

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Delivery Improvement & Agreements/Coops	
WORKING TITLE Delivery Improvement Manager	POSITION NUMBER 913-176-3161-008	REVISION DATE 10/09/2025

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

GENERAL STATEMENT:

Under the general direction of the Chief of the Office of Delivery Improvement & Agreements (ODIA), who is a Supervising Transportation Engineer, the incumbent will participate in the Cooperative Agreements branch and the Delivery Improvement branch. The incumbent will lead and/or be a part of teams that identify and implement project delivery improvements. The incumbent will identify team members consisting of content experts, stakeholders and sponsors to study, and ultimately provide implementable solutions to gaps or complications that hinder project delivery. The incumbent will review and provide input on SB1 Baseline Agreement packages on behalf of the Division of Project Management. The incumbent will also review and provide input on proposed legislative bills on behalf of the Division of Project Management.

The incumbent will be responsible for helping to maintain the cooperative agreement language library, which is a collection of legally-approved, policy statements (articles) that are compiled to form cooperative agreements. The incumbent will also help to maintain The Cooperative Agreement Handbook, as well other cooperative agreement-related policy and guidance documents. The incumbent will also lead, or assist with the development of new cooperative agreement templates and training.

The incumbent will be required to study and understand a wide variety of Caltrans' policies and procedures, especially those in Project Delivery, Finance, Planning, Maintenance, and Traffic Operations.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Prosperity, Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - 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 - Integrity, People First, 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. (Prosperity, Employee Excellence - Innovation, Integrity, Pride, 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. (Employee Excellence - Collaboration)
- **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. (Prosperity, Employee Excellence - Stewardship)
- **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. (Employee Excellence - Collaboration, People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity, Employee Excellence - Stewardship)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
20%	E	Review and analyze SB1 Baseline Agreements, as well as brief management and provide recommendations.
15%	E	Review and analyze proposed legislation, as well as brief management and provide recommendations.
15%	E	Actively participate and support the Delivery Improvement branch of ODIA. Incumbent will participate in the development and implementation of training for various audiences, including district staff, HQ staff, local agencies and other partnering state departments.
10%	E	Manage and curate the cooperative agreement language library, including all standard and non-standard articles. Identify and record the appropriate divisional owner for each article, a definition of what the article intends to mean, a justification statement for why the article is necessary and a running record of all decisions for changes to articles. Responsible for adopting new or modified articles or deleting articles as requested by the divisional owners and assuring that the articles are consistent with Caltrans policy and procedure.
10%	E	Manage and curate the Cooperative Agreement Handbook. Manage and curate cooperative agreement policies and procedures to ensure that they are current and valid.
10%	E	Help to craft custom one-off cooperative agreements and vet the same with all appropriate content experts, policy owners, the Division of Accounting and Legal.
5%	E	Become proficient with the Agreement Creation & Tracking (ACT) tool, which is a web-based, automated, language assembly and change control tool, owned and maintained by ODIA. Learn the functionality of ACT, alert the designated ODIA ACT programmer of any issues and advise on possible improvements, and provide support when applicable.
5%	E	Strive to keep office assets housed on the electronic shared drive, completely organized, properly located, labeled and accessible to all ODIA staff. Such assets include draft and executed cooperative agreements, language library documents, meeting minutes, notes, tools, templates, manuals, guidelines, performance reports, and other essential and nonessential office data.
5%	E	Finalize agendas for, and lead all cooperative agreement management team meetings and focus meetings necessary for language or template development and for delivery improvement efforts.
5%	M	Assist with AB 1282 effort and perform other duties as necessary or requested.

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

This position may be involved as a lead-worker over students or lower level engineers who are assigned to the Division of Project Management, otherwise no specific supervision is involved.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Wide and extensive understanding of the Department's organization, policies and procedures is necessary. The position requires a well-rounded understanding of project development procedures and project delivery from initial concept studies to completion of project efforts. This includes but is not limited to Planning, Programming, Procurement, Project Management, Engineering Services, Environmental, Design, Right of Way, Construction, Traffic Operations and Maintenance. The position also requires a working knowledge of relationships with local agencies and the California Transportation Commission (CTC) and their influence with capital project delivery.

Abilities: The incumbent must be able to operate with a professional customer service attitude at all times. The incumbent must be able to communicate effectively displaying an emphasis on the discipline of listening to understand customer intent, ask clarifying questions and seek to discover the true issue. The incumbent must be proficient with the English language, and exceptional in both written and verbal aptitudes. The incumbent must be proficient with the use of software for word processing, spreadsheets, data bases and email. The incumbent must be able to lead and facilitate large groups to seek a common outcome, while dealing with competing agendas and distracting circumstances. The incumbent must be comfortable with public speaking with both internal and external stakeholders.

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Analytical: The incumbent must routinely apply critical thinking, including the process of actively conceptualizing, analyzing, synthesizing and evaluating information gathered from observation, polling, experience or communication, as a guide to action, problem solving or decision making.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible for independent action and initiative in carrying out the regular duties. The incumbent is expected to routinely make informed decisions and keenly understand the departmental tolerance for risk as it relates to project delivery.

As a key contributor in the cooperative agreement process, decisions made will affect the legal obligations for the Department in contract with another party that may have significant liability and could lead to huge settlements against the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work with a wide variety of Caltrans staff, including policy owners, content experts and chiefs within headquarters' divisions of Design, Project Management, Right of Way, Environmental, Construction, Traffic Operations, Maintenance, Legal, Accounting, Budgets, Planning, Programming and district staff. The incumbent will also work with stakeholders such as the California Transportation Commission staff, and external partners including the League of California Cities, the Self-Help Counties Coalition, the California Regional Transportation Planning Agencies and the Rural Counties Task Force.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

1. Must be able to sit for prolonged periods of time while using a keyboard, mouse, and video display monitor while reading, preparing, and reviewing documents or attending meetings.

Mental Requirements:

1. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.
2. Must be able to organize and prioritize large volumes of varied documents.
3. Understand linkages between administrative competencies and mission needs.

Emotional Requirements:

1. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations.
2. Is tactful and treats others with respect.
3. Seeks to establish a balance between work and personal life.

WORK ENVIRONMENT

The incumbent's official office location will be the Department's HQ office at 1120 N Street, Sacramento CA 95814 in a climate-controlled setting under artificial lighting.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's 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.

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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