

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	Cooperative Agreements/Program Mgmt. Support/South Region	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Branch Chief - Program Management Support	904-101-3161	

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 from the Office Chief of Program Management Support, a Supervising Transportation Engineer, this position serves as the Cooperative Agreements (Co-op) Manager. The incumbent will serve as the Co-op Manager on executing the Cooperative Agreements between the State and local agencies where both parties agree to share or cooperate in a project. The incumbent will be in charge of and responsible for organizing and directing a staff engaged in developing, monitoring, and tracking cooperative agreements in District 4. This position requires a Professional Engineer License.

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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Integrity, Pride, 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. (Safety, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- **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, Equity, Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)
- **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. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Climate Action, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
30% E	Incumbent will be responsible for directing and managing a staff of engineers, surveyors, technicians, and/or administrators who prepare, process and monitor all cooperative agreements to be executed, consistent with Caltrans policies and guidelines. The Cooperative Agreement outlines the responsibilities and respective obligations of the parties to the Agreement and is always required when there is an exchange of funds and/or commitment of personnel resources. The agreement shall be consistent with departmental management directives and resource allocations, and authorized under appropriate Government Codes, Streets, and Highways Codes, and/or other authorizations.

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30%	E	Incumbent is required to be familiar with changes in statutory requirements as they affect cooperative agreements so as to recommend standard clauses for Headquarters approval and District implementation. Reviews data and documents required for obtaining cooperative agreement between the State and local agency where both parties agree to share or cooperate in a project.
20%	E	Incumbent ensures that all cooperative agreements are completed in a timely manner and prioritizes the request to process the agreements in the best interest of the Department. Incumbent needs to be familiar with Caltrans engineering practices, so appropriate portion of engineering reports can be translated to meet the legal requirements of agreements. Analyze the level of State's participation on projects to assure the State's responsibilities as stated in agreements are in line with the benefits the State is to receive.
10%	E	Provides review and comment on pre-approved formats, policies and procedures from Headquarters to ensure proper application in the District.
10%	M	Manages District's cooperative agreement database on District's computer network.

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 incumbent will supervise up to ten engineers, surveyors, technicians, and/or administrators who develop, process, and track cooperative agreements administered by the unit.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must hold a valid certificate of registration in California as a Civil Engineer (PE License) and have education or experience equivalent to graduation from college with major work in Civil Engineering. The incumbent must have excellent oral and written communication skills, knowledge of Caltrans policies and procedures concerning cooperative agreements, the ability to deal with people and relate to their concerns on cooperative agreements.

Most cooperative agreements deal with State highway improvement projects; therefore, the incumbent must have knowledge of the design process, civil engineer terminology, and will work closely with design engineers. Must be able to train staff and present information to project managers and design units to enable them to request cooperative agreements in a timely manner with sufficient and correct information.

The incumbent must have knowledge of current department guidelines, preparation of engineering plans and specifications. The incumbent must have the ability to identify and resolve issues to persuasively negotiate agreements with various local agencies.

The incumbent must have the ability to represent Caltrans interests when coordinating with local agencies. The incumbent must possess excellent written and verbal skills to effectively communicate technical information in reports, correspondence and meetings.

As each agreement is individually tailored to a project, the incumbent must have:

- Exceptional analytical abilities.
- Ability to understand State's law on contracts as an agreement is contract between the State and local agencies.
- Knowledge of engineering as it is practiced at Caltrans, so that appropriate portions of engineering reports can be translated to meet the legal requirements of agreements.
- Ability to analyze the level of State's participation on projects to assure that State's responsibilities as stated in agreements are in line with the benefits the State is to receive.

The incumbent must be detail oriented, flexible in a rapidly changing environment, a team player and must be able to communicate effectively in order to achieve successful job performance.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for providing the proper wording for cooperative agreements as based on information provided by design units and support units. The incumbent must process cooperative agreements in a timely manner in order to prevent delays in project schedules or loss of project funds. Funding components must be accurate to ensure that the agreements with, and commitments to, other agencies are met.

PUBLIC AND INTERNAL CONTACTS

The incumbent will interact regularly with various D4 Divisions. Contacts will be maintained with Headquarters Office of Delivery Improvement and Agreements. In most cases, the project manager or the design units will interact with other agencies and

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parties outside of Caltrans; however, occasional contact will be necessary.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements may require incumbent to move Co-op binders from one location to another and to sit for extended periods of time at the computer.

Mental requirements include sustained mental activity for problem solving. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop new insights into situations, apply innovative solutions to make organizational improvement and enable others to acquire the tools and support they need to perform well.

Emotional requirements include the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings and capabilities of different people in different situations. Is tactful and treats others with respect.

WORK ENVIRONMENT

While at their base of operations, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel on occasion.

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