

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION SB 1 Program	
WORKING TITLE SB 1 Program Portfolio Engineer	POSITION NUMBER 900-074-3161-XXX	REVISION DATE 03/25/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under general direction of the Supervising Transportation Engineer (Caltrans Senate Bill (SB) 1 Project and Portfolio Manager), the Senior Transportation Engineer (SB 1 Program Senior Engineer) is responsible for providing technical engineering oversight and performing difficult transportation engineering work related to implementing, maintaining, and improving SB 1 Program guidance, policies, and business processes/procedures. The incumbent disseminates complex engineering information in support of the successful development and delivery of SB 1 programs. The SB 1 Program Senior Engineer works collaboratively with others to provide technical engineering consultation in developing performance standards and measures, and in managing and delivering the SB 1 program effectively, while improving transparency, efficiency and accountability. The incumbent coordinates with internal and external stakeholders and provides guidance, tools, and technical assistance to Districts.

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. (Prosperity - Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Integrity)
- **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)
- **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. (Prosperity - Collaboration)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - 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. (Employee Excellence - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Pride)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Collaboration)

TYPICAL DUTIES:

Percentage	Job Description
30% E	Coordinate, facilitate and communicate departmental activities related to SB 1 programs, which includes information sharing and communication on SB 1 Program operations between districts and programs/divisions. Communicate and coordinate the utilization of SB 1 funding within existing programs. Manage and provide oversight on updates and the overall functionality of the CalSMART system, while coordinating with other Divisions, such as Project Management, Programming, and Information Technology. Facilitate required project reporting and provide communication to all internal and external stakeholders.

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20%	E	Coordinate efforts across the department, including Headquarters and the Districts, to ensure continuous communication and dissemination of complex engineering information associated with the SB 1 Program. Review and prepare reports to support SB 1 Program administration and management efforts within the SB 1 Program. Coordinate reviews, by others, of technical and procedural issues and respond to expectations for transparency, efficiency and accountability as required within the SB 1 Program. Develop executive summaries, detailed reports, and presentations for purposes of responding to internal and external inquiries, influencing decision making and providing transparency.
25%		Act as main liaison with all Headquarter Programs/Divisions and District staff and provide functional consultation and technical engineering assistance regarding SB 1 Program initiatives. Implement communication strategies to disseminate information and receive buy-in from stakeholders. Assist with training and staff development for Districts and Headquarter staff.
10%	E	Provide assistance with project completion and final delivery reports, which includes coordinating with local agencies, reviewing projects for accuracy, coordinating with program coordinators and ensuring compliance with the SB1 Accountability and Transparency Guidelines.
10%	E	Responsible for data collection, processing, and maintaining all project baseline agreements for competitive program projects, including project document collection, review, facilitating the signature process and maintaining a document repository.
5%	M	Perform special assignments as the need arises in assigned areas. Serve on teams and respond to internal and external inquiries and surveys. Performs other duties within the scope of the classification as assigned.

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

Does not provide direct supervision. May be directed to act in a lead role for completing assignments involving other staff, and teams.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of Caltrans' organization, departmental policies and financial constraints and procedures. Must have knowledge of organizational relationships and functions, both within and outside Caltrans that pertain to the planning, programming and delivery of transportation projects and maintenance and operation of Caltrans facilities.

Must have the ability to assimilate technical and procedural input from various sources, evaluate that input, develop alternative courses of action and make objective recommendations on critical issues. Must have the ability to analyze situations accurately and adopt an effective course of action.

Must have the ability to communicate effectively, both orally and through written correspondence, with management and employees in Headquarters, Districts, and internal/external customers in a timely and effective manner. Must be able to address an audience effectively. Must be able to prepare technical correspondence and complete comprehensive reports.

Must have the ability to work with minimum direction and supervision, initiate actions independently, handle multiple assignments simultaneously, learn new tasks quickly with little or no formal training, adapt to changing requirements, complete tasks and projects on short notice, work with others in a cooperative manner and be responsive to customers and management needs.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for facilitating, coordinating and communicating on difficult and politically sensitive issues related to the SB 1 Program, and as these products and services are visible to external partners, errors could have a disastrous impact on the Department and may result in public distrust and damage to Caltrans' reputation, as well as risk the loss of Federal and State funds.

PUBLIC AND INTERNAL CONTACTS

The Senior Transportation Engineer must establish and maintain good working relationships with all levels of management within Caltrans, and staff in HQ and the Districts. The incumbent will work with internal and external stakeholders such as the districts, external agencies, local, state, and federal entities, as well as interest groups and the general public. The incumbent represents Caltrans at meetings with interest groups and local, regional, state, and federal agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for 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. The incumbent will occasionally bend, stoop,

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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. The incumbent should be able to 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. The incumbent should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. The incumbent 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. The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service; develop new insight into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage; and value cultural diversity and other individual differences 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 current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters 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