

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Division of PPM/COOP AGREEMENTS	
WORKING TITLE COOP AGREEMENT COORDINATOR	POSITION NUMBER 907-104-3135-XXX	REVISION DATE 11/17/2025

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

GENERAL STATEMENT:

Under the general supervision of a Supervising Transportation Engineer, the Transportation Engineer (Civil) serves as a Cooperative Agreement Coordinator providing technical expertise to prepare and process various types of cooperative agreements. Cooperative Agreements are legally binding documents between the State and a local agency where both parties agree to share or cooperate in a project. The Cooperative Agreement outlines the responsibilities and respective obligations of the parties to the Agreement and is always required where there is an exchange of funds and/or commitment of personnel resources. The incumbent will be responsible for reviewing agreements with Project Managers, working with Headquarters (HQ) Office of Delivery Improvement and Agreement (ODIA), HQ and District's policy owners, and local agencies' representatives, to process and track the progress of the agreements through final execution. The incumbent will attend meetings related to the agreement process and respond to inquiries from Project Managers, District and HQ Officials, Local Agencies, and private individuals. Occasional travel may be required. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

Appointment to Range D requires a valid Professional Engineering License (Civil) issued by the California Board of Registration for Professional Engineers.

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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Equity - Equity, Innovation, Integrity, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)
- Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Employee Excellence - Integrity, Pride)
- 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, Employee Excellence - Equity, Innovation, Integrity, 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 - Equity, Innovation, Integrity, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety - Innovation, Integrity, 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. (Safety, Equity - Equity, Innovation, Integrity, Pride, Stewardship)
- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity - Equity, Innovation, Integrity, Pride, Stewardship)
- Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Equity - Equity, Integrity, Stewardship)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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50%	E	Prepares various types of Cooperative Agreements using Caltrans standard forms or standard and procedures. Reviews various engineering reports to ensure documents are consistent with our engineering terminology, project delivery requirements and practices so that cooperative agreements can be correctly prepared and provide proper format and wording. Analyzes engineering reports, project scopes, environmental documents, and right-of-way requirements to ensure agreements accurately reflect project responsibilities and funding contributions. Through documentation and contacting appropriate parties, keeps track of the progress of the Agreements during processing from the inception to their ultimate execution. Must interact with Project Managers, Headquarters Agreements personnel, local agencies and private companies. Coordinates with internal technical experts, including Design, Environmental, Right-of-Way, Construction, and Maintenance teams, to verify project scope, cost-sharing responsibilities, and implementation details. Collaborates with external local agencies and private companies to ensure that agreements are structured in compliance with the California Streets and Highways Code, Federal Highway Administration (FHWA) requirements, and applicable state and federal funding policies. Ensures that financial obligations, maintenance responsibilities, and project delivery commitments are clearly defined to facilitate smooth execution and regulatory compliance.
35%	E	Processing of cooperative agreements, includes but is not limited to: Tracks agreement progress from inception to execution, ensuring timely review and approval by District and Headquarters policy owners. Facilitates interdepartmental coordination, engaging with Project Managers, Headquarters Agreements personnel, Legal, Division of Accounting, and external stakeholders such as local agencies and private companies. Revising draft agreements with the necessary changes and obtaining District's and Headquarter's policy owners approval for respective changes. Sending final agreements to Headquarter and local agencies for signatures for final execution. Preparing transmittal memorandums and letters. Providing copies of the executed agreements to the various units within the District and the local agencies.
10%	E	Reviews and comments on draft scoping documents. Maintains, updates, and ensures Headquarter and District Cooperative Agreements log and database are updated and accurate. Maintains agreement files system.
5%	M	Attends Project Development Team meetings to determine agreement needs and content, with District personnel, outside agency staff, private engineering firms, or others associated with the agreements, and documents the conversations for record purposes. May have to testify in court depositions as to the processing of the agreements. By incorporating technical expertise, regulatory compliance, and structured coordination, this role ensures that Cooperative Agreements effectively support project delivery while maintaining legal and procedural integrity.

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
None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Must have good knowledge of the design process, civil engineering terminology, Project Development Procedures Manual (PDPM) and Highway Design Manual. Must possess sufficient engineering expertise to analyze transportation facility planning and design principles. Must have the ability to make accurate engineering judgment concerning type of work involved in the project needing agreements to determine type of agreement to use, and make the necessary revisions to the agreements based on the facility involved. Must be able to analyze proposals made by others and identify possible impacts in relation to agreement standards and legal issues. Knowledge of Caltrans policies, procedures, goals and State laws pertaining to cooperative agreements.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
The incumbent is responsible for providing the correct format and proper wording for cooperative agreements based on information provided by design and support units. The incumbent is also responsible for processing agreements in a timely manner in order to prevent delays in project schedules, loss of project funding, added cost to the State, and/or services between agencies to the detriment of the public good. An error in judgment could result in waste of public funds, time, highway construction delays and public image of Caltrans.

PUBLIC AND INTERNAL CONTACTS
The incumbent will have contact on regular continuing basis at various levels in various District Offices, Headquarters Offices, and Local Agencies.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal and may be required to bending, stoop or kneel occasionally. The work requires some analytical ability. Incumbent must possess a sustained mental capacity of analysis, problem solving, reasoning and report writing. Must be able to develop and maintain cooperative working relationships; handle somewhat stressful and demanding situations; able to multi-task, and apt to changes in priorities, and complete tasks/projects with short notice. Incumbent must be able to concentrate and maintain focus in order to review and create documents and meet deadlines. Incumbent must be able to develop and maintain cooperative working relationships.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. Incumbent may also be required to travel to attend meetings and/or deliver/pick-up documents off-site.

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

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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