

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION D11/Planning and Local Assistance/Local Assistance	
WORKING TITLE Local Programs Associate Engineer	POSITION NUMBER 911-820-3135-019	REVISION DATE 01/21/2025

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

GENERAL STATEMENT:

Under the direction of the District Local Assistance Engineer (DLAE), a Senior Transportation Engineer, the incumbent performs duties related to the administration and management of State and Federal-Aid funding programs. Duties include working with Local Agencies, Regional Transportation Planning Agencies (RTPA) - Imperial County Transportation Commission (ICTC), Metropolitan Planning Organizations (MPOs) - Southern California Association of Governments (SCAG) and San Diego Association of Governments (SANDAG), in providing engineering technical assistance, procedural and program guidance, and funds management on locally-administered State and Federal-Aid projects. Additionally, the incumbent provides project and program management assistance to the local agency in coordinating the timely reviews of project information with other functional departments in the District, Headquarters (HQ), and Federal Highway Administration (FHWA). The incumbent manages various Local Assistance databases to ensure project information is current and accurate.

Possession of a valid certificate of registration as a civil engineer issued by the California Board for Professional Engineers, Land Surveyors, and Geologists is required for Range D.

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Collaboration, Integrity)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Integrity, Stewardship)
- 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. (Employee Excellence - Integrity, 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, Employee Excellence - Collaboration, Equity, Integrity)
- Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Prosperity, Employee Excellence - Collaboration, People First)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Integrity, People First, Pride)
- 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. (Employee Excellence - Collaboration, People First)
- 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. (Prosperity, Employee Excellence - Integrity, Stewardship)
- Technical Expertise**: Depth of knowledge and skill in a technical area. (Employee Excellence - Collaboration, People First)

TYPICAL DUTIES:

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

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30%	E	Acts as the Local Programs Area Engineer in support of and in coordination with Project Managers, Project Engineers, and other staff at Caltrans and Local Agencies for the administration of State and Federal-Aid funding programs. Performs duties including, but is not limited to, determining funding eligibility and authorizing/allocating funds with Federal Highway Administration (FHWA) and/or the California Transportation Commission (CTC) for the various phases of work under project implementation such as environmental, design, right-of-way, utility relocation, construction engineering, and construction capital. Coordinates project reviews with other functional units in the District, Headquarters, and FHWA, provides guidance to local agencies on Federal program and procedural requirements, assists local agencies in program funding and financial accounting, and ensures that the local agency follows the required steps and approvals for processing their State and/or Federal-Aid projects through Local Assistance.
30%	E	Ensures timely use of funds and rate of progress to prevent funding lapse and allocation disencumbrance by monitoring activities that include, but are not limited to, prompt invoice payment processing, time extension requests with merited circumstances, project close out under the final report of expenditures guidelines, and process review participation at the request of Audits and Investigations, FHWA, and other agencies. Tracks project milestones and provides status reports to District staff, local agencies, RTPAs, and MPOs. Acts as the "expert user" for Local Assistance database programs (e.g., FileMaker Pro, Federal Aid Data System (FADS), Vote Initiation Process with Electronic Records (VIPER), LP2000, etc.) to ensure the project status and information are current and up to date, and to assist the DLAE in the creation of project reports.
15%	E	Reviews Local Assistance project-related engineering documents, including, but not limited to, field review forms, Plans, Specifications, and Estimates (PS&E) certification and checklist, contract documents and construction award submittals, Public Interest Findings (PIF), and others. Attends Project Development Team (PDT) meetings.
15%	E	Provides guidance and act as a coordinator of assigned Local Assistance funding and administrative programs to assist the DLAE, other branch staff, and the local agencies with implementation and oversight of local agency State and Federal-Aid projects including programs such as the Highway Bridge Program (HBP), Highway Safety Improvement Program (HSIP), Active Transportation Program (ATP), Senate Bill (SB)1, Clean California, Emergency Relief (ER), Demonstration (DEMO), Congestion Mitigation and Air Quality (CMAQ), Regional Surface Transportation Program (RSTP), Intelligent Transportation System (ITS), Disadvantaged Business Enterprise (DBE), and other programs.
5%	M	Provides formal and informal training to local agencies on the Federal and State-Aid funding requirements. Assists the DLAE, Local Assistance Program Coordinators and/or local agency staff on an as needed basis to provide enhanced services to improve the quality of project submittal, and the processing, monitoring, and financial accounting of local agency projects.
5%	M	Acts on behalf of the DLAE and/or other local assistance branch staff during absences and as assigned. Represents Local Assistance in attending various committee meeting such as the Mobility Working Group (MWG) and Small Business Council (SBC) in San Diego and the ICTC Management and Transportation Advisory Committee meetings in Imperial County.

