

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION Safety Systems and Devices	
WORKING TITLE Office Chief, Safety Systems and Devices	POSITION NUMBER 913-355-3155-001	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 direction of the Deputy Division Chief of the Division of Safety Programs, a Principal Transportation Engineer, the incumbent, a Supervising Transportation Engineer, serves as the Office Chief of Safety Systems and Devices.

The incumbent oversees functions that support the Division and districts in implementing a Safe System approach on the State Highway System and provides uniform standards for regional partners and local roads in order to help California meet its Strategic Highway Safety Program and Highway Safety Improvement Program goals. The Safe System approach aims to eliminate fatal and serious injuries for all road users. It does so through a holistic view of the road system that first anticipates human mistakes, and second keeps impact energy on the human body at tolerable levels.

The incumbent establishes statewide policies, practices, and guidelines to provide a safe and reliable transportation network that serves all people and respects the environment; works with internal and external partners to implement tools and technologies for day-to-day operations and safety; brings in new innovations and technologies; and facilitates safe and reliable transportation system operations throughout the State. The incumbent oversees the office responsible for establishing and maintaining policies and expertise related to safety systems and devices, including traffic control devices, traffic safety devices, speed zones, and related safety countermeasures.

CORE COMPETENCIES:

As a Supervising Trans 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

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TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
20% E	<p>Manages and leads activities of the Office of Safety Systems and Devices. Provides strategic vision for the Office and engages with HQ Divisions and Districts to develop actions that promote alignment with the Caltrans' mission, vision, goals, and values. Coordinates Office resources to provide effective engineering support services to internal and external stakeholders. Leads cross-functional teams responsible for implementing the Division's strategic objectives and supports the Division and districts in implementing strategic objectives.</p> <p>Establishes and maintains policies and expertise related to traffic control devices, traffic safety devices, speed zones, and related safety countermeasures. Oversees the office budget, vacancies, and staff training needs. Develops and refines workload standards and performance measures. Leads business planning activities. Develops and enforces production units and workload standards for the Office to validate allocations and resources of assigned project codes. Oversees the development of contracts and statewide policies, guidelines, and procedures related to program functions.</p>
20% E	<p>Provides technical direction to ensure proper department guidance is developed and updated, such as the California Manual on Uniform Traffic Control Devices (CAMUTCD), Traffic Safety Systems Guide, Speed Zone Manual, Proven Safety Countermeasure (PSC) Guidelines and Safety Design Manual. Develops and maintains policies, procedures and guidance for the Office and provides direction over the development of standard plans, specifications and standard special provisions. Provides direction to staff reviewing and providing new product recommendations. Provides leadership regarding CAMUTCD including supporting the California Traffic Control Devices Committee (CTCDC) activities and coordinates with the federal MUTCD. Engages with Division Offices in developing PSC guidance and promoting statewide use of PSCs. Provides leadership to integrate proven effective safety elements into Speed Management and Speed Limit Setting related guidance, plans and specifications. Provides support to Districts regarding Traffic Safety Devices and Systems through training and partnership efforts.</p>
20% E	<p>Supervision: Supervises, coordinates, and oversees all Branch staff and operations (including onboarding/offboarding). Monitors Office workload, establishes priorities, and develops strategies to increase productivity and performance levels to achieve Branch and Office targets. Coordinates Office of Safety Systems and Devices resources to provide effective engineering support services to the entire office and internal/external stakeholders.</p> <p>Coaches and mentors staff and creates opportunities for employee development. Provides staff with feedback on their job performance that entails constructive feedback through regular monitoring of their workload and productivity. Enhances employee morale and engagement by acknowledging good work and contributions through formal and informal appreciation efforts. Takes timely action and collaborates with the Offices of Discipline Services, Health and Safety, EEO, Human Resources, etc. for all disciplinary and personnel-related matters as appropriate. Processes timely probation reports, annual performance reviews, and annual training plans. Establishes and upholds employee expectations and telework agreements (if appropriate) and develops plans and tools to build employee strengths and close performance gaps.</p>
15% E	<p>Engages in internal and external (including national) committees to ensure best practices are institutionalized. Serves as a member of the Complete Streets Steering Committee, the Construction Standards Steering Committee, American Association of State Highway and Transportation Officials (AASHTO) Subcommittee on Traffic Engineering (SCOTE); the California Traffic Control Devices Committee (CTCDC); and the National Committee on Uniform Traffic Control Devices (NCUTCD). Conducts, sponsors, and participates on various task forces, workshops, conferences, and quality teams to advance safety initiatives.</p>

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15%	E	Responds to inquiries from the Legislature, CalSTA, Federal Highway Administration (FHWA), California Highway Patrol (CHP), California Traffic Control Devices Committee (CTCDC), other federal and state agencies, cities, counties, and the general public regarding safety systems and devices. Provides Safety Division liaison services with the Legal Division. Assists the Legal Division to avoid and mitigate tort liability. Develops recommendations on proposed legislative bills and amendments concerning traffic safety topics. Works closely with the Divisions of Maintenance, Traffic Operations, Project Delivery, and Planning and Modal to achieve Office objectives. Participates on special studies and various surveys or activities for traffic engineering systems and solutions. Updates executive management and responds to Control Agency inquiries.
5%	E	Prepares high level correspondences, reports, issue papers, decision documents and technical materials for presentation. Supports innovation, research, and tests of new technologies and strategies to improve transportation safety and performance monitoring. In cooperation with internal HQ and district stakeholders manages research and studies pertaining to traffic engineering activities. Assists with preparing Budget Change Requests, and Finance Letters.
5%	M	Leads and completes a variety of special projects and assignments as needed by the Chief Safety Officer and Deputy Division Chief. Assists with emergency response and planning tasks including attendance at Emergency Operations Centers (EOC) as needed. Performs other work commensurate with the Supervising Transportation Engineer (Manager) classification. May occasionally act as the Deputy Division Chief of Transportation Safety.

