to new information, changing conditions or unexpected obstacles. To accomplish goals, the incumbent must be able to influence others towards a spirit of service and meaningful contributions toward mission.

The physical demands described here represent those that must be met by the incumbent to successfully perform the essential functions of this position. Reasonable accommodation may be made. 1) The incumbent is regularly required to listen and speak to others in person and on the telephone and to make public presentations. 2) The incumbent may be required to sit for long periods of time using a personal computer. 3) The incumbent is regularly required to travel by car to various offices and construction sites throughout the District, and is also regularly required to travel by car, train, or plane to attend meetings and events throughout the State. 4) The incumbent is regularly required to review, comment and present written documents and material. 5) The incumbent must be able to sustain mental activity to write technical reports, resolve politically sensitive issues, manage diverse field Design and Construction issues, and deal with a large number of complex problems simultaneously. 6) The incumbent must be able to maintain emotional control during conflicts. 7) The incumbent must be able to develop and maintain cooperative working relations, respond appropriately to difficult situations, and recognize emotionally charged issues or problems and perform appropriately.

WORK ENVIRONMENT

Incumbent will work in a climate-controlled office building under artificial lighting. Periodic problems with heating and air conditioning may result in fluctuating building temperatures and changes in air circulation. Incumbent will generally work between the hours of 6:00 am, and 6:00 pm., however; meetings, such as public meetings, may occasionally require working hours other than those stated.

The work environment characteristics described here represent those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made.

While performing the duties of this job, the employee usually works in an office environment, but occasionally may be required to work outside in all weather conditions. When conducting field reviews, may be subjected to loud noises such as heavy traffic. The noise level in the work environment is usually moderate, although some public meetings and work site may be loud.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's 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. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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.

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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
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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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