

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 11/Traffic Safety & Operations/East Region	
WORKING TITLE Traffic Safety & Operations, East Region Branch Chief	POSITION NUMBER 911-355-3161-003	REVISION DATE 03/06/2026

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 Supervising Transportation Engineer, District Division Chief of Traffic Safety & Operations (TSO), the Senior Transportation Engineer serves as East Region Branch Chief for Traffic Safety & Operations. This position provides leadership in planning, directing, and overseeing complex traffic safety and operations programs to ensure the safe and efficient operation of the State highway system. Key responsibilities include traffic safety and operational investigations, collision analysis, development and prioritizing safety and operational improvement projects, and programming into State and District funding programs. The role involves expert consultation and coordination with internal divisions, local, State, and Federal agencies, and the public; reviewing encroachment permits and development proposals; establishing traffic mitigation requirements; providing legal support; conducting route surveillance and data analysis; and ensuring compliance with laws, policies, and engineering standards.

This position requires possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers.

**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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Equity - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - 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. (Equity - 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. (Safety - Pride)
- **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. (Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Stewardship)
- **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. (Safety - Integrity)
- **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. (Equity - Innovation)
- **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. (Employee Excellence - Integrity)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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20%	E	<p><b>TRAFFIC SAFETY INVESTIGATIONS</b></p> <p>Plans, organizes, directs, reviews, and approves traffic safety and operational investigations and engineering studies for locations identified through citizen inquiries, collision data analysis, and high-crash trends documented in the Statewide Crash Database. Exercises advanced engineering judgment to approve recommended roadway, roadside, and traffic safety and operational countermeasures to improve safety and efficiency. Manages staff in compiling, evaluating, prioritizing, and documenting projects for programming into the State Highway Operation and Protection Program (SHOPP), capital projects, Highway Maintenance 4 (Safety) and minor contracts programs intended to rehabilitate the roadway and roadside and to improve traffic safety and operations. Ensures recommended projects are cost-effective, funding-eligible, and consistent with Department policies, standards, and statewide traffic safety objectives.</p>
15%	E	<p><b>PUBLIC AGENCY COORDINATION</b></p> <p>Plans, coordinates, and leads engagement with local, regional, State, Federal, and other public agencies to establish and maintain effective working relationships on matters affecting State highways and routes. Researches, compiles, and maintains specific state highways (route records), including proposed and actions taken. Solicits, coordinates, and compiles input for responses to external inquiries from public agencies and the general public. Reviews and approves written correspondence, reports, and responses to inquiries and provides guidance on complex or sensitive issues regarding the District's highways and freeways. Prepares, reviews, or oversees the preparation of public presentation materials using District resources. Represents the TSO Division at public meetings, stakeholder forums, and inter-agency meetings to communicate traffic operations policies, safety and operational considerations, and proposed improvements.</p>
15%	E	<p><b>STAFF SUPERVISION</b></p> <p>Supervises, hires, develops, and trains staff ensuring alignment with the Caltrans' Mission, Vision, Goals, Values, and strategic plan and strategies, and effectively communicates these goals while ensuring staff are familiar with the Staff Expectations Memos and adhere to the Director's Policies and Directives. Provides staff with the necessary resources (e.g., tools, equipment, materials, training) needed to perform their duties successfully and effectively. Schedules work assignments, establishes priorities, and directs the work of staff making adjustments as necessary due to changing priorities of the District and the Department. Monitors staff performance regularly of their productivity and workload and provides active feedback on job performance that entails critical, constructive, and actionable feedback both orally and in writing. Prepares timely probation reports, comprehensive annual performance reviews, and Individual Development Plans (IDP) and identifies training to enhance employee growth and career development opportunities. Ensures staff attend mandated training. Addresses and takes the necessary appropriate actions to address performance issues and disciplinary matters promptly and works with the District Discipline Manager and the Office of Discipline Services to immediately address all issues. Holds staff meetings, fosters a team-oriented, and innovative work environment, and holds staff accountable for their work. Provides a communication link between staff and Executive Management and ensures a safe working environment.</p>
10%	E	<p><b>ENCROACHMENT PERMITS</b></p> <p>Plans, assigns, supervises, and reviews staff work related to the evaluation of pending encroachment permits affecting State highways. Ensures staff conduct thorough technical reviews and develop recommendations for permit conditions that maintain safe and efficient traffic operations. Reviews, approves, and ensures timely preparation of written comments and recommendations regarding traffic control, staging, and operational impacts associated with proposed encroachments. Resolves complex permit issues and ensures compliance with applicable laws, standards, and Department policies.</p>
10%	E	<p><b>DEVELOPMENT PROPOSAL AND TRAFFIC MITIGATION</b></p> <p>Manages and directs staff in reviewing development proposals, planning documents, and technical studies that may impact the operation, capacity, and safety of State highways. Reviews, evaluates, and approves staff-recommended traffic mitigation measures, conditions, and operational requirements. Approves and signs formal written comments, correspondence, and technical recommendations to public agencies, developers, and consultants. Ensures mitigation requirements are defensible, consistent with Department standards, and coordinated with applicable environmental, planning, and intergovernmental review processes.</p>

