

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION HQ/Traffic Operations/Office of Ecosystem Delivery	
WORKING TITLE Chief, Office of Ecosystem Delivery	POSITION NUMBER 913-350-3155-XXX	REVISION DATE 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 Deputy Division Chief of Transformational Mobility, a Principal Transportation Engineer (Manager), the incumbent, a Supervising Transportation Engineer (Manager) serves as the Office Chief of Ecosystem Delivery. As the Office Chief, the incumbent is responsible for managing and coordinating transportation technology pilots, facilitating rapid deployment, seeking funding and resources, building strategic partnerships with external agencies, leading development of people focused mobility and safety solutions that advance Transportation Systems Management and Operations (TSMO) and Safe Systems Approach strategies, exploring the use of emerging concepts such as Roadway Digital Infrastructure, Artificial Intelligence, etc. to meet the Department's goals and objectives.

The incumbent establishes statewide policies, practices, and guidelines to provide a safe and reliable transportation network that serves all people and respects the environment; works with internal and external partners to implement tools and technologies for day-to-day operations and safety; brings in new innovations and technologies; and facilitates safe and reliable transportation system operations throughout the State.

The incumbent is a focal point for coordinating cross-functional activities related to projects or initiatives of national and/or statewide significance (such as the Los Angeles 2028 Olympic Games); leading Traffic Operations research in coordination with the Division of Research, Innovation, and System Information (DRISI), districts, academia, and broader transportation industry; establishing and reporting on performance metrics and targets; and facilitating safe and reliable transportation system operations throughout the state.

**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)
- **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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

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- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (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) <sup>1</sup>	Job Description
40%	E	<p>Serves as the Division's focal point for piloting and evaluating innovative solutions, advanced mobility strategies, and associated transportation technology. In coordination with other Divisions, manages the portfolio of pilots, proof of concepts, and evaluations to minimize duplications and ensure strategic alignment, and prioritizes operational strategies and applications to evaluate based on safety and mobility needs. Collaborates with the Division of Research, Innovation, and System Information (DRISI) and affiliated research institutions on research projects associated with emerging technologies and mobility solutions. Incorporates insights and lessons learned from pilots and research into strategic plans, guidance documents, specifications, and roadmaps to allow the Department and the State to rapidly deploy appropriate technologies, field elements, and mobility solutions throughout the state. Encourages and facilitates innovation and risk taking within the Division of Traffic Operations, accelerates deployments, and supports the Department's innovation program. Serves as a point of contact for potential vendors and solution providers to ensure consistent communication by the Program.</p> <p>Oversees development of technical reports, studies, and proposals. Tracks and assists with grant and research opportunities, and provides leadership in alternative delivery and financing methods to accelerate the delivery of Traffic Operations focused projects. Ensures that contracted projects or services are completed within scope, cost, schedule, budgeted resources, and departmental standards and practices. Works to incorporate transportation technology, innovative project delivery approaches, and advanced mobility/safety solutions into future revisions of the State Highway Operation and Protection Program (SHOPP), the State Highway System Management Plan (SHSMP), and other investment plans, strategies, or programs. Explores public-private partnership to help deliver transportation improvements. Reviews legislative bills and responds to legislative requests for information in a timely manner. Develops an implementation plan working with internal and external stakeholders for policies and directives affecting the office of Ecosystem Delivery.</p>
20%	E	<p>Develops and manages the Office of Ecosystem Delivery with key, measurable objectives including the development of statewide priorities, policies, guidelines, and objectives. Ensures cross-functional, equitable considerations and strategic alignment are part of the decision-making process, including coordination with Federal, State, regional and local partners, the Legislature, other internal programs, and the public. Incorporates data analytics and data-driven decision making into the Division. Recommends, edits, and reviews Departmental policies and strategic actions. Provides specialized guidance regarding new initiatives, identifying innovative and safe methods for integration of advanced mobility strategies while prioritizing an equitable approach that involves close collaboration with external stakeholders and communities. Implements measures to effectively establish and maximize available funding.</p>

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20%	E	<p>Supervision: Supervises, coordinates, and oversees all Office staff and operations (including onboarding/offboarding). Monitors office workload, establishes priorities, and develops strategies to increase productivity and performance levels to achieve office targets. Coordinates Office of Ecosystem Delivery resources to provide effective engineering support services to the entire office.</p> <p>Coaches and mentors staff and creates opportunities for employee development. Provides staff with feedback on their job performance that entails constructive feedback through regular monitoring of their workload and productivity. Enhances employee morale and engagement by acknowledging good work and contributions through formal and informal appreciation efforts. Takes timely action and collaborates with the Offices of Discipline Services, Health and Safety, EEO, Human Resources, etc., for all disciplinary and personnel-related matters as appropriate. Processes timely probation reports, annual performance reviews, and annual training plans. Establishes and upholds employee expectations and telework agreements (if appropriate) and develops plans and tools to build employee strengths and close performance gaps.</p>
10%	E	<p>Provides statewide leadership and coordinates with federal, state, regional, and local partners. Builds and maintains strong working relationships and regular communication with team members, Headquarters, and District executives, and all internal and external stakeholders. Collaborates with multi-functional teams across several divisions and all districts within the Department. Sets clear expectations for deliverables and milestones and holds internal teams accountable for the timely delivery and implementation of program activities and related hiring efforts.</p> <p>Represents Caltrans when meeting with other state and industry representatives and on national committees. Directs and negotiates the resolution of highly technical or politically sensitive issues.</p>
5%	E	<p>Develops, maintains, and updates a desk manual that helps train new employees and serves as a reference tool for team members. Ensures staff provides current and timely technical information on the Division's website. Develops long-term plans for the office and resource allocation. Prepares training material for workforce development as needed. Travels to various meetings, special events, and trainings.</p>
5%	M	<p>Leads and completes a variety of special projects and assignments as needed by the Division Chief and Deputy Division Chief. Assists with emergency response and planning tasks including attendance at emergency operations centers (EOC) as needed. Performs other work commensurate with the Supervising Transportation Engineer (supervisor) classification. May occasionally act as the Deputy Division Chief of Transformational Mobility.</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**

