

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Safe System Approach Integration/HSIP	
WORKING TITLE TEC	POSITION NUMBER 913-355-3135-917	REVISION DATE 04/10/2026

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

GENERAL STATEMENT:

Under the direction of the Branch Chief of Highway Safety Improvement Program (HSIP), a Senior Transportation Engineer (Supervisor), the incumbent, a Transportation Engineer (Civil), serves as the Safety Project Coordinator in the HSIP Branch.

The incumbent supports the Division of Safety Programs and districts in implementing a Safe System Approach (SSA) on the State Highway System (SHS) to meet traffic safety goals aligned with the Caltrans Strategic Plan. The SSA aims to eliminate fatal and serious injury collisions for all road users through a holistic view of the road system that first anticipates human mistakes and second keeps impact energy on the human body at tolerable levels. The SSA marks a change from party-focused reactive safety countermeasures to system-based proactive safety countermeasures and compels investigators and designers to consider factors beyond driver error and education.

The incumbent initiates, develops, implements, and evaluates Statewide Highway Safety Improvement projects.

CORE COMPETENCIES:

As a Transportation Engineer (Civil), 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (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)
- **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. (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)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

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TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
35%	E	Reviews statewide safety improvement proposals, including analysis and evaluation of project scope, capital cost estimate, collision diagram, preliminary project plans, collision summary, and traffic data, to ensure the proposed projects address the identified safety needs and ensure funding eligibility. Assists districts in identifying the qualifying criteria for proposed projects and resolving program eligibility issues. Meets routinely with districts and HSIP staff to provide regular updates on policies and guidance. Shares best practices and priorities using proven, low-cost countermeasures. Participates on various task forces with Caltrans functional units, California Highway Patrol, Department of Motor Vehicles, Office of Traffic Safety, local agencies, the University of California, Berkeley, Partners for Advanced Transit and Highway, and interest groups to develop strategies, guidelines, procedures, and innovative solutions that improve traffic safety
30%	E	Reviews draft project documents, including but not limited to, Project Initiation Reports and Project Study Reports, to ensure safety projects will address the identified safety issues and the estimated capital costs of the projects are reasonable. Reviews project Funds Request, Project Change Requests (PCRs), and Amendment Requests to confirm that project scopes, bid items, and cost estimates are valid to build safety projects. Recommends courses of action regarding issues of scope and cost and communicates concerns to district staff. Provides approval of the project's eligibility if costs, schedule, or scope changes during the project development phase. Maintains the updated status of safety improvement projects from initiation through implementation in the safety project database. Provides Safety Performance Measure Worksheet review comments in the Asset Management Tool. Assists in the development of the 4-year and 10-year State Highway Operation and Protection Program (SHOPP) programming documents to ensure continued prioritization and justification of safety projects.
15%	E	The incumbent coordinates and supports HSIP Branch training activities, including the biannual five-day Traffic Safety Workshop, in-person trainings for all 12 districts, and field visits to evaluate complex project proposals submitted by any of the districts; assists with workshop preparation and presentations. Provides information to districts, headquarters units, and management on traffic safety matters. Coordinates research with district offices, other state and federal agencies, and professional organizations. Develops, updates, facilitates, and presents training at various venues statewide as a technical and subject matter expert. Determines statewide technical training needs; coordinates with instructors, other divisions, and agencies to provide proper and required training; and maintains training databases (including dates, times, places, subjects, and attendees) to track compliance for technical training. Develops and updates manuals, performance tracking databases, statewide subject matter expert lists, and performance reports. Travels to remote worksites, roadways, and academic research facilities to perform engineering reviews, conducts research, documents findings, and exchanges information. As part of these tasks, the incumbent may be required to travel to training, field, or other locations for multi-day events requiring overnight travel.
10%	E	Assists with the development of the State Highway System Management Plan (SHSMP) for traffic safety, including a baseline inventory. Updates the HSIP guidelines. Prepares and distributes the HSIP Annual Report.
10%	E	Provides technical assistance in Highway Safety Manual (HSM) applications to District Traffic Safety and Traffic Operations staff. The HSM provides tools to support improved traffic safety management and a reduction in the frequency and severity of traffic crashes. Coordinates and collaborates with the Division of Design and District Traffic Operations and Traffic Safety subject matter experts to 1) develop technical expertise in HSM analysis methods; 2) implement the use of the HSM; and 3) support the District's Safety Program's use of the HSM.
5%	E	Provides engineering analysis, correspondence, written summaries, research, and legal testimony for Tort claims and legal cases. Legal testimony can include interrogatories, depositions, arbitration, and court appearances. Reviews Caltrans or local agency policies, reports, investigations, memorandum, and other documents from a Tort liability perspective and coordinates concerns with other function units or organizations responsible for the preparation of the original documents.

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5% M Completes a variety of special projects and assignments as needed by the Division Chief, Deputy Division Chief, Office Chief, and Branch Chief. Performs other work commensurate with the Transportation Engineer (Civil) classification.

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

None. May act in a lead capacity on special projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires knowledge of: Basic principles of physics, chemistry, and mathematics as applied to civil engineering; engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; engineering economics.

Requires the ability to: Do simple mapping and drafting and make neat and accurate computations and engineering notes; select and/or use computer-based processes to compile engineering data; develop or assist in the development or maintenance of transportation-related state-of-the-art computer programs and procedures; prepare reports; review or assist in reviewing project proposals, plans, and specifications prepared by others; perform transportation operational, traffic operations, planning, and/or maintenance engineering tasks; prepare and present information to the public about all types of transportation engineering matters; test for and prepares assessment reports of transportation surveys, investigations and analysis statements, environmental, and/or air and water quality reports; and assist a registered engineer in performing professional engineering work. As a technical subject matter expert, may lead other engineering and technical personnel.

Requires the ability to collaborate with multi-disciplinary, technical staff; 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.

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 Division of Safety Programs, 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.

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.

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.

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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.

WORK ENVIRONMENT

This position's headquartered 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 may be 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 may be 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.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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

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