

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 5 Traffic Operations/Traffic Safety	
WORKING TITLE Traffic Division Engineer	POSITION NUMBER 905-355-3135-xxx	REVISION DATE 12/04/2025

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 Senior Transportation Engineer the incumbent is responsible for evaluating and performing safety-related Traffic Investigation Reports; making recommendations for safety-related changes or improvements to the state highway; initiating and tracking Sign Installation Orders (SIOs) and Maintenance Work Orders (MWOs) as a result of investigations; and scoping and initiation of safety projects. Duties include data gathering, field reviews, analysis, alternative evaluation, safety recommendations, and report preparation. The incumbent will also be expected to engage and participate in in-person safety meetings, project specific meetings, and weekly staff meetings. In addition, the incumbent reviews plans and reports and provides safety data and advice to Planning, Encroachment Permits, Project Development, Construction, and Maintenance as they plan, design, construct, and maintain projects delivered by the District and external partners. The incumbent may also be required to provide data and documents for Public Records Requests and for Caltrans Legal, and may be required to participate in depositions and other legal proceedings.

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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Strengthen Stewardship and Drive Efficiency - Engagement)

TYPICAL DUTIES:

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

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50%	E	Traffic investigation duties include conducting, documenting, and reviewing, traffic investigations identified by the statewide collision monitoring systems and other investigations as assigned. Traffic Investigation Reports (TIRs) are to be completed in compliance with the Caltrans Highway System (TOMIS) workload production standards. This position gathers data and conducts investigations including utilization of the Traffic Accident Surveillance and Analysis System- Transportation System Network database, review of Traffic Collision Reports, analysis of collision data for identification of collision patterns, summarizing the situation and facts, identifies potential countermeasures, and makes a final recommendation on the TIR.
15%	E	Research and collaboration to develop feasible countermeasures to observed collision patterns. Research/ knowledge of the California Manual on Uniform Traffic Control Devices; Caltrans Highway Design Manual, Complete Intersections, Standard Plans, Traffic Operation Policy Directives (TOPDs), HSIP Guidelines; Crash Modification Factors; Roadside Design Guide; Highway Safety Manual; and other American Association of State Highway Transportation Official, Federal Highway Administration, Transportation Research Board, and Institute of Transportation Engineers reports and publications; etc.
10%	E	Traffic Surveillance duties including field reviews timed to fit the primary conditions of collision patterns, observation and driving through location observing roadway and traffic characteristics, driver behaviors, field photographs, and analysis based on data and observations. Schedule field review with multiple disciplines when appropriate; and contact local law enforcement, field maintenance personnel, or local agency staff when applicable. Field work may be assigned district wide.
10%	E	Assists in preparation and review of maintenance work orders, sign installation orders, scoping and initiation of Collision Reduction projects, and calculation of traffic safety indexes. Performs field reviews, traffic counts, prepares project feasibility estimates, and works with Project Development staff scoping proposed projects on a district wide basis. Leads the presentation and discussion of proposed improvements with Multi-functional Safety Improvement Team as needed. Prepares memos, letters, and reports during the initiation of the HSIP projects. Ensures that Project Identifiers (EAs/Pis) for projects are initiated in a timely manner. Prepares and submits proposed projects to Headquarters (HQ) Office of Performance, Highway Safety Improvement Program for their review and approval. Reviews and monitors traffic safety projects for preparation and adherence to the Traffic Department's recommended safety improvements for the projects. Monitors project costs to ensure that they do not exceed the HQ's approved cost and works with HQ for approval of appropriate cost increases and scope revisions. Tracks recommended improvements, field reviews improvements, and completes the closeout of investigations after improvements have been completed.
5%	E	Performance measure reporting to HQ and District staff. Prepares Project Initiation Document (PID) Workplan, Ten Year State Highway Operations and Protection Program (SHOPP) Needs plan, and SHOPP Programming support for HSIP projects for the District Traffic Safety Branch.
5%	E	Provides legal support to Caltrans Legal Division such as interrogatories, depositions, and informed witness testimonies regarding traffic-related matters.
5%	M	Attend training courses, provide formal or informal training to others, participate in internal and external teams and committees, and attend staff and safety meetings. Perform general office duties, and maintaining the office and field equipment.

