

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION Project Management Application Systems	
WORKING TITLE Office Chief, Project Management Application Systems	POSITION NUMBER 913-176-3155-005	REVISION DATE 02/20/26

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 Assistant Division Chief, Division of Project Management, a Principal Transportation Engineer, the Office Chief has statewide responsibility for development, coordination, monitoring and maintenance of data and systems used to manage the Capital Outlay Project portfolio and achieve high performance. License requirements for this position are those that are required for the classification.

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. (Equity, Employee Excellence - Collaboration, Equity, Innovation, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Equity, Employee Excellence - Collaboration, Integrity, People First, Stewardship)
- **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. (Equity, Employee Excellence - Collaboration, Equity, People First)
- **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, Employee Excellence - Collaboration, Equity, People First)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - Collaboration, Equity, Integrity, 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. (Equity, Employee Excellence - Collaboration, Equity, Integrity, People First)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Collaboration, Innovation, Pride, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Responsible for the development and maintenance data quality relating to the Capital Project Delivery Data Systems. Works with the Office of Program Delivery and Workload Development and the Project Management Improvement Office to maintain delivery plan information contained within the systems, including the data quality for the Districts and the entire Capital Outlay Program. Provides data to other Division as needed. Maintains existing databases and applications with other divisions within the department, such as Division of Financial Programming and Accounting on development of new systems or coordination between systems. Leads, monitors, and evaluates various efforts related to data management, data quality, data governances, and reports. Identifies training needs and collaborates on the development and delivery of training.
15%	E	Develops standard reports, ad hoc reports, data quality and error reports, etc for use by District and Headquarters' personnel.
15%	E	Hire, develop, and supervise staff. Plan, organize, direct, and monitor skills to achieve organizational objectives. Schedule work assignments, establish priorities, and delegate work of staff making adjustments, as necessary, due to changing priorities. Establish, communicate, assess, and evaluate job performance standards and expectations according to policies and procedures and effectively communicate to staff the expectations, knowledge, skills and abilities required.
10%	E	Coordinates activities between headquarters, district and engineering service center Project Management Support Units (PMSU). In collaboration with the Project Management Board, provide leadership on the roles and responsibilities of the PMSU.
10%	E	Responsible for researching, developing, recommending and implementing improvements to current project delivery policies, business practices, memorandum, manuals and other guidance documents.
10%	M	Coordinates with Information Technology and negotiates Service Level Agreements. Represents project management on business process improvement teams with other divisions in the department.

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 Office Chief supervises both engineering and non-engineering staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: A general knowledge of Caltrans' organization and policies, project development process, project management concepts, programming and budgeting is required. Also requires knowledge of organizational relationships and engineering functions within Caltrans that pertain to the planning, design, construction, operation and maintenance of transportation facilities. Knowledge of project management standards including the Work Breakdown Structure (WBS) and Resource Breakdown Structure (RBS) are essential. The responsibilities assigned to Office of Project Management Application Systems in particular, demand that the Chief possess a high degree of familiarity with existing Project Delivery data systems and analytical ability.

Abilities: Based on engineering experience and expertise, must be able to exercise good judgment on matters relating to project management and capital program delivery. Must have the ability to coordinate effectively with all levels of management and employees, and the ability to communicate orally, in writing and with visual aids, and to conduct formal training classes for District personnel. The project development expectations, processes and staffing capabilities are constantly changing, as is the data processing technology, which requires constant monitoring and adaptation to match the new conditions. The Supervising Transportation Engineer is required to review and analyze a wide range of policies, procedures and reports to draw conclusions leading to appropriate and timely recommendations.

Experience: Broad experience in project management, programming, budgeting and the project development process is required. Experience in analyzing, developing and utilizing centralized data systems and related user tools.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to carry out the responsibilities of the position will result in not delivering the program components. The effect of this will be felt immediately by clients' needs not being met and could have a direct impact on the safety and health of the Project Delivery employees and on their ability to meet their program commitments. Errors could result in the Caltrans failing to comply with administrative laws and rules. It could also have a direct impact on the working relationships between HQ Project Delivery and other divisions within Caltrans.

PUBLIC AND INTERNAL CONTACTS

The Office Chief must work closely with other Office Chiefs and Project Delivery Coordinators in the Division of Project Management, be responsive and communicate well with management partners/customers internally and externally. The incumbent may be in contact on a daily basis with District Project Development personnel. Contacts with the public are not ordinarily required, though there may be some meetings involving external stakeholders such as the California Transportation.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. May also be required to lift, carry, and move boxes of material under 25 pounds from one location to another. Employee will occasionally bend, stoop, kneel to pull or push objectives, grasp objects with fingers, stand for long periods of time and twist the body or neck in a sideways motion, either seated or standing. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must be able to sustain concentration levels needed for reviewing material, auditing, problem solving and reasoning. Employee may deal with difficult people and must have the ability to develop and maintain cooperative working relationships; ability to resolve emotionally charged issues reasonably and diplomatically; consider and respond appropriately to the needs of different people in different situations; and be tactful and treat others with respect. Incumbent behaves in a fair and ethical manner towards others and demonstrates a sense of responsibility and commitment to public service; values cultural diversity and other individuals' differences in the workforce; and ensures that the organization builds on these differences and that employees are treated in a fair and equitable manner.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial light. Employee may be required to travel in state. Frequency of travel is expected to be minimal.

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