

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Program Management Support/SB-1 and Brokering Support	
WORKING TITLE Branch Chief, South Region Support	POSITION NUMBER 904-101-3161	REVISION DATE

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 a Division Chief of Program/Project Management and the Office Chief of Program Management Support, the incumbent is responsible for the coordination and management of the District 4 SB-1 and Brokering Programs and performs duties related to but not limited to BATA and other areas as associated with the Offices of Program Management Support and Project Management Support.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Climate Action, Employee Excellence - Equity, Innovation, Integrity, Pride)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Climate Action, Employee Excellence - Equity, Innovation, Integrity, Pride)
- **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. (Safety, Climate Action, Employee Excellence - Equity, Innovation, Integrity, Pride)
- **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. (Safety, Equity, Employee Excellence - Equity, Innovation, Integrity, Pride)
- **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. (Equity, Employee Excellence - Equity, Innovation, Integrity, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Climate Action, Employee Excellence - Equity, Innovation, Integrity, 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. (Safety, Climate Action, Employee Excellence - Equity, Innovation, Pride)
- **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. (Equity, Climate Action, Employee Excellence - Equity, Innovation, Integrity, Pride)
- **Commitment/Results Oriented**: Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Climate Action, Employee Excellence - Equity, Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
30% E	Serve as the Assistant SB-1 District 4 Coordinator. Develop, execute, update the SB-1 baseline. Provide regular SB-1 project status and reports. Facilitate communications (oral, written or meetings) within and outside of the district to monitor, report SB-1 progress (cost, schedule, risk, delivery...), resolve concerns to ensure successful delivery of commitments. Participate in project status and management meetings. Must analyze situations, take appropriate action or recommend options to resolve. Elevate any significant concerns timely with recommendations to the Office Chief, the Division Chief and Deputy District Director Program/Project Management, and the Chief Deputy District Director.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

20%	E	Serve as the District 4 Brokering Manager and assist in the successful project delivery of brokered projects. Develop, execute, update the brokering Memorandum of Understanding (MOU). Provide regular brokering status and reports. Facilitate communications (oral, written or meetings) within and outside of the District to monitor, report brokering progress (cost, schedule, risk, delivery...), resolve concerns to ensure successful delivery of commitments. Assist delivery teams with planning resource needs and monitoring budget/expenditure. Participate in project status and management meetings. Must analyze situations, take appropriate action or recommend options to resolve. Elevate any significant concerns timely with recommendations to the Office Chief, the Division Chief and Deputy District Director Program/Project Management, and the Chief Deputy District Director.
20%	E	Ensure all deliverable and milestones for all projects are met as committed with other Districts. If there are any risks or delays, ensure open communication with all relevant stakeholders and appropriate solutions are developed or risks are mitigated. Additionally, ensure all such concerns are promptly brought to the attention of upper management.
15%	E	Supervise staff to complete assignments and commitments. Ensure staff follow applicable Caltrans policies, directives and employee expectations. Promptly timesheets submittal/approval and complete employee individual development plans (IDPs) for subordinate staff.
10%	E	Assist with coordination of monthly meetings with BATA and related documentation.
5%	M	Other duties as required.

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

The Assistant SB-1 District 4 Coordinator/District 4 Brokering Manager is expected to supervise staff and collaborate with others in the districts, headquarters, and local agencies to deliver commitments and achieve results.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**Knowledge of:**

Various phases of transportation engineering, planning, economics, financing and delivery; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of project and program management and personnel supervision; resources planning, estimating and management; capital outlay's project development, delivery, risk management and change control; Department's objectives on a manager's role in safety, health, equal employment opportunity, labor relations and small business and the processes available to meet these objectives.

Ability to:

Administer an engineering effort; plan and direct the work of others; judge work quality and performance; prepare correspondences and complete/comprehensive reports; analyze situations for effectiveness and deficiencies, evaluate risks and recommend/implement adjustment or course of action to achieve desired results; communicate effectively both orally and in writing with supervisor, management and others in Headquarters, Districts and internal/external partners; collaborate and function in teamwork environment; address an audience effectively; contribute to the Department's safety, health, equal employment opportunity and labor relations objectives; perform supervisory responsibilities to ensure quality and completed staff work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Assistant SB-1 District 4 Coordinator/District 4 Brokering Manager is expected to meet the supervisor's expectations to deliver the Division and District commitment and is accountable for the effective, timely communication, management and delivery of the SB-1 and Brokering Programs. The District 4 Brokering Manager makes recommendations to project team, functional staff and management regarding brokering issues as they might affect the progress of the project. The District 4 Brokering Manager prepares and reviews correspondences and reports to ensure quality, consistency. Errors by the District 4 Brokering Manager may result in missing brokering commitments, project delivery failures, inefficient use of resources, delay of safety/operational benefits and economic losses to the State and the transportation facility users.

PUBLIC AND INTERNAL CONTACTS

Communicate effectively with the supervisor, District's executive management, and project teams and others in brokering Districts, SB-1, and HQ. Establish and maintain good working relationships with brokering project teams and all levels of management in the Districts, Headquarters and internal/external partners. The incumbent will routinely advise District Division Chiefs, Program/Project Management on the SB-1/Brokering effort.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements to carry out the functions of this position include operating equipments to perform daily functions

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

(keyboard, computer, monitor, printer, phone, vehicle...); sitting/standing for prolonged periods of time; attending meetings in and outside the District; traveling to work sites with uneven surfaces or rugged terrains; wearing safety equipments such as hard hat, vests, boots, and eye/ear protection; traveling statewide which may include lifting and carrying their own luggage and computer/project documents.

Mental requirements include sustained mental activity and concentration to complete assignments under changing conditions, tight time constraints or beyond normal work hours; ability to multi-task and adapt to changing priorities/requirements; processing of new information and master new technical/business knowledge; assess situations and formulate solutions; analyze and respond quickly to requests for information or direction; interpret and analyze printed and electronic materials, such as project status reports, policies and procedures; take appropriate implementation actions necessary to accomplish assigned projects; communicate ideas and proposals clearly by phone, in writing, through electronic means and in person.

Emotional requirements include cooperative, teamwork temperament; positive working relationships with staff, supervisor and others at all levels in the District, Headquarters, other Districts, other Departments, local governments, the media and the public; ability to perform effectively in contentious internal/external meetings; demonstration of fairness, ethics, commitment to public service and personal accountability; appreciation of cultural diversity and individual differences in the workforce.

WORK ENVIRONMENT

Work environment is fast-paced, busy, demanding and requires effective management of time, priority, staff and assignments. Position will generally perform assignments in a climate-controlled office building or occasionally at other field offices within the District's boundaries. Temporary fluctuation in heating or air conditioning may result in unusual temperatures or air circulation. Working hours will generally be between 7am and 6pm; however, hours will vary to complete assignments or accommodate field reviews or outside meetings. Travel may be required to locations throughout the District and the State to attend training and/or meetings.

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