

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION Office of Federal Programs	
WORKING TITLE Office Chief	POSITION NUMBER 913-110-3155-025	REVISION DATE 02/23/2026

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 Deputy Division Chief for the Division of Local Assistance, a Principal Transportation Engineer, the incumbent is responsible for leading and managing the Office of Federal Programs. The Office Chief is responsible for overseeing multiple functional branches and a large portfolio of projects implemented by local agencies statewide. This position provides leadership in program management, project delivery oversight, technical support including understanding and facilitating the resolution of a variety of complex engineering issues, and the development and implementation of strategic investment metrics. The incumbent ensures alignment with departmental goals, federal and state funding requirements, promotes operational efficiency, and supports data-driven decision-making. Incumbent is responsible for all aspects of programming and allocating funds, coordinating programming and funding recommendations; developing policy guidance for the Office of Federal Programs, and participating in high level policy and planning decisions. Additionally, the incumbent is responsible for implementing proactive oversight of local agencies to ensure the programs are utilized in the best interest of the public.

CORE COMPETENCIES:

As a Supervising Trans 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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30%	E	Program Oversight: Establishes policy guidance and assistance in all aspects for the implementation of the Federal and State Local Delivery programs housed within the Office of Federal Programs. Manage the day-to-day operations of assigned program areas, including but not limited to: budget allocation and resources assigned per program, Obligation Authority and Local Agency project delivery, and maintains expertise and knowledge of pertinent laws, statutes, and regulations for local project delivery. Set office priorities, monitor progress, identify risks, and implement solutions to ensure successful delivery of program objectives. Makes final engineering decisions in coordination with Management and Stakeholders on projects as required to deliver the programs.
20%	E	Stakeholder Engagement: Engages HQ/Districts, partners, and customers to establish improved policy direction, and assists staff with aligning day-to-day operations with Federal/State transportation goals. Improves communication channels and builds trusting relationships with HQ/Districts, local agencies, tribal governments, California Transportation Commission, California State Transportation Agency, Federal Highway Administration, Metropolitan Planning Organization, Regional Transportation Planning Agency, non-profit partners, and community-based organizations. Participate/Chair as an active member of various statewide committees established to liaison with cities and counties and those responsible for administering local projects.
15%	E	Supervision and Staff Development: Provide strategic leadership, direction, and support to professional and/or technical staff. Conduct performance evaluations, assign work, and support staff development through coaching and training opportunities.
15%	E	Policy and Procedure Development: Develop, implement, and update policies, procedures, and guidance documents to ensure consistency, compliance, and efficiency in program operations.
10%	E	Data Analysis and Reporting: Analyze program data and performance metrics to inform decision-making. Prepare reports, briefings, and recommendations for management and executive leadership. Track performance of funded programs and projects against established metrics.
5%	M	Special Projects and Strategic Initiatives: Lead or support special projects, pilot programs, or strategic initiatives that align with departmental goals and priorities. Acts on behalf of the Deputy Division Chief as needed and represents the Deputy Division Chief in meeting, conferences etc, when delegated.
5%	M	Maintains a Project and Service Portfolio on a monthly basis to monitor workload and establish priorities. Support the division-wide zero-based budgeting process. Develops, maintains and updates a desk manual that helps train new employees, and serves as a reference tool for team members.

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 general direction to and/or directly supervises engineers, planners, and analysts, and assists the Deputy Division Chief in providing functional supervision of District Local Assistance Engineers and other Headquarters' units involved in local program and project delivery. Supervision is administrative and technical in nature and includes setting work priorities, reviewing draft reports, and approving completed assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must have Project and Program Management knowledge and experience, including in-depth understanding of Federal and State funding programs and processes, with a proven ability to navigate regulatory frameworks and ensure compliance. Successful candidate must also have exceptional written and verbal communication skills, with a track record of producing clear, concise, and persuasive documentation and presentations. Additionally, incumbent must have demonstrated successes in building and sustaining collaborative partnerships with local, state, and federal agencies to align transportation funding strategies, streamline local program and project delivery, and ensure adherence to state and federal regulations.

Successful candidate will also be skilled in fostering mutual trust, facilitating interagency coordination, and navigating complex stakeholder environments to achieve shared goals and drive program success.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for all decisions, actions, and consequences inherent in planning, organizing, directing, and controlling all Local Assistance activities. All sensitive, controversial, or highly technical decisions and/or new program and policy directions are reviewed with/by the incumbent. Errors would result in loss of Federal funding at both the State and the local level and lower credibility for the Department in dealing with Regional and other State agencies, the Legislature, FHWA, and local public agencies.

PUBLIC AND INTERNAL CONTACTS

The incumbent participates in meetings and negotiations with Federal, State, Regional, and Local Agencies, and the public concerning the policy, scope, and content of the Department's Local Assistance Division. Additionally, this position communicates

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the status of current projects and programs being addressed within the Department by management, including the Director, Deputy Directors, Division Chiefs, as well as substantial contact with the various districts at the District Director and Deputy District Director levels.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for periods of time using a keyboard and video display terminal. The incumbent should be able to quickly adapt daily priorities in response to new information, priorities, and unexpected obstacles, multi-task effectively, interact with various levels of staff in a cooperative manner, be decisive, take appropriate actions, and respond to requests with short notice. The incumbent should be able to deal effectively with pressure, maintain focus, yet remain optimistic and persistent under adversity. The incumbent must act in a fair and ethical manner, demonstrate commitment to public service, develop organizational improvements, foster a creative and innovative work environment, be willing to take intelligent risks, and value equity and diversity in the workforce.

WORK ENVIRONMENT

The incumbent works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position. 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.

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