

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION D53/Division of Design/Office of Professional Development	
WORKING TITLE Office Chief, Office of Professional Development	POSITION NUMBER 913-250-3155-001	REVISION DATE 5/13/26

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 Deputy Division Chief, Division of Design the incumbent will serve as the Headquarters Professional Development Program manager and will be responsible for the development of overall program and associated efforts. The incumbent will administer a comprehensive, statewide skill development program to support design staff involved with Capital Project development and implementation. Responsibilities will include policy formulation, needs assessment, program direction, resource allocation, and program evaluation. The incumbent will advise division management on the needs for skill development, organizational development, and management analysis activities, formalize and implement departmental policy and procedures, coordinate division skill development activities and develop division skill development budget polices and guidelines.

**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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Prosperity, Employee Excellence - Equity, Innovation, Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Safety, Equity, Employee Excellence - Equity, Innovation)
- **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, Prosperity - Collaboration, Equity, Innovation)
- **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, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, 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. (Equity, Prosperity, Employee Excellence - Equity, Integrity, Pride)
- **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, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- **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. (Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
35% E	Develops, manages, and administers the division training plan and budget for employee skill development. Implements skill development training to improve the quality of statewide design functions and performance. Develops a strategic performance based program to increase district and Headquarters work force effectiveness.

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20%	E	Assess the current strengths and weaknesses that characterize the statewide design function's business and skill development functions and practices. Develop policy, procedures, and reports to maintain professional curriculum(s) and staff currency. Perform oversight over statewide Division training development and implementation efforts to ensure that customer and process needs inform decision making. Manage and coordinate statewide Capital Project resources to meet skill development needs.
15%	E	Manages the Department's Professional Licensing Assistance Program to various disciplines of engineering, land surveying, architecture, and landscape architecture. Develops, manages, and provides oversight of rotation programs for Transportation Engineers and other professional staff.
10%	E	Develops and maintains, in collaboration with division management and design management board, strategic knowledge retention protocol for succession planning. Support delivery of licensed professional academies and seminars.
5%	E	The incumbent, in collaboration with division management, is the departmental representative and contact to the various professional boards on issues relating to licensure.
5%	E	Serves on Headquarters and District task forces and other special project teams as a representative of the Design Division as needed. Maintains communications with industry, Federal Highway Administration (FHWA), Transportation Research Board (TRB), American Association of State Highway and Transportation Officials (AASHTO), Western Association of State Highway Transportation Officials (WASHTO) and other agencies through participation in task force meetings, seminars, workshops, and in training activities.
5%	M	Participates in Headquarters and District process reviews to identify needed improvements in a policies and processes in project delivery, as well as to monitor established performance measures.
5%	M	Prepare special reports, correspondence, issue paper and briefings for the public, Legislature, FHWA and management.

<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**

Incumbent supervises and directs the work of the Office of Professional Development Staff, and other professionals and administrative team members

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

**Knowledge:** Must have a thorough knowledge of Caltrans' organization, Departmental policies, financial constraints and procedures. A broad and in-depth knowledge of the Department's project delivery policies, procedures, standards, and other factors relating to the design of transportation facilities is essential. A detailed knowledge of organizational relationships and design functions internal and external to the Department that pertain to the planning, design, construction, operation, and maintenance of quality transportation facilities is a must. Knowledge of state and federal statutes and regulations as they pertain to the delivery of transportation projects is highly desirable.

**Abilities and Analytical Requirements:** Based on experience and expertise, must be able to act independently and exercise good professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and obtain necessary resources to carry out the assigned duties. Must be creative and innovative and can examine existing processes and outcomes, identify deficiencies, and make improvement to achieve program goals. In response to requests from Department executive management, Agency, and the Legislature, the incumbent must be able to assimilate technical and procedural input quickly and accurately from various sources, to evaluate that input, to develop alternative courses of action, and to make objective recommendations in all issues relating to accelerating project delivery. It is imperative that the incumbent has demonstrated ability to inspire teamwork, coordination, and creativity in others. Must be effective in communication with top departmental management, professional boards, industry representatives, Federal, State and Local agencies, and the general public on issues involving transportation facilities.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Incumbent is responsible for independent action and decisions in all efforts relating to professional development program. Inadequate consideration of all relevant factors could result in inefficient use of public funds as well as a loss of credibility with public agencies and the general public. Incumbent must be capable of sound judgment and decision-making. Consequences could be increased liability, non-uniform policy interpretation, and unanticipated damage to the highway system and increased risk of jeopardizing the safety of the traveling public. Federal funding could be jeopardized if program requirements and/or commitments under the purview of this office are not met by the Department.

**PUBLIC AND INTERNAL CONTACTS**

The incumbent must interface and maintain continuing close contact and cooperative working relationships with Districts,

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Regions, and Headquarters personnel, management and executive staff. Contacts will involve formal and informal communications with Deputy Directors, Division Chiefs, senior managers and program staff. Collaboration with other Headquarters Executive Management and District staff will be required.

Establishes close contacts and working relationships with outside agencies and organizations is also essential. Incumbent will have frequent contact and must effectively communicate with the general public, representatives of local, professional boards, regional, State, and Federal agencies. External contacts may also involve formal and informal communications with oversight agencies, such as, Department of Finance, Governor's Office, California State Transportation Agency, representatives of the State legislature, other transportation stakeholders, and industry representatives on complex transportation issues.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

This position requires periodic travel to the districts, an excellent state of mind, and the ability to make clear, timely judgments under pressure. It also requires teamwork to openly discuss issues and reach consensus. The position requires the ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Incumbent must be able to develop and maintain cooperative working relationships. Incumbent must value cultural diversity and other individual differences in the workforce; be tactful and treat others with respect.

**WORK ENVIRONMENT**

The incumbent will work in a climate-controlled office under artificial lighting. The use of a desktop computer is essential. Travel to the districts and off-site meetings will subject the incumbent to the typical rigors of air, auto and transit travel and overnight hotel stays. Some project field reviews will require the incumbent to work outside of the office along our state highways or other project sites for short periods of time.

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. For permanent and limited term appointments, 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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