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10%	E	<p><b>TRAFFIC SURVEILLANCE</b></p> <p>Plans, organizes, and directs staff to coordinate and perform traffic surveillance of assigned State highway routes to develop and maintain knowledge of their operational and safety characteristics. Oversees the identification, investigation, documentation, and recommendation of solutions for existing or potential traffic-related safety and operational deficiencies. Reviews and manages the collection, accumulation, analysis, and cross-referencing of collision, traffic, and highway post-mile data using systems such as Traffic Safety &amp; Mobility Information System, TASAS and related databases. Directs and coordinates Engineering and Traffic Surveys for Prima Facie Speed Zones, including data collection, analysis, documentation, and approval of study findings in accordance with statutory and Department requirements.</p>
10%	E	<p><b>CONSULTATION</b></p> <p>Provides senior-level traffic engineering consultation to Design, Maintenance, and Construction Divisions regarding traffic operations, safety, and constructability considerations. Reviews and approves internal signing and marking orders initiated by District staff. Meets and coordinates with representatives from other District divisions on route-specific and project-specific issues. Provides operational and safety input for individual Caltrans projects. Represents the TSO Division on multidisciplinary teams and committees, including but not limited to the Design and Construction Liaison Team, Traffic Safety &amp; Mobility Information System Teams, Traffic Safety Steering Committee, Operations Investigation Committee, Traffic Investigation Report Tracking System (TIRTS), Intergovernmental Review (IGR), California Environmental Quality Act (CEQA) development reviews, and contributes expert traffic operations and safety perspectives.</p>
5%	E	<p><b>LEGAL SUPPORT</b></p> <p>Provides legal support to the Caltrans Legal Division on traffic-related matters involving State highways. Reviews case materials and provides expert consultation for interrogatories, depositions, declarations, and informed witness testimony in support of the State's defense in tort claims and legal proceedings. Ensures technical opinions and documentation are accurate, complete, and consistent with accepted traffic engineering principles, Department standards, and legal requirements.</p>
5%	M	<p><b>EXTERNAL ASSISTANCE AND OTHER RELATED RESPONSIBILITIES</b></p> <p>Provides expertise and guidance to local agencies and law enforcement on matters related to traffic signing and striping, the California Manual on Uniform Traffic Control Devices (CA MUTCD), speed zoning, traffic volume data, collision analysis, and collision management. Offers professional recommendations to support consistent application of traffic control standards and improved roadway safety. Acts as backup to the other Branch Chiefs and the District Division Chief of TSO during their absences ensuring seamless operations. Performs other related responsibilities as required by adapting to evolving needs and contributing to the overall success of the team and the District.</p>

<sup>1</sup>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 position directly supervises a team of up to twelve engineers and ensures alignment with project goals and organizational priorities. Through effective leadership, the incumbent ensures that all team members are equipped with the necessary skills and resources to successfully fulfill their responsibilities and contribute to the overall success of the District. In addition, responsibilities include ensuring safety practices are prioritized and consistently integrated in all work products and work environments. This role provides effective leadership, fosters innovation, and ensures compliance across all phases of projects and team development.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must possess a comprehensive knowledge of transportation engineering principles, including planning processes and methods, systems planning, evaluation of alternatives, and facility locations and design, construction, operation and maintenance. The incumbent must also be proficient in the use of traffic management systems and Microsoft Office applications (e.g., Word, Excel, Outlook).