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

Directly supervises senior level staff and serves as the second line supervisor to engineering and other rank and file staff. Provides guidance to district managers and staff in order to implement strategy, policy, and procedure statewide for the 2070 Traffic Operations Program. May supervise retired annuitants, student assistants, consultants, and contractors. May occasionally act as the Deputy Division Chief of Transportation Safety or other Office Chiefs in the Division of Safety Programs.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid certificate of registration as a civil engineer issued by the California Board of Registration for Professional Engineers is required.

Requires knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; the principles of traffic engineering, traffic safety, and traffic management; highway design; traffic and construction policies, procedures; organizational and engineering functions (both within and outside of Caltrans) that pertain to design, operations, maintenance, and construction of all types of transportation facilities.

Must have knowledge of transportation principles and methods and the ability to apply the national best practices at Caltrans to improve capabilities and success in meeting goals. Must have a thorough knowledge of Caltrans' organization and policies; strategic planning processes and techniques; performance measure development, implementation, and assessment; principles and practices of public administration, budgeting, personnel, planning, program management, and evaluation.

Must have the ability to supervise multi-disciplinary, technical staff. As a supervisor, requires knowledge of and the ability to implement principles and techniques of personnel management and supervision; the supervisor's role in equal employment opportunity, health and safety, personnel-related, and labor relations programs; and the processes required to meet their objectives. Requires the ability to communicate effectively (both orally and in writing) with multiple audiences; establish and maintain cooperative relationships with individuals and organizations contacted in the course of work; participate in public contact and represent Caltrans; serve in a consulting capacity to other divisions and districts; and respond appropriately to difficult situations.

Must be able to apply sound judgment in problem solving; work productively in a busy and often changing environment; perform multiple tasks simultaneously; maintain a project schedule; accurately and timely follow-up on issues; and effectively interact with many levels of people in a cooperative manner. Must be decisive, take appropriate actions, and complete tasks or projects with a short notice. Requires proficiency with Microsoft (MS) Office programs (including MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Teams), Adobe Acrobat, Cisco WebEx, and using the Internet.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for making independent action and taking initiative to carry out assigned duties. The incumbent's decisions and actions have a direct impact on the Traffic Operations Program and the Department. Inability to carry out this position's responsibilities could result in: adversely affecting public safety and/or result in tort liability for Caltrans; increased

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expenses resulting from lost Transportation System productivity; litigation that could delay and/or add substantial cost to essential projects or activities; inability to quantify performance in meeting the Department's strategic goals and safety and mobility commitments; loss of credibility and public confidence in Caltrans as a responsible public agency.

PUBLIC AND INTERNAL CONTACTS

The incumbent must maintain the highest level of professionalism and integrity, exhibit tact and diplomacy, and effectively communicate with all internal/external contacts.

Internal contacts include various Caltrans districts and divisions (including Design, Construction, Maintenance, External Affairs, and Engineering Services). External contacts include the Legislature, Governor's Office, CHP, FHWA, construction industry representatives, local agencies, other states, national experts, academia, the private sector, and the general public.

The incumbent must communicate effectively orally and in writing, by telephone, via email, and by web conferencing. The incumbent is also required to facilitate, participate in, and host meetings.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must: quickly adapt behavior and work methods in response to new information/priorities and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. Must be able to maintain focus and intensity, yet remain optimistic and persistent, even under adversity. The incumbent shall act in a fair and ethical manner toward others; value cultural diversity and other individual differences in the workforce; and demonstrate a sense of responsibility and commitment to public services. The incumbent must be able to develop new insights into situations and apply innovative solutions to make organizational improvements; grasp the essence of new information and master new technical and business knowledge, particularly in the area of outreach; and facilitate and maintain a work environment that encourages creative thinking and innovation.

Must have the ability to work with a computer and have manual dexterity. Required to sit for long periods of time using a computer, monitors, phone, and other office equipment. The incumbent must be able to occasionally lift up to 25 pounds without assistance. Bending, stooping, and pulling may be required within the normal course of performing some of the responsibilities associated with this position. May be required to speak in front of large groups.

WORK ENVIRONMENT

This position's headquarterd location is Sacramento, CA. While at the base of operation, the incumbent works in a climate-controlled office under natural and artificial lighting. Due to periodic issues with heating and air conditioning, building temperatures may fluctuate. Multi-floor buildings are equipped with elevators and stairs.

The incumbent is required to travel periodically to other office buildings (federal and state offices, district offices, local agencies, etc.) and indoor/outdoor field locations. While at field locations, the incumbent may be exposed to uneven surfaces, noise, and varying climate conditions. The incumbent is required to travel within the state and may be required to travel out-of-state for business operations. Possession of a valid driver's license is required to operate a State owned, leased, and/or personal vehicle. The environment is fast-paced, demanding, and busy; and requires considerable flexibility in managing time, priorities and assignments. Vacations may be restricted during peak times.

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 headquarterd location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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