

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

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|---|---|-----------------------------|
| CLASSIFICATION TITLE<br>Senior Transportation Engineer, CT              | OFFICE/BRANCH/SECTION<br>District 7/ PROGRAM/PROJECT MANAGEMENT |                             |
| WORKING TITLE<br>Capital Outlay Support and Data Management, Supervisor | POSITION NUMBER<br>907-101-3161-XXX                             | REVISION DATE<br>03/09/2026 |

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 a Supervising Transportation Engineer, Office of Capital Outlay Support Management, the incumbent will be responsible for supervising the Capital Outlay Support and Data Management (COSDM) Unit, and directing activities related to monitoring and tracking the schedule and cost of the Capital Outlay Support program for reporting purposes. Guide staff to develop and refine Project Management tools that facilitate workplan development and project management. Maintains and updates a variety of reporting systems and Project Management tools.

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

**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. (Employee Excellence - Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Employee Excellence - Innovation, Integrity, Pride)
- **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. (Employee Excellence - Innovation, Integrity, 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, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Integrity, 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 - Innovation, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Pride, Stewardship)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Innovation, Stewardship)

**TYPICAL DUTIES:**

| Percentage                              | Job Description  |
|---|--|
| Essential (E)/Marginal (M) <sup>1</sup> |  |
| 35% E                                   | Directs COSDM staff in project control support to all Area and Project Managers by providing scheduling data, cost control, and resource usage information and analysis (resource leveling, performance measurement, earned value analysis, actual vs. planned expenditures) utilizing a variety of management software (i.e., Project Resourcing & Scheduling Management-PRSM). Assist with Project Management Software (PRSM) Updates. |

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| 30% | E | Guide staff to develop and refine Project Management tools that facilitate workplan development and project management. Maintains and updates a variety of reporting systems and Project Management tools. Develops and maintain project status reports for Executive Staff, Project/Functional Managers and external agencies. |
| 10% | E | Coordinates and interacts with Program/Project Management managers and staff on all aspects of project scheduling and delivery issues.  |
| 10% | E | Supervise and oversee the work of staff. Provide adequate and necessary training, resources, and tools for staff. Establishes and maintains a work environment that leverages a diverse and inclusive workforce in order to achieve both superior business results and equity   |
| 10% | E | Coordinates with District and Headquarters staff to ensure District policies and guidance are consistent with and support Headquarters Policies, ie (PRSM).   |
| 5%  | M | Develop Statewide and District tools and training efforts (PRSM). Develop presentations for training classes. Design and modify web pages.  |

<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.

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**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

The incumbent directly supervises Transportation Engineers (Range A-D), staff, and engineering student assistants.

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**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Incumbent must have a broad knowledge of Caltrans major activity areas and organization; Transportation Economics and Financing; various phases of Transportation Systems, Planning and Engineering work; the methods and criteria used in Design, Maintenance, and Construction of various types of bridges, building, and other Transportation Facilities; factors that influence the impact of transportation facilities on the environment, community, and economy; Department goals, policies, procedures, funding and financial constraints; project development process; technical environmental analysis, planning concepts, and project risk management principles. Knowledge of structured query language (SQL).

The incumbent must have a broad and extensive knowledge of the policies and procedures of the District, and Statewide engineering project development processes, including District Project Management practices and Project issues and all related laws and regulations, must have knowledge of the formal and informal aspects of the legislative process, governmental functions and organization at the State and Local levels, and State, Federal, and Local laws and regulations that govern the Department. Knowledge of project management standards including the Work Breakdown Structure (WBS) and Resource Breakdown Structure (RBS) are essential.

The incumbent must have a broad understanding and knowledge of the principles, practices, and trends of Public and Business Administration, Budgets, Personnel, Project Management, Planning, Partnering, and the Department's EEO Program. Abilities: Must be able to analyze situations accurately and adopt an effective course of action in the resolution of complex engineering problems. Must be able to effectively coordinate and communicate, both orally and in writing, with all levels of Management and Employees in Headquarters and Districts, and with persons outside of the Department.

Incumbent must have the ability to use quality tools and principles in seeking to continuously improve work processes, employment opportunity and labor relations objectives. Analytic Abilities: The work and responsibilities assigned to this position require the ability to assimilate technical and procedural input from various sources to evaluate that input, develop alternative courses of action and to make objective recommendations on all critical issues affecting the planning, project delivery, maintenance and applied studies related to Transportation Systems. The incumbent must reason logically and creatively using a variety of analytical and problem-solving techniques.

The incumbent must have the ability to effectively use the PC-based software programs for presentation or database purposes.

Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration of Professional Engineers is required.

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**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

As set forth above, the responsibilities associated with this position requires that all products and deliverables be accurate and of high quality. The information disseminated through this office ultimately provides the basis for reporting project delivery status and budget expenditure information to internal and external stakeholders. Poor decisions and lack of good judgment in data

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gathering and dissemination could severely undermine and discredit the Department's standing and bring about a loss of credibility and integrity both within the internal/external transportation communities and may result in projects being delayed or deleted.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent has contact and interaction with staff at all levels. Frequent contact and coordination occurs with both internal and external staff, including Headquarters staff, District management, office-level staff, public agencies and the private sector.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

**Physical Requirements:** Employees may be required to sit for long periods of time using a keyboard and video display terminal. Part-time telework is expected.

**Mental Requirements:** The incumbent develops new insights into situations and applies innovative solutions to make organizational improvements. Formulates effective strategies consistent with the business and competition. The incumbent creates a work environment that encourages creative thinking and innovation. Creates and sustains an organization culture which encourages others to provide the quality of service essential to high performance. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

**Emotional Requirements:** Most of the jobs in the Division require interaction with people. It is important that employees be able to work with others in a cooperative manner. The incumbent must be able to resolve emotionally charged issues reasonable and diplomatically. Behaves in a fair and ethical manner toward others. Demonstrates a sense of responsibility and commitment to public service. Influences others toward a spirit of service and meaningful contributions to mission accomplished. The incumbent values cultural diversity and other individual differences in the workforce. Ensures that the organization builds on these differences and that employees are treated in a fair and equitable manner.

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### WORK ENVIRONMENT

Incumbent will work in a climate-controlled office building under artificial lighting or at a remote location. Periodic problems with heating and air-conditioning may result in fluctuating building temperature and changes in air circulation. Incumbent will generally work between the hours of 6:00 am and 6:00 pm, however, meetings and programming actions may occasionally require working hours other than those stated. Incumbent may be required to travel in state, but travel is not frequent. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's current telework policy. While Caltrans supports telework, in-person attendance is 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.

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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