This supervisory role requires strong leadership and personnel management including leading, planning, directing, and supervising the work of a diverse team. The incumbent must foster an inclusive work environment that promote equal opportunities in employment, employee development, and promotion while ensuring a workplace free from discrimination and harassment. Effective leadership is essential to actively contribute to the District's strategic goals and the ability to plan, organize, and prioritize work to manage project delivery by organizing and directing multidisciplinary teams while fostering a collaborative and accountable team environment. This requires establishing consensus among team members to ensure successful project outcomes.

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The incumbent must possess excellent verbal and written communication skills, including the ability to coordinate, present, and negotiate effectively with internal staff and external stakeholders. The ability to work independently, manage multiple priorities under pressure, and consistently exercise sound judgment and interpersonal skills is critical to successfully delivering projects that meet community and Department expectations while upholding Caltrans' reputation.

The incumbent must possess strong interpersonal skills to effectively coordinate and direct staff in a safe, inclusive, and cooperative work environment. The abilities to organize and motivate an effective team, negotiate and resolve conflicts, and clearly communicate verbally and in writing are essential. This role requires the ability to make effective presentations to diverse audiences, represent the District, and foster positive working relationships with internal and external stakeholders.

Analyzing situations accurately and adopting an effective course of action are vital for problem-solving in this role. The incumbent must actively contribute to the Department's strategic management, safety, health, equal opportunity, and labor relations objectives. Analytical ability is a key requirement as the role involves adaptive problem-solving and the ability to produce recommendations after thorough review and understanding of the unique day-to-day challenges.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent exercises a high degree of independent judgment and decision-making authority in evaluating complex traffic safety and operational issues and approving engineering solutions. Decisions and recommendations have a significant impact on the safety, efficiency, and reliability of the State highway system. Errors in judgment, analysis, or approval may result in increased collision risk, operational deficiencies, project delays, additional costs, or litigation against the State.

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**PUBLIC AND INTERNAL CONTACTS**

The incumbent assists the District Division Chief of TSO in preparing, reviewing, and coordinating correspondence and responses to inquiries from the public and external stakeholders. In addition, this position is required to maintain frequent coordination with other District divisions and establish effective working relationships with representatives from other Caltrans districts, State and local agencies, consultants, and members of the public through meetings, presentations, telephone communications, and written correspondence. The incumbent represents the District in a professional manner, requiring strong communication, negotiation, diplomacy, and interpersonal skills to provide accurate information, build cooperative relationships, and maintain the Department's credibility with stakeholders and the public. Meetings with the public and other agencies occur during and outside normal working hours.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

With safety as the primary consideration, the incumbent is required to perform occasional physical activities, including bending, stooping, kneeling, climbing, and light lifting, to operate specialized equipment and conduct field investigations. Field work may involve traversing uneven terrain, hopping over median barriers, walking through tall grass or ice plant, crossing waterways, and navigating slippery surfaces where oil, fuel, or other hazardous materials may be present. The incumbent must have a strong mental and emotional capabilities in effectively handling multiple and often conflicting demands, maintaining focus and intensity while remaining optimistic and persistent even under adversity. The incumbent responds to emergency events and must analyze complex situations, make sound decisions under time-sensitive conditions, and manage competing priorities. The position requires responding to inquiries from members of the public, including individuals who may be upset or hostile. This role demands emotional resilience to remain professional and composed when faced with challenging situations and conflicting interests.

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**WORK ENVIRONMENT**

While at the base of operations, the incumbent works in a climate-controlled office environment under artificial lighting. Building temperatures may fluctuate periodically due to operational or energy-related constraints. Multi-floor buildings are equipped with elevators and stairs for accessibility. Up to 50 percent or more of the incumbent's time is spent in the field under daylight or nighttime conditions. Safety is a paramount consideration in the field locations, where extensive exposure to traffic, heavy construction equipment, and the outdoor environment such as dirt, dust, chemicals, loud noise, uneven surfaces, and severe weather conditions. The incumbent must remain vigilant and adhere to established field safety procedures to mitigate risks when working in the field. Furthermore, it is the incumbent's responsibility to communicate and enforce proper safety precautions among staff to ensure a safe working environment for all team members. Travel is required throughout the District, including San Diego and Imperial Counties, and occasionally outside the District. It is required for the incumbent to possess a valid driver's license to operate a State-owned or leased vehicle.

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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.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE