

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION District 6 Asset/Program & Project Management	
WORKING TITLE District 6 Program Manager Branch Chief	POSITION NUMBER 906-100-3161	REVISION DATE 04/28/2026

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 Office Chief of Asset and Program Management, (a Supervising Transportation Engineer), the program manager ensures overall coordination of asset, program, project, and resource management. The Program Manager is responsible for programming aspects of the District's projects in the adopted State Transportation Improvement Program (STIP), State Highway Operation Protection Program (SHOPP), Road Repair and Accountability Act of 2017 (SB1), and Minor Program.

Possession of a valid certificate of Registration as a Civil Engineer with the State of California 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Collaboration, Stewardship)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Employee Excellence - Collaboration, Integrity, Stewardship)
- **Initiative**: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Safety - Innovation, 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 - Collaboration, Innovation, 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. (Employee Excellence - Innovation, Stewardship)
- **Understanding Others/Motivation**: Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Employee Excellence - Collaboration, Stewardship)
- **Negotiation**: Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Employee Excellence - Equity, Innovation, Integrity, Stewardship)
- **Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Employee Excellence - Collaboration, Equity)
- **Business Acumen**: Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Employee Excellence - Innovation, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
20% E	Plans, assigns, monitors work, gives instruction and assistance, maintains discipline, supervises, makes decisions and handles difficult technical and administrative problems in connection with directing the work of Transportation Engineers and Administrative staff involved in the development, coordination and delivery of district projects; workload negotiations for multiple programming areas; development and maintenance of program strategies and document preparations.

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20%	E	Manages programming information for projects in the STIP, SHOPP, and MINOR programs. Oversees the production and submittal of baseline agreements and progress reports for projects funded within the SB1 Program. Ensures accurate programming information in the Department's databases (PRSM, AMS Advantage, CTIPS, PMCS etc.) at all times. Maintains program database information to keep it current and accurate, and communicates and coordinates this information with the Office Chief, Asset Management, Office Chief, Project Management (PM), Project Managers, Asset Management staff and Headquarters Programming Staff. Works closely with Headquarters Transportation Programming to be aware of policy changes during the fiscal year as well as shifts and trends in future programming cycles. Continuously advises the District Project Management and Asset Management staff, other District Division staff to develop action plans in response to Programming issues and concerns.
20%	E	Supervises the management, preparation, and facilitation of the District 6 Capital Outlay Support (COS) Program. Supervises the preparation and management of allocations and resources for PIDs, Major projects and the Minor program. Provides instructions and managerial recommendations/assistance to staff and district partners.
15%	E	Manage the update to both District and Headquarters managers about the current status of workload of programmed and candidate projects. Identify early warnings for delivery and/or process issues that need management involvement and work to obtain resolution of the issues through the Project Manager and the Office Chief. Coordinates closely with the Project Managers to address project cost changes, recommends strategies to balance funds within the programs. Participates in the preparation of Program Change Requests, Funds Requests, and processing of STIP and SHOPP amendments. Facilitates and manages all aspects of information and actions to be presented at Commission meetings. Work to develop District 6 priority lists of candidates for future programming both major and minor. Ensures that assigned projects are completed within the scope, cost, schedule and budgeted resources. Represents the Department at meetings.
10%	E	Supervises the management, preparation, facilitation of the District 6 COS Budget. Provides instructions and managerial recommendations/assistance to staff and Divisions. Supervises the collection of statistical workload information of historical allocations/expenditures. Provides instructions and managerial recommendations/assurances to meet future workload. Oversees the preparation of various reports, including PID, Budget, and Position Management reports and ad-hoc program/project reports and also lead of the District 6 Closeout process. Manages the District Variance budget allocation and coordinates with Project Managers on funding constraints for projects.
10%	E	Supervises the overall delivery of projects for assigned program areas for District 6. Supervises the development and coordination of resource needs. Manages the scheduling of the resources necessary to ensure successful program delivery and to meet agreed commitments by Fiscal Year. Supervise the staff providing up to date status for District 6 STIP, SHOPP, and Minor programs. Provides instructions and managerial recommendations to the program advisors. Supervises the record keeping of status of all Project Initiation Documents (PID). Manages and oversees the Approved Project List (APL) by assuring assigned staff manage, update and revise the APL electronic database as needed for the District 6 COS program. Monitor the delivery of programmed projects and capital dollars against the programming document to ensure that program commitments are being met. Provides recommendations when needed.
5%	M	Look for streamlining opportunities to improve the project management process. Supervises the development of standard and customized management reports to use as a tool for managing resources.

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 incumbent will provide direct supervision to Transportation Engineers and Administrative staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have the ability to plan and direct the work of others; judge work quality and performance, and maintain discipline.

This incumbent must have thorough knowledge of the Caltrans organization, departmental policies and procedures, the project development process, programming process, project management concepts, resource development process and engineering.

The incumbent must have a thorough understanding of the Department's requirement to deliver projects on schedule within budget. This understanding must include sound technical knowledge of the requirements of functional units involved in the

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project development process.

The incumbent must have knowledge of engineering estimates, and programming documents. The incumbent must be able to manage, analyze, provide managerial recommendations, and interpret allocation and expenditure.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to plan and direct the work of others; judge work quality and performance, and maintain discipline could affect project delivery, budget over-runs, additional cost to the state, and litigation.

Incumbent is responsible for his/her actions, decisions, quality of work, and proper use of State time, equipment, and materials.

Improper performance of duties and/or failures to adhere to established policies, procedures, and guidelines could lead to adverse action or possible termination.

PUBLIC AND INTERNAL CONTACTS

This position requires continuous interaction with Project Managers, Upper Management, Employees, Headquarters counterparts and Headquarters management in order to advise them about the current status of program workload and delivery of projects. Frequent contacts with other State agencies, local agencies and the public are an essential part of successful performance of the position.

The incumbent will need to be politically sensitive to problems and issues, effectively plan and organize delivery, and communicate effectively both orally and in writing with all levels within the District and Region.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

- Sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites and meetings.
- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.

Emotional Requirements:

- May be subject to and have the ability to handle all contacts in a calm and respectful manner.
 - Resolve emotionally charged issues reasonably and diplomatically.
 - Develop and maintain cooperative working relationships with all contacts.
 - Receptive to change, new information, and new situations.
 - Additional hours may be required and vacation restricted during peak time.
 - Incumbent must have the ability to respond appropriately to difficult situations. The incumbent may be subjected to high levels of stress related to project delays, costs and schedules.
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WORK ENVIRONMENT

Employee will work primarily in a climate-controlled office under artificial lighting. Employee may also be required to travel and occasionally conduct Field review outdoors and may be exposed to dirt, noise, uneven surfaces, extreme heat and cold. Subject to Management approval, direction and/or operational necessity, the incumbent would be required to perform in a telework environment, which includes managing staff working remotely.

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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd 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.

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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