

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

| CLASSIFICATION TITLE           | OFFICE/BRANCH/SECTION   |               |
|--------------------------------|---|---------------|
| Supervising Trans Engineer, CT | Office of Local Assistance, Environmental, and Project Initiation |               |
| WORKING TITLE                  | POSITION NUMBER   | REVISION DATE |
| Office Chief                   |   | 03/01/2024    |

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 Deputy Director for District 10 Planning, Local Assistance & Environmental Support, a CEA, the incumbent is directly responsible for the overall program management of the Local Assistance, Project Initiation, Travel Forecasting, and the Environmental Branch within District 10. Areas of emphasis include: Local Assistance, Project Initiation management, Environmental program oversight, monitoring of units' resource expenditures, monitoring of local project progress, and identification and resolution of project delivery barriers. Through subordinate supervision, the Incumbent is responsible for program management and other related activities/functions.

**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. (Cultivate Excellence - Pride)
- **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 - Pride)
- **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. ( Advance Equity and Livability in all Communities - Engagement)
- **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. (Cultivate Excellence - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Cultivate Excellence - Engagement)
- **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. (Cultivate Excellence - Engagement)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Pride)

**TYPICAL DUTIES:**

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

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|     |   |   |
|-----|---|---|
| 40% | E | Manages the District Local Assistance Program in accordance with the Local Assistance Procedures Manual, Local Assistance Program Guidelines, Code of Federal Regulations and other pertinent guidance. Ensures delivery agreements/goals are achieved by providing oversight of the county and cities in administering State and Federal funded local projects. Ensures 100% delivery of all the Local Assistance items with high quality and within the budget specified in the District Division of Planning and Local Assistance Delivery Plan. Establish and lead an enhanced support services program to aid small local jurisdictions with federal aid project delivery who have limited capabilities to retain qualified staff. |
| 25% | E | Manages the District Project Initiation and Travel Forecasting Program in accordance with the District policy and procedures and other pertinent guidance. Ensures delivery agreements/goals are achieved by providing oversight of the county and cities in administering State and Federal funded local projects. Ensures the timely and accurate preparation, production and approval of reports as required to meet project schedules. Ensures coordination with District Asset Manager in meeting the goals and performance objectives of the State Highway System Management Plan.  |
| 25% | E | Incumbent would provide oversight and workload management for the Environmental Branch. This includes oversight of the permits, environmental studies, and adherence to state and federal regulations. The Incumbent will oversee the development of resources work plans, identification and resolution of barriers to deliverable completion, oversight/inventory of equipment and oversight of office resource expenditures and projections.   |
| 10% | M | Represents the Department and State as needed on special teams to investigate complex issues and improve business practices and policies, provide technical expertise, present data, and communicate results and implications of analyses.  |

<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**

The Incumbent directly supervises senior staff and support staff. The Supervising Transportation Engineer must have the ability to act independently. Incumbent provides direct supervision and has full responsibility for all aspects related to their office, including subordinates. The incumbent is responsible for a wide variety of tasks and must exercise a high degree of professional engineering expertise, judgment, and initiative in the daily administration of their responsibilities. In many situations, independent action must be taken in the absence of input or direction from the Deputy District Director.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have a thorough knowledge of the organization, policies and goals, and procedures of the Department of Transportation, and a breadth of knowledge including, but not limited to, transportation engineering, local transportation funding programs, public relations, and management principles. The incumbent must be able to organize and facilitate meetings, make oral presentations, and write effective letters and reports. The ability to effectively administer a branch or a diverse study team is also essential. The incumbent must have the ability to create and maintain a cooperative working environment in a highly sensitive relationship where program success is oftentimes dependent upon how well local agencies deliver their transportation projects under State guidance and assistance. The incumbent performs the full range of analysis in planning and coordinating the office activities, establishing standards, developing policy and procedures, directing special studies, analyzing and recommending solutions to politically sensitive issues, handling complex administrative and personnel matters, and developing objectives and staffing recommendations required for the Office functions.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for all decisions, actions, and consequences inherent in planning, organizing, directing, and controlling all Local Assistance activities. All sensitive, controversial, or highly technical decisions and/or new program and policy directions are reviewed with/by the incumbent. Errors would result in loss of Federal funding at both the State and the local level and lower credibility for the Department in dealing with Regional and other State agencies, the Legislature, FHWA, and local public agencies.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent participates in meetings and negotiations with Federal, State, Regional, and Local Agencies, and the public concerning the policy, scope, and content of the Department's Local Assistance Division. Communicate the status of current projects and programs being addressed within the Department by management, including the Director, Deputy Directors, Division Chiefs, as well as substantial contact with the various districts at the District Director and Deputy District Director levels.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Incumbent must be able to develop cooperative and professional working relationships with peers, superiors, within the Department and outside and be able to work independently as well as a team member.

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**WORK ENVIRONMENT**

The incumbent works in front of a computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

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.

Some travel will be required to attend monthly, quarterly or annual meetings and/or training sessions as a participant or to provide training to the districts and local agencies.

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