Directly supervises senior level staff and serves as the second line supervisor to engineering and other rank and file staff. Provides guidance to district managers and staff in order to implement strategy, policy, and procedure statewide for the 2070 Traffic Operations Program. May supervise retired annuitants, student assistants, consultants, and contractors. May occasionally act as the Chief, Office of Transformational Mobility.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Possession of a valid certificate of registration as a civil engineer issued by the California Board of Registration for Professional Engineers is required.

Requires knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; the principles of traffic engineering, traffic safety, and traffic management; highway design; traffic and construction policies, procedures; organizational and engineering functions (both within and outside of Caltrans) that pertain to design, operations, maintenance, and construction of all types of transportation facilities.

Must have knowledge of transportation principles and methods and the ability to apply the national best practices at Caltrans to improve capabilities and success in meeting goals. Must have a thorough knowledge of Caltrans' organization and policies; strategic planning processes and techniques; performance measure development, implementation, and assessment; principles

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and practices of public administration, budgeting, personnel, planning, program management, and evaluation.

Must have the ability to supervise multi-disciplinary, technical staff. As a supervisor, requires knowledge of and the ability to implement principles and techniques of personnel management and supervision; the supervisor's role in equal employment opportunity, health and safety, personnel-related, and labor relations programs; and the processes required to meet their objectives. Requires the ability to communicate effectively (both orally and in writing) with multiple audiences; establish and maintain cooperative relationships with individuals and organizations contacted in the course of work; participate in public contact and represent Caltrans; serve in a consulting capacity to other divisions and districts; and respond appropriately to difficult situations.

Must be able to apply sound judgment in problem solving; work productively in a busy and often changing environment; perform multiple tasks simultaneously; maintain a project schedule; accurately and timely follow-up on issues; and effectively interact with many levels of people in a cooperative manner. Must be decisive, take appropriate actions, and complete tasks or projects with a short notice. Requires proficiency with Microsoft (MS) Office programs (including MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Teams), Adobe Acrobat, Cisco WebEx, and using the Internet.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

This position is responsible for making independent action and taking initiative to carry out assigned duties. The incumbent's decisions and actions have a direct impact on the Traffic Operations Program and the Department. Inability to carry out this position's responsibilities could result in: adversely affecting public safety and/or result in tort liability for Caltrans; increased expenses resulting from lost Transportation System productivity; litigation that could delay and/or add substantial cost to essential projects or activities; inability to quantify performance in meeting the Department's strategic goals and safety and mobility commitments; loss of credibility and public confidence in Caltrans as a responsible public agency.

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**PUBLIC AND INTERNAL CONTACTS**

The incumbent must maintain the highest level of professionalism and integrity, exhibit tact and diplomacy, and effectively communicate with all internal/external contacts.

Internal contacts include various Caltrans districts and divisions (including Design, Construction, Maintenance, External Affairs, and Engineering Services). External contacts include the Legislature, Governor's Office, CHP, FHWA, construction industry representatives, local agencies, other states, national experts, academia, the private sector, and the general public.

The incumbent must communicate effectively orally and in writing, by telephone, via email, and by web conferencing. The incumbent is also required to facilitate, participate in, and host meetings.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent must: quickly adapt behavior and work methods in response to new information/priorities and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. Must be able to maintain focus and intensity, yet remain optimistic and persistent, even under adversity. The incumbent shall act in a fair and ethical manner toward others; value cultural diversity and other individual differences in the workforce; and demonstrate a sense of responsibility and commitment to public services. The incumbent must be able to develop new insights into situations and apply innovative solutions to make organizational improvements; grasp the essence of new information and master new technical and business knowledge, particularly in the area of outreach; and facilitate and maintain a work environment that encourages creative thinking and innovation.

Must have the ability to work with a computer and have manual dexterity. Required to sit for long periods of time using a computer, monitors, phone, and other office equipment. The incumbent must be able to occasionally lift up to 25 pounds without assistance. Bending, stooping, and pulling may be required within the normal course of performing some of the responsibilities associated with this position. May be required to speak in front of large groups.

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**WORK ENVIRONMENT**

This position's headquarter location is Sacramento, CA. While at the base of operation, the incumbent works in a climate-controlled office under natural and artificial lighting. Due to periodic issues with heating and air conditioning, building temperatures may fluctuate. Multi-floor buildings are equipped with elevators and stairs.

The incumbent is required to travel periodically to other office buildings (federal and state offices, district offices, local agencies, etc.) and indoor/outdoor field locations. While at field locations, the incumbent may be exposed to uneven surfaces, noise, and varying climate conditions. The incumbent is required to travel within the state and may be required to travel out-of-state for business operations. Possession of a valid driver's license is required to operate a State owned, leased, and/or personal vehicle. The environment is fast-paced, demanding, and busy; and requires considerable flexibility in managing time, priorities and assignments. Vacations may be restricted during peak times.

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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