

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Electrical Eng	OFFICE/BRANCH/SECTION HQ/DRISI/Safety Innovation and Cooperative Research	
WORKING TITLE Chief, Safety Innovation and Cooperative Research	POSITION NUMBER 913-155-3156-006	REVISION DATE 12/15/2025

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 Research, Innovation and System Information (DRISI), the incumbent serves as the Office Chief, Safety Innovation and Cooperative Research (SICR) responsible for strategically incorporating the issues and activities of the Department's Research and Innovation Program into national research programs. This includes providing program direction, coordinating research partnerships with other agencies at national levels, and reviewing and recommending national transportation research. The Supervising Trans Electrical Engineer is the Department's representative for national committees relating to research program management and serves as the Department's official state representative to the American Association of State Highway and Transportation Officials Research Advisory Committee (AASHTO RAC) and the Transportation Research Board (TRB).

**CORE COMPETENCIES:**

As a Supervising Trans Electrical Eng, 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. (Prosperity - Collaboration, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Employee Excellence - Integrity)
- **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, People First)
- **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. (Prosperity - Collaboration, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity - Collaboration, Innovation, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Employee Excellence - People First, Pride)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Employee Excellence - Collaboration, 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. (Equity, Employee Excellence - Innovation, 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. (Employee Excellence - People First, Pride)

**TYPICAL DUTIES:**

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

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

30%	E	<p>Promotes significant California research issues to AASHTO, TRB, USDOT, and other national transportation organizations so issues may be incorporated into national research agendas.</p> <p>Acts as liaison between Caltrans Headquarters (HQ) Divisions, Districts, other state departments of transportation and academia to promote and facilitate the successful completion of national research that is of significance and priority to the Department.</p> <p>Works with advisory groups and customers to identify research needs; develops research ideas for a broad range of subjects in multiple areas of the department; solicits and prioritizes research proposals; monitors research projects overall progress; ensures continuous communication within DRI, as well as the Districts and HQ Divisions, as information is solicited, synthesized, and researched; administers contracts; coordinates research with other states; and advises top management of research needs and successes.</p> <ul style="list-style-type: none"> <li>• Reviews research and related assessments regarding the development of innovative transportation solutions;</li> <li>• Consults on the use of technical and analytical resources used in research projects;</li> <li>• Participates in field tests as necessary;</li> <li>• Plans and oversees the Office of SICR program of projects in the multiple subject areas within the Office; and</li> <li>• Oversees deployment of research projects for safety innovations.</li> </ul> <p>Stays abreast of the Department's plans, specifications, and programs for services, systems, and facilities related to employee safety, maintenance, and materials as relevant to the physical infrastructure of the Department.</p>
30%	E	<p>Confers with the Deputy Division Chief and coordinates with the Division leadership to implement the DRI Strategic Research Plan: utilizes its elements on a continual basis; communicates clear descriptions of Division services and products; provides activity status reports on a systematic basis; and communicates the research outcomes in user-focused formats. Provides leadership, empowers the staff, and engages customers in the development, implementation, and evaluation of the research processes that transfer the results into usable products.</p> <p>Participates in the Research and Deployment Advisory Committee and the Research and Deployment Steering Committee meetings to clarify project descriptions and objectives, to support the priorities as set by the research processes and subordinate committees, and to gain first-hand knowledge of the upcoming program of research projects.</p> <p>Provides management and supervision for: Crash Testing Program, Maintenance and Construction Technology Program, and various other subject specific programs covered in the Office.</p> <p>As the Division Liaison to the Maintenance Program Steering Committees (PSC), incumbent works with the PSC's and appropriate divisions to:</p> <ul style="list-style-type: none"> <li>• Adopt agenda for multi-year integrated research program</li> <li>• Develop program-level research priorities</li> <li>• Develop program-level ranking of proposals</li> <li>• Support deployment of research products</li> </ul> <p>Oversees development of policies, procedures, work plans/products, budget proposals and staffing requirements related to the responsibilities of the Office. As appropriate, reviews and proposes legislation.</p>

