

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Environmental PPM/Resource Management/136	
WORKING TITLE Resource Management Engineer	POSITION NUMBER 904-136-3135-xxx	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the direction of the Branch Chief of Resource Management/PRSM, the incumbent is responsible for helping resource management and support for the Division of Environmental Planning and Engineering (Division). Coordinate with the Division of Program/Project Management in managing PRSM environmental tasks, schedules, workplans, and resources. Facilitate the Division's annual January 9th "roll up" for both in-house staff and consultant support services. Coordinate project resourcing for the Division during all phases of project development for both in-house and consultant support services. Generate reporting related to expenditures and historical data using AMS Info Advantage, DataLink, PRSM and other Caltrans web-based programs. The incumbent may act as the Branch Chief when required.

**CORE COMPETENCIES:**

As a Transportation Engineer (Civil), 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First - Integrity)
- **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. (Cultivate Excellence - 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. (Cultivate Excellence - Engagement, Equity)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Cultivate Excellence - Engagement, Equity)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Pride)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Strengthen Stewardship and Drive Efficiency - Innovation)

**TYPICAL DUTIES:**

Percentage                      Job Description  
Essential (E)/Marginal (M)<sup>1</sup>

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30%	E	Assists and coordinate with the Division of Program/Project Management in managing PRSM Environmental Tasks, schedules, work-plans and resources assigned to the Division of Environmental including but not limited to task begin and end dates, team members, resource hours, % completion, open/close for time entry. Assists the Division's annual "roll up" for the Jan 9th HQ resource pull for both in-house staff and consultant services.
30%	E	Generates reporting related to expenditures and historical data using AMS Info Advantage, DataLink, PRSM and other Caltrans web-based programs. Utilize Division's Access database, STEVE database and Microsoft Office Tools including Excel and PowerPoint to report expenditure data.
30%	E	Assists and coordinate project resourcing for the Division during all phases of project development for both in-house and consultant support services and work with Project Managers regarding project resource work-plan development and modification. At the PID phase, work closely with the Divisions of Environmental Planning and Engineering and Transportation Planning and Project Managers to provide a compilation of the Division's resource needs for subsequent phases of project delivery. Prior to the RTL milestone, coordinate closely with PMs, managers from the Divisions of Environmental and Construction to assess Environmental resource needs for in-house and consultant resources.
10%	M	Creates agenda and project status information sheets for various environmental, and project delivery meetings. Updates and backup project information to the environmental database.

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<sup>1</sup>ESSENTIAL 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.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

No supervision. Sometime the incumbent may assigned as a lead worker and cross-train other staff.

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent shall have thorough and comprehensive understanding and knowledge of the Environmental process and the Caltrans project development process and task management . The incumbent shall have thorough knowledge of task management and project management principles, Work Standard Guide (WSG) and the tools and databases the District uses to manage project scope, cost and schedule such as PRSM. The incumbent shall have a comprehensive knowledge of the studies and analysis involved in the preparation of various levels of environmental documents under CEQA and NEPA. The incumbent shall also have a strong understanding of the numerous federal, state and local regulations and regulatory agencies involved in the environmental analysis of Caltrans projects.

The incumbent must have the ability to communicate effectively and shall have strong written and verbal communications skills. This incumbent maybe required to write comprehensive project status summaries and maybe required to make presentation to District and HQ management on the status of projects. The incumbent also maybe required to provide training on environmental processes to multidisciplinary audiences. This position requires a great amount of coordination among various levels of staff and management within the Divisions of Environmental, Project Management, Design, Construction, Operations and Right of Way. The incumbent must have strong analytical, problem-solving and organizational skills.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent will facilitate timely project delivery through coordination with staff within the Division and across other Divisions. The consequences of inadequate facilitation could result in inadequate in-house or consultant support resources, project delays, increased costs and/or penalties.

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**PUBLIC AND INTERNAL CONTACTS**

The incumbent will work closely with the Division of Program and Project Management, Construction, Design, Right of Way and Transportation Planning as well as the five other Offices within the Division of Environmental Planning and Engineering. The incumbent will work with other District Offices, Branches as well as Headquarters functions. Will coordinate and interact with various governmental agencies, private industry, and other public entities.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Physical: Employee may be required to sit for long periods of time attending various meetings and using a keyboard and video display terminal. Have the ability to work on a keyboard, have manual dexterity; sit for long periods; develop and maintain cooperative relationships; have the ability to focus for long periods of time.

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Mental: Must grasp the essence of new information and master new technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and be able to complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied information and documents. Employee must be able to concentrate to review and create documents and meet strict deadlines at times.

Emotional: Most of the jobs in the Environmental Division require interaction with many people. It is important that the employee work with others in a cooperative manner. The incumbent may have to work in highly intense situations when transportation network failures occur and immediate resumption of services is paramount. Must be able to effectively handle pressure, maintain focus and intensity yet remain positive and persistent, even under adversity. Must be able to develop and maintain cooperative relationships. Must consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats other with respect. It is open to change and new information; adapts behavior and work methods to new situations warranting attention and resolution. Behaves in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service. Values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

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.

While at his/her base of operation, the employee will work in a climate-controlled cubicle under artificial light. However, due to periodic problems with the heating and air conditioning system in the building, location temperature may fluctuate. The employee will work at a desk in a cubicle. Working hours will be set sometime between 6:00 am to 6:00 pm. Employees may be required to travel in state, but travel is infrequent.

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.)

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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