

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Principal Trans Eng, CT	OFFICE/BRANCH/SECTION Division of Design	
WORKING TITLE Deputy Division Chief Design Standards	POSITION NUMBER 913-200-3152-XXX	REVISION DATE 03/17/2026

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 from the Chief, Division of Design, the incumbent oversees the development, maintenance and administration of statewide policies, standards, procedures, guidance and training relative to the development and design of highway projects on the State Highway System. The incumbent is responsible for providing the Division Chief and other responsible persons, groups and organizations with engineering management information and recommendations regarding the project planning, development, and design processes. The above activities are primarily accomplished through the management of various Design Offices within the Division of Design. Collaborates with other Deputy Division Chiefs, and managers to review, evaluate, develop, and recommend new/revised policies, programs and procedures governing Design activities. The Deputy Chief also has the overall responsibility to ensure that Division design offices resources are identified, budgeted and appropriately expended.

**CORE COMPETENCIES:**

As a Principal Trans Eng, 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. (Employee Excellence - People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Collaboration, Innovation)
- **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. (Employee Excellence - 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. (Employee Excellence - Collaboration, Equity, People First, Pride)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity - People First, Pride)
- **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. (Employee Excellence - Collaboration)
- **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 - Collaboration, Innovation)
- **Perspective (Thinking Globally & X-function):** Broad view of issues, ability to pose future scenarios, and think globally. Stays current on changes and new developments in industry. Ability to look at and is open to different perspectives. (Climate Action - Innovation, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Climate Action - Equity, Stewardship)

**TYPICAL DUTIES:**

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

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50%	E	Leads the development, maintenance and administration of statewide policy, standards, procedures, guidance and training relative to the development and design of highway projects on the State Highway System. Leads the management of various offices within the Division that are responsible for evaluating, developing, maintaining and updating standards, guidance and training for geometric and Americans with Disabilities Act (ADA) design, drainage facilities, stormwater design, and Computer Aided Design and Drafting (CADD) and Engineering GIS on the State Highway System, responsible for developing and recommending policy on project development procedures formulating quality management and improvement processes and ensuring District implements approved policies, procedures and standards, and best quality practices. Leads design offices to develop statewide policy on innovative design and delivery methods, value analysis studies, encroachment, broadband, and utility accommodation policies and exceptions, resource conservation, technology applications, route matters, and statewide policies, procedures, and guidelines on Project Approval Documents, performance-based decision making, High/Low Risk utilities, and other items contained in the Project Development Procedures Manual. Monitors, reports and extracts lessons learned from District performance relative to design standards, policies, procedures guidance and training to inform the Division's continuous quality improvement process.
30%	E	Provides the Division Chief and other responsible persons, groups and organizations with engineering management information and recommendations regarding the project development, planning and design processes. Provides input and support Districts on project issues including procedural, engineering, economic and policy matters. Has the overall responsibility to ensure that Division resources are identified, budgeted and appropriately expended.
10%	E	Provides coordination and input on policies, standards, processes and activities by other functions within the Project Delivery and the Department as a whole.
10%	M	Represents Caltrans as appropriate by serving on committees of The American Association of State Highway and Transportation Officials (AASHTO), Transportation Research Board L(TRB), and other statewide and national transportation organizations.

<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 a staff of Supervising Transportation Engineers.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must be knowledgeable of the Department's mission, goals, and programs; laws, rules and policies of the State of California and the federal government. Must have broad administrative abilities to manage a complex operation. Must be able to communicate effectively both in writing and speaking in response to the steady flow of inquires from interested citizens, legislators, other state agencies, other states, foreign governments, and the federal government on a wide variety of complex district issues affecting the Department. Must be able to perform effectively under rigid constraints and pressure. Must have knowledge and understanding of the Department's design standards.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Responsible for the overall policies, direction setting, and priority establishment for the development, management and administration of the engineering office within the Division of Design. Responsible for the Department's design standards. Provides guidance and strategy for preparing recommendations on design matters and decisions. Expert advice to top management is essential to avoid errors that could expose the Department to criticism from the legislature and seriously restrict the operating capability and flexibility of the Department. Errors in any of the above areas could have a disastrous impact on the Department and loss of federal funds.

**PUBLIC AND INTERNAL CONTACTS**

Contact with all levels of management in the Department, including other Districts and divisions. In addition, this position has contact with and from all levels of government including other states, the federal government, other countries and the public and private sector.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

May be required to sit for periods of time using a keyboard and video display terminal. Ability 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. Incumbent should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

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The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights 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.

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### WORK ENVIRONMENT

The incumbent will generally work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. There will be occasional travel within the state to District Offices or other locations. While traveling, the person must be capable of lifting and carrying their own luggage, computer equipment and/or projectors weighing over 10 pounds.

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

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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