

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Principal Trans Eng, CT	OFFICE/BRANCH/SECTION D4/Division of Transportation Safety	
WORKING TITLE D4 Chief Safety Officer/Division Chief, Transportation Safety	POSITION NUMBER 904-355-3152-xxx	REVISION DATE 07/30/2025

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 Deputy District Director, Traffic Operations, the District 4 Chief Safety Officer/Division Chief of Transportation Safety, a Principal Transportation Engineer, is responsible for the leadership, policy development, direction, and coordination of the operations for the Transportation Safety Division in the San Francisco Bay Area nine counties.

CORE COMPETENCIES:

As a Principal Trans Eng, 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 - Equity, Innovation, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity - Equity, Innovation)
- **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 - Collaboration, Integrity)
- **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. (Employee Excellence - Equity, Integrity, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Equity, Integrity, Pride, Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Climate Action, Employee Excellence - Collaboration, Equity, Innovation)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Safety, Employee Excellence - Innovation, People First, Stewardship)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety, Equity, Employee Excellence - Collaboration, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Equity, Employee Excellence - Equity, Integrity)

TYPICAL DUTIES:

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

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40%	E	The Chief Safety Officer/Division Chief of Transportation Safety leads, plans, organizes, and directs the activities of the Transportation Safety Division. Provides policy and administrative direction to Division to ensure the effective use of resources to achieve the program's goals which emphasize transportation safety for all users prioritizing the elimination of fatal and serious injuries and eliminating race-, age-, ability- and mode-based disparities in transportation safety outcomes. Plans and provides leadership to ensure the attainment of performance targets/goals related to traffic safety program functions, including but not limited to, traffic safety investigations, SHOPP Safety program projects initiation, speed zone Engineering and Traffic Surveys, and support to Legal Division on traffic safety matters.
40%	E	Plans and provides leadership to ensure to achieve the annual delivery goals for the SHOPP and Maintenance program projects. The project delivery functions include, but not limited to, providing traffic safety engineering and signing deliverables for Project Initiation Document (PID), Project Approval & Environmental Document (PA&ED), Plans/Specifications/Estimate (PS&E) phases of Capital Outlay/Maintenance/Local funded Projects, providing Design oversight of plans, specifications, and estimates prepared by others, and developing sign orders.
10%	E	Represents the district in and responsible for making decisions to resolve highly technical or politically sensitive, inter-agency, and public relations issues. Represents the District in meetings with the public, California Transportation Commission, partner agencies and other Districts and Headquarters functions. Advises the Deputy District Director, Traffic Operations, on the full range of complex issues related to the Transportation Safety program. Supports the emergency operations center(EOC) as required. May act as Deputy District Director in his or her absence.
10%	M	Establishes, communicates, assesses, and evaluates job performance standards and expectations according to policies and procedures, and effectively communicate to staff the expectations, knowledge, skills, and competencies required. Develops strategies and techniques for employee development and training. Prepares annual individual development plans, competency and performance objective plans, training plans, and career development plans. Implements a succession plan including a job rotation program within the Program and with other districts and divisions. Prepares responses to related inquiries and participates in various department activities related, but incidental to, essential Program responsibilities.

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 provides direction and supervision to various offices staffed with engineering, planning, and administrative staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the Department's goals, objectives, policy direction and of the functions under his/her supervision. Also must have command of the principles and practices involved in project management, project development, capital budgeting, program development processes in the Department, and understand the laws, rules and procedures applicable to the Department. Ability to direct the work of a large organization in conformance with the departmental goals and policies, prepare and effectively review comprehensive reports on various aspects of the work, and adopt effective courses of action and ensure such action occurs. Ability to analyze and resolve technical personnel, or politically sensitive problems and issues.

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Knowledge of the organization and functions of California State Government including the organization and practices of the Legislative and the Executive Branches; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's EEO objectives.

Demonstrated ability in the management of large budgets, administration of large organizations, and setting of performance measures to ensure accountability.

Demonstrated knowledge of federal and state regulations that apply to and impact the work of the Department and the Department's mission goals, programs, and policies.

Demonstrated ability to supervise a multi-disciplinary professional staff; participate in public forums; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.

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Demonstrated ability to develop and implement organizational improvements or innovations.

Demonstrated ability to effectively apply logic and creativity in decision making processes and successful application of motivational and negotiating skills.

The incumbent must also possess well-developed communication skills, both verbal and written and must be able to effectively interface with Headquarters and District counterparts, as well as with external agency staff and the public.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent develops policies and provides strategic direction and short and long term objectives and goals for implementation of transportation safety improvements in the San Francisco Bay Area nine counties. The consequences of error are significant as they can cause impact to the public, loss of resources, funding support, federal reimbursement, legislative support and the opportunity to solve critical transportation issues across the region.

PUBLIC AND INTERNAL CONTACTS

The incumbent represents the Department at meetings with federal, state, regional and local agencies and the public concerning the scope of the District's transportation safety program. In addition, the incumbent speaks in public on transportation matters pertaining to District 4 and establishes and maintains good working relationships with other districts, headquarters management, local jurisdictions, and contractors. The incumbent has daily contact with state and federal governmental agencies, cities, counties, transportation commissions, consultants, and all levels of staff within the Department at the district and Headquarters level. The incumbent is responsible for developing and maintaining positive relationships as the Department's representative with the full range of internal and external groups and control agencies. The incumbent must be able to communicate effectively to further the Department's mission centered on transportation safety, equity and climate action.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must have ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations; recognize emotionally charged issues or problems and acknowledge the various responses and must have the ability to apply sound judgment in problem solving. The incumbent is regularly required to listen and speak to others in person and on the telephone, via web meetings and to make public presentations. The incumbent must be able to maintain emotional control during conflicts. The incumbent must be able to develop and maintain cooperative working relations, respond appropriately to difficult situations, and recognize emotionally charged issues or problems and perform appropriately.

The incumbent may be required to travel to field wearing protective equipment or external offices throughout the District and state, to attend meetings and events.

WORK ENVIRONMENT

The position is located physically in the District 4, Oakland office, which is climate-controlled and under artificial lighting. Telework is an option. Some travel is required throughout California. The incumbent may be required to work outdoors and be exposed to traffic, noise, uneven surfaces, and/or extreme heat and cold.

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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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