<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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Incumbent works under the general supervision of the Senior Transportation Engineer in the Traffic Division.

This position does not supervise; however, the incumbent may be given the authority to lead in the absence of the supervisor. The lead person reviews work, assigns tasks, provides input on employee performance, and prepares recommendations relating to work assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires knowledge of: Traffic engineering principles fundamental for ensuring transportation safety and operational efficiency, integral to the design, construction, and maintenance of transportation infrastructure. Utilize available resources for increasing knowledge and making well-informed decisions regarding traffic operations and safety applications. Key resources that include the California Manual on Uniform Traffic Control Devices, California Vehicle Code, Caltrans Highway Design Manual, Standard

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Plans, Complete Intersections, HSIP Guidelines, Intersection Control Evaluation, Highway Safety Manual, and Crash Modification Factors, in addition to numerous reports and publications from organizations such as AASHTO, FHWA, TRB, or ITE.

Competency in computer applications for traffic analysis procedures, database management, spreadsheets, word processing, computer-aided design and drafting (CADD)/Microstation/Autocad, and file manipulation.

Requires the ability to conduct field trips for the Traffic Division. The incumbent must demonstrate the capacity to work independently while also collaborating effectively as a team member. They will represent the Department in meetings, perform complex mathematical calculations, and communicate effectively both verbally and in writing to ensure successful job performance. Prepare technical reports and other project-related documentation. The incumbent is expected to make appropriate, reasonable, and defensible decisions and recommendations.

Requires the ability to verify the accuracy of one's own work as well as the work of others; develop, review, and recommend project alternatives; understand engineering principles and design standards; and analyze situations accurately to take effective action.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The employee makes decisions on matters regarding the general fields of highway and traffic engineering. Specifically, these decisions involve a wide range of measures to correct operating and safety deficiencies on state highways. Failure to implement sound and reasonable engineering decisions may affect traffic safety, traffic delay, project cost, and tort liability.

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**PUBLIC AND INTERNAL CONTACTS**

Daily contact with the public, contractors, engineers and architects, and with Caltrans and local agency staff, and law enforcement agencies is common. Employee must have the ability to clearly communicate technical data in written form and verbally.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent must be able to meet the following requirements:

**Physical Requirements:**

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee may be required to sit or stand for long periods of time using a keyboard, mouse, and video display terminal.
- Other physical requirements include, but are not limited to climbing stairs, lifting/carrying/moving objects (i.e. files, books, binders, plan sheets, boxed collision reports, field equipment, etc.); walking on uneven surfaces, up/down slopes, and adjacent to traffic.
- Employee will be required to use hands for computer keyboarding.
- Employee may be required to use graphic design software applications, designing and creating professional and attractive products.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.
- Employee will be required to travel to the field, and on occasion to travel to public meeting sites and set up products, answer questions, or make presentations.

**Mental Requirements:**

- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data, and other material that may require long periods of mental concentration.

**Emotional Requirements:**

- Duties include reviewing traffic collision reports that contain details of fatal and serious injuries which some may find emotionally disturbing.
- Ability to interact with all contacts in a calm and respectful manner, maintaining composure in the face of confrontation and in highly charged emotional situations.

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**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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- Must have the emotional ability to maintain a positive, customer service oriented attitude.
- Resolve emotionally charged issues reasonably and diplomatically.
- Develop and maintain cooperative working relationships with all contacts.
- Receptive to change, new information, and new situations.
- Overtime may be required and vacation restricted during peak times.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While at their base of operation, employees will work in a climate-controlled office under artificial lighting. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee frequently drives a state vehicle, works outside to conduct field reviews on uneven surfaces, airborne particles, cold or hot weather, rain, heights, and moving vehicles or equipment. While performing duties and conducting official State business, the State vehicle may be equipped with a Global Positioning System (GPS). Travel, including one-day or overnight trips, may be required.

Some field reviews are performed in dark and/or wet and rainy conditions, and some require incumbent to perform tasks adjacent to high speed traffic.

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.

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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE