

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Supervising Transportation Engineer	OFFICE/BRANCH/SECTION D4/Transportation Planning & Local Assistance/Project Initiation	
WORKING TITLE Chief, Office of Project Initiation	POSITION NUMBER 904-157-3155-003	REVISION DATE 05/06/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the general direction of the Deputy District Director, the incumbent serves as the District Office Chief leading and directing the staff of the Office of Project Initiation (OPI) within the District 4 Division of Transportation Planning and Local Assistance.

The incumbent is responsible for the District Project Initiation Document (PID) 40.50 Program for projects identified in the State Highway Operation and Protection Program (SHOPP), SHOPP Ten-Year Plan, PID preparation or review of PID's funded through the State Transportation Improvement Program, other State funds, or local funds; preparation or review of feasibility studies, pre-PID investigative work, and any other related project-level planning studies. The incumbent is responsible for managing and directing five branches that develop and produce PID's, the PID coordination branch, and the travel demand modeling and forecasting branch. The Supervising Transportation Engineer must possess and maintain a professional Civil Engineer license recognized by the State of California.

**CORE COMPETENCIES:**

As a Supervising Transportation Engineer, 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, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Lead Climate Action - Innovation)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)

**TYPICAL DUTIES:**

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

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- 50% E Leads, manages, organizes, and directs OPI Branch Chiefs (Senior Transportation Engineers and a Senior Transportation Planner) in the preparation of PID's, oversight review of local agency PID's, and other requested tasks (e.g., feasibility studies) on an as needed basis. Responsible and accountable for leading OPI in ensuring PID's are prepared in accordance with Caltrans project development processes, Caltrans engineering practices and standards as set forth in various Caltrans manuals, policies, and directives (e.g, PDPM, HDM, Traffic Manual, etc.) and directed by the HQ Office of Project Initiation with respect to PID processes including the Project Initiation Report (PIR) and Project Study Report-Project Development Scope (PSR-PDS).
- 35% E As the District PID 40.50 Program Manager, coordinates and collaborates with the District Asset Manager and HQ Office of Project Initiation to develop the District PID Work Plan for estimating and allocating SHOPP and non-SHOPP resources. Manages the daily operation of the District's 40.50 PID Program. Coordinates with the District Resource Programming Office for allocations of funds and personnel resources to all District 4 divisions, as well as the HQ Division of Engineering Services for PID activities.
- 10% E Responsible for overseeing the development and implementation of staff training plans to ensure continuous development of staff skills and to meet all Caltrans policies and directives on personal safety and conduct.
- 5% M By request or on an as-needed basis, the incumbent may act for the Deputy District Director for Transportation Planning and Local Assistance for designated short time periods or represent him/her at designated meetings. The incumbent may also volunteer or be nominated to participate on District or Statewide committees or teams to improve Caltrans PID processes in alignment with Caltrans policies and procedures to implement or improve Caltrans Mission, Vision, Value, and Goals. Respond to written and verbal inquiries from Caltrans Public Information Office, Legal, and Claims for PID's and related studies/documents. Respond to written and verbal inquiries from local partners, the public, and others with respect to PID's and other related studies/documents.

<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**

The Supervising Transportation Engineer will supervise six Senior Transportation Engineers and one Senior Transportation Planner under the direction of the Deputy District Director of Transportation Planning and Local Assistance.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

A professional knowledge of state of the art principles and standards of transportation facility selection, including the transportation engineering process for development of transportation systems; traffic analysis including Vehicle Miles Traveled; safety; operations; capacity; multi-modal outcomes; person throughput, and engineering economics. The ability to exercise expertise reviewing transportation performance in terms of service; safety and cost-effectiveness; lead by directing oversight techniques to prepare comprehensive reports or studies and investigations; coordinate or direct field reviews; direct studies involving multi-agency; and multi-disciplinary coordination. Work is often complex, broad in scope, and requires effective communication and analytical skills enabling the incumbent to create and develop effective decisions citing federal and State requirements and interpretation of both the Government Code and Federal Highway Administration policies and guidelines. The incumbent will also need to administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete comprehensive reports; prepare articles for publication; address an audience effectively while speaking as a representative of the District; analyze situations accurately and adopt an effective course of action; communicate effectively; contribute to the Department's Illness and Injury Prevention Program/Safety and Health; and achieve affirmative labor relations objectives.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for assuring the professional integrity of recommendations based on proper use of engineering principles and analysis, and for interpreting Departmental policies relative to transportation facilities. Errors in judgment and/or decisions could affect public safety or result in tort liability for the Department. Errors in interpretation of the Department's Equal Employment Opportunity Program or any State Personnel Board rules and regulations regarding hiring practices may result in liability for the Department. Any errors in the process of disciplinary actions or the interpretation of the Department of Personnel Administration policies may also result in liability for the Department.

**PUBLIC AND INTERNAL CONTACTS**

Frequent contact is required in person, in writing, and by telephone with personnel within the Department, other agencies, private entities, political representatives, and the public at large.

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and high level correspondence that is required for in-house, local, and federal projects.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to move electronic devices such as laptops, cellphones, plans, reports, and other equipment from one location to another. The incumbent may be required to drive long distances for project and Caltrans related activities. The incumbent may be required to travel for training purposes to various locations throughout the State of California. The incumbent is expected to maintain an even mental balance of analytic process for multiple projects. Accelerated project schedule may be introduced, and the incumbent is expected to maintain emotional stability under stressful and rapid-paced working environment. The incumbent may be required to sit for long periods of time using keyboard and video display terminal.

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### WORK ENVIRONMENT

The employee will primarily work in a climate-controlled office or cubicle under artificial lighting, as well as under a telework agreement to be agreed upon by management. Extensive computer usage is required. A combination of virtual and regular travel is expected within and outside the District and Headquarters to attend meetings and other events with other local agencies and the general public.

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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.)

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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

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