STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil)	D1/Programming & Asset Mgmt/Asset Management	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Project Risk Manager	901-200-3135-015	02/05/2026

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 the Corridor Manager, a Supervising Transportation Engineer, the Project Risk Manager is a key leader in the project management team and provides comprehensive support to the Last Chance Grade Project Manager in overseeing the successful delivery of Last Chance Grade and other complex transportation projects. This position plays a dual role in both day-to-day project management and specialized risk management functions. The incumbent leads risk management activities, ensures compliance with contract requirements, supports financial accountability, coordinates project meetings and events, and develops and implements project controls.

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)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Equity - People First)
- **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)
- **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. (Employee Excellence - Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Climate Action - People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - People First)
- **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. (Prosperity - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity - Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety - Stewardship)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	Risk Management: The Project Risk Manager leads in the monitoring and maintenance of the project risk register, incorporating both qualitative and quantitative risk analyses. They ensure current understanding of risks, identify changes in risk status, and validate associated assumptions by coordinating with the project team to mitigate project risks. The incumbent is responsible for tracking risk management strategies, updating mitigation plans, and providing regular reports on project risk status to the Project Manager and leadership.

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20%	E	Project Management Planning: The incumbent assists in preparing key project management planning documents, including project charters, partnering charters, Project Funding Plan, and Project Management Plan and Project Financial Plan (as required by Federal Highway Administration (FHWA). They support the development and updates of project management frameworks, guidance, and reporting. Coordination with stakeholders is essential to ensure that planning documents align with project goals and requirements.
20%	E	General Project Management Support: The Project Risk Manager provides general project management support by monitoring project scope, cost, and schedule performance. They assist with change management processes, including the preparation of project change and/or programming requests. Additional responsibilities include tracking budgets and spending. The incumbent also performs other project management duties as assigned to ensure successful project delivery.
10%	M	Contract and Financial Management: The incumbent assists with contract oversight by reviewing consultant and contractor invoices for accuracy and compliance with contract terms. They track project expenses and maintain detailed financial records to ensure transparency and accountability. Recommendations for payment approval are prepared and presented to the Project Manager. The role also includes monitoring contract deliverables, amendments, and performance to ensure contractual obligations are met.
10%	M	Project Controls/Common Data Environment: The Project Risk Manager assists with developing, implementing, and maintaining a project controls system for the Last Chance Grade project. Responsibilities include assisting with establishment of a Common Data Environment (CDE) for project information, developing rules/processes/trainings for its use, and documenting compliance. The incumbent monitors deliverables, coordinates consultant and contractor submittals, and manages review workflows with oversight team members.
5%	M	Meeting and Event Coordination: The Project Risk Manager assists with planning, scheduling, and facilitating project meetings, workshops, and events. Duties include preparing/distributing materials, documenting meeting minutes, tracking action items, and resolution. They coordinate logistics with project stakeholders and partners to ensure meetings are productive and clearly documented.

[1]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

This is not a supervisory position. The incumbent will be expected to provide education and guidance to team members, share information to support informed decision-making, and make sound recommendations within the scope of risk management and project management activities. The position is classified as rank-and-file.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

The principles, processes, and tools of project management and the Department's project development process to support the delivery of quality projects on schedule and within budget. The phases of transportation engineering and a general understanding of the project development process, including the technical requirements of other functional units involved. The Capital Project Delivery Process and the policies and practices regulating activities in each of the project phases (Public Information, Environmental, Design, Right of Way, Construction).

Ability to:

Assist in providing support for project cost and schedule management through coordination with multi-disciplinary teams, incorporating input from the public, local officials, and fellow employees. Plan, prioritize, and organize assignments; work collaboratively and effectively with others to support common goals and successful project delivery. Use and maintain an understanding of project programming databases such as Project Resource and Schedule Management (PRSM), California Transportation Investment Tool (CTIPs), FileMaker Pro, Excel, and project management software to support accurate workload, cost, and schedule projections. Exercise good judgment and interpersonal skills to represent Caltrans in a professional manner with partners, stakeholders, and the public. Travel, as needed, to support meetings with transportation partners, elected officials, regional transportation planning agencies, and metropolitan planning organizations. Work independently and efficiently on assigned tasks, managing multiple responsibilities while meeting deadlines and performing effectively under pressure.

Skills to:

Analyze data, reason logically, identify potential problems, and contribute to the development of solutions and recommendations that improve and streamline project delivery. Prepare and present information in a clear and concise manner to support decision-making and project development activities. Exercise initiative and sound judgment within the scope of assigned project management and risk management responsibilities.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
This position requires the incumbent to be able to anticipate problems and identify issues that may affect project delivery and/or cost, including Capital Outlay Support costs. Failure to identify and resolve issues early, or failure to coordinate and monitor the program with the functional units assigned to the project, can result in an unacceptable project delay and/ or a cost increase. This type of failure will lead to a lack of credibility with Regional and Corporate Headquarters functions, the California Transportation Commission, local agencies and the public, thereby affecting Caltrans' ability to deliver its Capital program.

PUBLIC AND INTERNAL CONTACTS
The incumbent is required to maintain good relations with members of the public and employees within all Caltrans departments, as well as other agencies. Incumbent may have daily contact with other public agencies and private individuals. Employee is expected to maintain a favorable public image for the State. Incumbent may occasionally encounter hostile members of the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Ability to work with keyboard; manual dexterity.

Must be able to sit and/or stand for long duration and perform tasks utilizing a PC (laptop/workstation). 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.

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. It is important that employees work with others in a cooperative manner.

May be subject to and have the ability to handle irate public in a calm manner. 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 in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service.

WORK ENVIRONMENT
Working hours will be set sometime between 6:00 a.m. and 6:00 p.m.

While at their base of operation or teleworking at an off-site location, employees will work in a climate-controlled office under artificial light. Most employees will work in workstations with cubicles. This is in close proximity to other co-workers. Employee may also be required to travel and occasionally conduct field reviews outdoors. This may require exposure to dirt, noise, uneven surfaces and extreme heat or cold.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered 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.

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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

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