

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 59/DES/PPM&OE/OPD&SCM	
WORKING TITLE Project Liaison Engineer (Specialist)	POSITION NUMBER 559-150-3161-022	REVISION DATE 12/16/2025

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

GENERAL STATEMENT:

The Project Liaison Engineer (Specialist), a Senior Transportation Engineer (Sr TE) (Specialist) receives general direction on the goals, objectives and policies of the Division of Engineering Services (DES) from a Supervising Transportation Engineer. Usually, the assignments are broadly outlined and the Sr. TE (Specialist) is given flexibility for independent action.

Under the general direction of the Office Chief, Office of Project Delivery & Structure Contract Management, the incumbent's duties require detailed knowledge of Project Management, technical project development, and engineering practices and processes, project and support cost estimating, delivery scheduling, as well as team-building, conflict resolution, and strong communication skills. Responsibilities include coordination with District Project Managers, DES Functional Units, and Deputy Division Chiefs to identify and negotiate project workload and schedules, to monitor and communicate the status of delivery, to facilitate resolution of project delay issues and develop recommendations for action, and to identify methods for enhancing communications between the DES and Districts. This position requires travel.

CORE COMPETENCIES:

As a Senior Transportation 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. (Prosperity - Collaboration, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Innovation, 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, Stewardship)
- **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. (Equity - Collaboration, Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Employee Excellence - Collaboration, Equity, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - Collaboration, People First, 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. (Equity, Employee Excellence - Collaboration, Equity, Innovation)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Equity - Collaboration, Equity, Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Equity, Employee Excellence - Stewardship)

TYPICAL DUTIES:

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

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30%	E	Work Plans: Serves like a DES project manager for DES deliverables on statewide projects. Collaborates with District Project Managers, District Planning and Maintenance teams, and DES Functional Units to develop project scope information for the Work Agreements (WAs). Works with the assistants to initiate the Work Agreement process using VISION tool. Coordinates with DES functions to determine resource needs and deliverables' schedules to establish baseline WAs. Collaborates with the Project Managers and the Functional Managers to ensure the deliverables' schedules are consistent with the Project Milestones during Workplan preparation and also during entire project lifecycle. Ensures the quality of workplans before sent to the Project Managers. May incorporate DES Workplan into the Project Resource and Schedule Management (PRSM) tool on behalf of the Project Manager.
30%	E	Monitors DES Project Workload and Project Delivery Status: Ensures the quality of DES Workplans during the project life cycle. Ensures current and future project schedules, milestones, and commitments are realistic and achievable. Collaborates with the Project Managers and the Functional Managers to ensure the deliverables' schedules meet Project Milestones and within resource allocations provided in the Workplans agreements. Monitors DES resource expenditures against the negotiated WAs and updates the WAs, when necessary. May need to support PRSM workplans on behalf of the Project Manager for all DES work components not limited to schedule management and resource management including A&E resources. Using conflict management skills, collaborates and proactively develops and recommends solutions when negative impacts to project scope or schedule or cost are discovered.
20%	E	Meeting Participation: Represents DES in the meetings with District counterparts, District Project Managers, and/or District management. Attends monthly DES Status Meetings, District Status meetings, Project Development Team (PDT) meetings, Project Initiation meetings, and related Head Quarters meetings to monitor project delivery status, project costs, support costs, schedule changes, project delivery delay issues and risks, and recommends potential issue resolutions. Acts in a liaison capacity to enhance communication on delivery issues and communicate DES delivery/resource issues with the Project Manager. Communicates and/or elevates project delivery issues for appropriate level resolution. Reports project delivery issues on high priority or critical projects to the DES Management to proactively identify issues and resolve them appropriately.
15%	E	Reporting: Reports on the status of project progress, delivery schedules, and resource requirements. Collaborates with the Office of Project Management to assist in the review, reconciliation, and revision of various status reports. Validates project status reports, which include planned accomplishments for the coming month, a listing of delivery dates missed or in jeopardy, and impacts of schedule, scope, and cost changes. Works with DES Functional Units in the preparation of the Change Control Documents to assist the District Project Managers. Documents justifications from DES Functional Units on projects whose support budgets/expenditures fall outside of the targeted norms and allocations. Verifies and analyzes DES workload reports and relevant reports to improve data accuracies.
5%	M	Special Projects: From time to time, the Sr. TE-Spec may be assigned special studies, special projects, or participation on teams and committees that require analysis and development of recommendations on how to improve portions of DES' work process. May act as a lead of the Office of Project Delivery & Structure Contract Management, in the absence of the Office Chief.

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

No direct supervisory responsibilities; however, the incumbent may act as lead in absence of the Project Delivery Support Branch Chief.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Principles, processes, and tools of project management and the Department's project development process to deliver quality projects within scope, on schedule, and within budget.

- All disciplines of transportation engineering and sound knowledge of the requirements of various functional units involved in the project development process.
- The Capital Project Delivery Process and the policies and practices regulating the activities in each of the project phases (Project Initiation, Environmental, Design, Right of Way, Construction), phase deliverables, their relationships/ dependencies, and risks.

Ability to:

- Provide the leadership necessary to develop and control project scope, costs, and schedules, and deliver projects coordinating with multi-disciplinary teams.

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- Plan, prioritize and organize the work, and work effectively and efficiently with others to establish a common goal and achieve successful project delivery.
 - Use various project management databases used by Caltrans. These include Project Resource and Schedule Management (PRSM), California Transportation Investment Tool (CTIPs), VISION, FileMaker Pro, Excel, and any other Project Management software to develop accurate workload cost and schedule projections.
 - Must possess the ability to communicate effectively both internally and externally to ensure project delivery.
 - Use good judgment and interpersonal skills to ensure that DES is effectively represented to its partners and that those projects are delivered meeting the needs of the community and traveling public.
 - Work independently, effectively, and efficiently to coordinate multiple assignments and tasks along with the ability to work under pressure.

Skills to:

- Analyze raw data, clean the data, identify and model trends, reason logically, recognize problems, and develop solutions.
- Make recommendations and presentations for improvement and simplification of processes and procedures.

Knowledge of computer applications is highly desirable.

The work of the incumbent is detailed, complex, and variable and requires independent action and decision-making.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Timely and accurate analysis of impacts of potential scope, cost, and project schedule changes are essential to delivering the “correct” project on time and within budget with minimum impact on other projects in process within the DES. Inaccuracies or delays in developing Work Agreements will result in erroneous resource allocations, incorrect project lead times, and erroneous schedules. These errors will create differences between District and DES schedules and may result in missed project delivery dates potentially leading to a loss of Federal funding on such projects.

PUBLIC AND INTERNAL CONTACTS

This position requires daily contact with District Project Managers, District Planning staff, Contract Managers, and Project Engineers as well as engineering consultants to discuss issues such as the completeness of plans, project delivery, project schedules, and project resources. This position also has frequent contact with other Caltrans Divisions such as Budgets, Maintenance, Construction, Design, and Procurement & Contracts.

On occasions, the incumbent receives calls from contractors, legislative staff, the media, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to sit and/or stand for a long duration and perform tasks utilizing a PC (laptop/workstation). It requires occasional bending, stooping, and kneeling. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Should be willing to take risks; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage. Most of the jobs in the Division require interaction with many people. Employees must cooperatively work with others. Ability to resolve emotionally charged issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect. Behaves fairly and ethically towards others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. Incumbent will be required to travel and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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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
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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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