

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D7/CONSTRUCTION/DISTRICT OFFICE - CCO Desk	
WORKING TITLE CCO Desk Engineer	POSITION NUMBER 907-501-3161-XXX	REVISION DATE 04/30/2025

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 of the Supervising Transportation Engineer of the Office of Construction Engineering Management, the Senior Transportation Engineer, the Contract Change Order (CCO) Desk Engineer, reviews, processes, and recommends approval for all CCOs Memoranda and CCOs submitted by Resident Engineers and checks for accuracy and completeness and ensures compliance with CCO policies, procedures, and directives, as described in the Construction Manual and District 7 CCO Manual. A valid driver license is required to operate State owned or leased vehicles. Must possess a valid certificate of registration as a civil engineer issued by the California Board of Registration for Professional Engineers.

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.

- **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. (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. (Employee Excellence - Integrity, Stewardship)
- **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. (Equity, Employee Excellence - Integrity, Pride, Stewardship)
- **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. (Safety, 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. (Safety, Equity, Employee Excellence - Innovation, Integrity, 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 - 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. (Equity, Employee Excellence - Innovation, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Prosperity - Collaboration, Integrity, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety, Employee Excellence - Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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55%	E	Reviews, processes, and recommends approval for all Contract Change Orders (CCOs) Memoranda and CCOs submitted by Resident Engineer to the Office of Construction Engineering Management. Checks for accuracy and completeness and ensures compliance with CCO policies, procedures, and directives, as described in the Construction Manual and District 7 CCO Manual. Consults and provides technical assistance to Resident Engineers in the preparation of CCOs. Analyzes and interprets Management Policies and/or directives and communicate these policies effectively to the Resident Engineers and field personnel, and Contractors. Prioritizes workload and resolve CCO related questions and problems. Maintains CCO data into computer system timely and accurately. Responsible for all aspects of CCO process at the CCO Desk section.
20%	E	Works closely with District Claims Engineer and Estimate Desk to coordinate accurate CCO, Claims and arbitration ruling payments. Analyzes and reviews contract Special Provisions in detail and seeks HQ Coordinator and HQ CCO Desk assistance for complex CCO or Claims payment issues. Reviews various documents required by the Contractor upon completion. Analyzes and interprets Management Policies and/or directives and communicate these policies effectively to all field personnel and Contractors.
10%	E	Provides CCO-related reports and carries out other CCO-related duties, as directed by the Construction Office Chiefs, and/or Construction Deputy District Director. Provides CCO-related training, as necessary, to Resident Engineers, Assistant Resident Engineers and to Construction field staff.
10%	E	Acts as liaison, coordinates with the field offices, HQ Accounting Division, HQ Construction Division, and Contractors -- for related CCO issues. Maintains District 7 Construction historical file and documentation relating to Construction Contracts, CCOs. Oversees all Contract Award and Construction Contract Acceptance (CCA) documents, new project Cross-Sections, Soil/Waste reports and RE Pending files, etc.
5%	M	Leads CCO Desk staff and field staff to compile lessons-learned reports and information.

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

The Senior Transportation Engineer exercises direct supervision over a staff of Transportation Engineers (Civil).

Receives general direction from the Office Chief of Construction Engineering Management.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of contract specifications and requirements. The ability to make fair and equitable decisions in a timely manner.

Knowledge of all phases of highway construction and contract administration. Know the policies which affect these contracts and how they are most effectively implemented.

Knowledge of contract plans, Standard Specifications, Special Provisions, and other contract requirements. The ability to make fair and equitable decisions in a timely manner. Ability to work independently and perform all CCO-desk related duties.

Ability to review and interpret construction contract documents based on sound engineering judgment.

Must have good written and verbal skills to communicate effectively.

Ability to obtain and evaluate data; give clear and concise directions; to make clear and concise written and oral presentations, and to deal effectively with others. This position requires independent initiative to meet work commitments and schedules. Must be able to use personal computers and the ability of inputting data to computer systems.

Must be capable of interpreting Management policies, procedures, directives, Standard Specifications, Special Provisions; Construction Manual, local, and Federal requirements; and evaluate where, how, and when this information is to be processed for a particular project, as it relates to the District 7 Construction Office - CCO Desk.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer has the responsibility for organizing this work quickly and effectively so that the review of the CCOs can be accomplished within specified deadlines. He/she must be able to make decisions concerning the execution of assigned duties. He/she has the ultimate responsibility for all decisions and recommendations involving the District 7 Construction Office - CCO Desk.

Any errors in decision or judgment of other contract administration paperwork would result in significant additional costs to the State in the designing and constructing new projects. Inadequate leadership can result in overpayment to contractors and

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unnecessary expense and delay in the State in recovering over-payments.

PUBLIC AND INTERNAL CONTACTS

The employee must work closely with all levels of personnel to provide a smooth working organization in the District and Headquarters. It is necessary for him/her to maintain close contact with other offices within the District to provide a coordination of effort. In addition, he/she must deal with Local, State, and Federal agencies as part of the work. He/she must also maintain personal contact with the public to minimize the effect of construction operations on nearby property owner and the highway users.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee may be required to sit for long period of time using a keyboard and video display terminal. He/she may be required to move large, cumbersome plans, documents from one location to another. He/she may be required to stand or walk for prolonged periods or walk on slopes or rugged terrains.

The employee will be required to perform, sustain mental activity to write reports, solve problems, and perform calculations, analysis, and reasoning.

The employee will need to develop and maintain cooperative working relationships, respond appropriately to difficult situations, and follow instructions from supervisors on different levels.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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