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. The incumbent may be assigned lead worker duties to assist the DLAE in program and project oversight of Local Assistance and non-engineering staff assigned to the administration and management of State and Federal-aid projects. In the absence of the Branch Chief, the incumbent may be required to assume temporary responsibility for Branch functions

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Have knowledge of transportation engineering and an understanding of the project development process. Knowledge of Federal-Aid Policies and Procedures is required. Must have knowledge of Caltrans Project Development Manuals, Local Assistance Procedures Manual, and Local Assistance Program Guidelines. Ability to understand the Local Assistance Program Guidelines and Procedures Manuals, and apply information from the manuals to processing State and Federal-Aid transportation funding documents and process and is required to provide training to local agency representatives.
Have the ability to check project designs, plans, specifications and estimates; inspect completed construction work and determine if it conforms to the Federal and State programs; analyze situations accurately and take effective action; perform written correspondences; and to perform engineering computations and analyze projects for compliance with Federal and State requirements. This requires creativity in developing strategies to advise local agencies on efficiently implementing and processing their reports. Must be practical and flexible in the application of continually evolving Federal and State regulations and policies

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and anticipate program impacts.

Able to recognize and process time-sensitive documents in a courteous and expeditious manner. Must also be able to manage and coordinate many tasks, projects, and priorities simultaneously and have the ability to work under pressure, recognize problems, develop solutions, and make recommendations and presentations for improvement and simplification. The ability to handle critical assignments within short time frames and learn tasks with little or no formal training.

The position requires the ability to effectively communicate both orally and in writing, which is demonstrated by phone and email and other written correspondences, preparing technical correspondences and comprehensive reports as well as addressing an audience.

Ability to work independently with minimal oversight while exercising good judgment and independent initiative and capable of accepting responsibility. Possess strong organizational skills. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Local Programs Associate Engineer is responsible for program and procedural decisions related to the administration of State and Federal-Aid funding programs while independently performing responsible and complex administrative work for the Local Assistance Program. Errors in judgment, negligence in reviews, poor conclusions, and incorrect information supplied to management, District Local Assistance (DLA), local agencies or FHWA could result in substantial monetary loss of Federal and/or State-Aid dollars due to non-compliance with Federal and State rules and regulations and impaired local project delivery. Additionally, any violations should be reported to the DLAE and appropriate actions taken.

PUBLIC AND INTERNAL CONTACTS

The position requires frequent coordination and direct and written communication with Local Agency staff, local agency consultants, contractors, and subcontractors, and Caltrans personnel both in the District and Headquarters. Communication with FHWA, SANDAG, SCAG, and ICTC are also be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work in an office environment, which may require sitting or standing for extended periods while using a keyboard and video display terminal. The role may involve transporting a laptop, portable printer, and projector. Must be able to interact calmly and diplomatically with Caltrans staff and local agencies, even when they are irate due to a decision or action taken by Caltrans, and resolve emotionally charged issues reasonably. Given the deadline-oriented environment, the ability to manage pressure, stay focused, and develop and maintain cooperative working relationships to meet deadlines is essential. The incumbent may encounter various challenging situations. Ability to engage in activities such as report writing, auditing, problem solving, analysis, and reasoning. Maintaining positive and collaborative working relationships, effectively responding to challenging situations, recognizing sensitive issues, and being attuned to diverse perspectives and responses.

WORK ENVIRONMENT

While at the base of operation, the incumbent works in a climate-controlled office under artificial lighting. The incumbent is expected to have an in-office presence. Travel may be required to other State and local/regional agency offices for work-related meetings, trainings, and other events. Travel may be required to occasionally conduct field reviews outdoors and may be exposed to dirt, noise, uneven surfaces, and extreme heat or cold. A hard hat and safety vest must be worn while visiting a construction site at all times. Possession of a valid driver's license is required to operate a State owned or leased vehicle.

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 headquarterd 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 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