

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Principal Trans Eng, CT	OFFICE/BRANCH/SECTION Division of Design	
WORKING TITLE Deputy Chief, Design Innovation and Technology	POSITION NUMBER 913-200-3152-001	REVISION DATE 06/11/2026

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 from the Chief, Division of Design, the incumbent oversees the development, maintenance and administration of statewide policies, software, programs and training relative to the design of innovative solutions to highway projects on the State Highway System. The incumbent is responsible for providing the Division Chief and other responsible persons, groups and organizations with technology and engineering information regarding the project planning, development, and design processes. The Deputy Division Chief of Innovation and Technology is also responsible for the Computer Aided Design and Drafting (CADD) statewide program, the new Building Information Management for Infrastructure (BIM4I) technology implementation, the Innovative Design and Delivery program and overseeing aspects of the Broadband statewide program. The above activities are primarily accomplished through the management of various Design Offices within the Division of Design. The incumbent collaborates with other Deputy Division Chiefs, and managers to review, evaluate, develop, and recommend new/ revised policies, programs and procedures governing innovative and technological Design activities. The Deputy Chief Design Innovation and Technology also has the overall responsibility to ensure that design offices resources are identified, budgeted and appropriately expended.

CORE COMPETENCIES:

As a Principal Trans Eng, 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. (Employee Excellence - People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Collaboration, Innovation)
- **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. (Employee Excellence - 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. (Employee Excellence - Collaboration, Integrity, People First, Pride)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Equity - Equity, People First, 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 - Collaboration, Equity, Innovation, Integrity)
- **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 - Collaboration, Innovation)
- **Perspective (Thinking Globally & X-function):** Broad view of issues, ability to pose future scenarios, and think globally. Stays current on changes and new developments in industry. Ability to look at and is open to different perspectives. (Climate Action - Innovation, Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Climate Action - Equity, Integrity, Stewardship)

TYPICAL DUTIES:

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

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DOT PM-0924 (REV 01/2025)

40%	E	Leads the development, maintenance and administration of statewide policy, standards, procedures, guidance and training relative to the latest technology of innovative development and design of highway projects on the State Highway System. Leads the management of various offices within the Division that are responsible for evaluating, developing, maintaining and updating Computer Aided Design and Drafting (CADD), Building Information Modeling for Infrastructure (BIM4I) and Engineering Geographic Information System (GIS) on the State Highway System. Leads design offices to develop statewide policy on innovative design and delivery methods, value analysis studies, and statewide middle and last mile encroachment broadband. Monitors, reports and extracts lessons learned from District performance relative to technology and innovative design standards, policies, procedures guidance and training to inform the Division's continuous improvement process.
30%	E	Provides the Division Chief and other responsible persons, groups and organizations with engineering management information and recommendations regarding the project development, planning and design processes, including innovative and technical solutions. Provides input and support Districts on project issues including technological, procedural, engineering, economic and policy matters. Has the overall responsibility to ensure that Division resources are identified, budgeted and appropriately expended.
20%	E	Provides coordination and input on policies, standards, processes and activities by other functions within the Project Delivery and the Department as a whole.
10%	M	Manages and supervises a varying number of staff in various classifications and responsible for the overseeing of statewide programs.

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

Directly supervises staff

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be knowledgeable of the Department's mission, goals, and programs; laws, rules and policies of the State of California and the federal government. Must have broad administrative abilities to manage a complex operation. Must be able to communicate effectively both in writing and speaking in response to the steady flow of inquires from interested citizens, legislators, other state agencies, other states, foreign governments, and the federal government on a wide variety of complex district issues affecting the Department. Must be able to perform effectively under rigid constraints and pressure. Must have knowledge and understanding of the Department's design standards.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for the overall policies, direction setting, and priority establishment for the development, management and administration of the engineering office within the Division of Design. Responsible for the Department's design standards. Provides guidance and strategy for preparing recommendations on design matters and decisions. Expert advice to top management is essential to avoid errors that could expose the Department to criticism from the legislature and seriously restrict the operating capability and flexibility of the Department. Errors in any of the above areas could have a disastrous impact on the Department and loss of federal funds.

PUBLIC AND INTERNAL CONTACTS

Contact with all levels of management in the Department, including other Districts and divisions. In addition, this position has contact with and from all levels of government including other states, the federal government, other countries and the public and private sector.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for periods of time using a keyboard and video display terminal. Ability to quickly adapt behavior and work methods in response to new information/priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. Incumbent should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT

The incumbent will generally work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. There will be occasional travel within the state to District Offices or other locations. While traveling, the person must be capable of lifting and carrying their own luggage, computer equipment and/or projectors weighing over 10 pounds.

ADA Notice

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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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