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

25%	E	<p>Provides recommendations to the Director, Deputy Directors, District Directors and Division Chiefs regarding official Department positions on various national research issues, including the National Cooperative Highway Research Program (NCHRP), the Cooperative Transit Research Program (TCRP), and the Federal Highway Administration (FHWA) Pooled Fund Program. Develops and recommends strategic national research policies to be included in TRB, AASHTO, and USDOT policies, research programs, projects, and/or legislation. Promotes significant California research issues to AASHTO, TRB, USDOT, and other national transportation organizations so issues may be incorporated into national research agendas, NCHRP cooperative research, pooled funds, and grants.</p> <p>Coordinates and facilitates deliberation and resolution of transportation research issues with Departmental managers. Develops, recommends, and manages special transportation research projects of national interest.</p> <p>As the Department's official TRB state representative, provides staff support to the Caltrans Director for his/her membership on the TRB Executive Committee.</p> <p>As the Department's official state representative to the AASHTO RAC, provides support to the Deputy Director of Maintenance and Operations, who represents the Department on the AASHTO Standing Committee on Research.</p> <p>Manages DRISI's national research process (project solicitation and prioritization) including the Pooled Fund Program. Provides support to the Department with procedures and policies for these programs</p>
10%	E	<p>Establishes Office of SICR performance goals and objectives. Collects, measures, and reports on performance related to achieving Office goals and Department goals, objectives, mission and vision.</p> <p>Provides leadership and general direction to senior level staff responsible for conducting and monitoring safety innovation and cooperative research. Associated with the duties of the Office of SICR, the incumbent schedules work assignments, establishes priorities, and directs the work of staff making adjustments as necessary due to changing priorities. Establishes, communicates, assesses, and evaluates job performance standards and expectations and policies and procedures. Prepares individual performance reports and probation reports, develops training plans, utilizes progressive discipline, and takes corrective action when work performance issues arise.</p>
5%	M	<p>Performs other job-related duties within the scope of the classification as assigned.</p> <p>Occasionally, acts as Deputy Division Chief.</p>

<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**

Supervises and directs the activities of a multidisciplinary staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must possess registration as an electrical engineer in California. Academic course work at university level or equivalent training, and experience is required in areas of mathematics, transportation engineering, supervision, and management principles. Must have knowledge of methods and equipment used in designing, constructing and operating transportation facilities; and experience and knowledge of conducting, administering and managing research. Must be knowledgeable in budget and contract development and administration. Must be familiar with federal and state regulations, which apply to the work of the Department and consistent with the Department's vision, mission, goals, programs, and policies.

Must have the ability to supervise a multi-disciplinary technical staff, participate in public contacts, represent the Department in all aspects of transportation research, serve in a consulting and coordinating capacity with other Departmental offices and districts, and establish and maintain cooperative relationships with individuals and organizations contacted in the course of managing the Department's Research and Innovation Program. In addition to technical and supervising skills, incumbent must be able to communicate effectively, both orally and in writing.

Must be able to perceive trends, needs, issues and challenges, to integrate new discoveries, and to establish research directions

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

that lead to successful solutions for the Department. Needs and issues must be clearly defined and prioritized for investigation, and results must be properly defined for implementation.

---

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Supervising Trans Electrical Engineer is responsible for strategically incorporating the activities of the Department's Research and Innovation Program into national research programs. Inappropriate judgment or conduct could result in embarrassment or loss of credibility in the Department; thus resulting in the Division's inability to carry out Caltrans' mission, vision, and goals. Additionally, inappropriate decisions can result in the loss of national partnering opportunities, and ultimately result in a loss of resources (i.e. funding, expertise), legislative support, and the opportunity to solve critical transportation issues for the Department.

---

### PUBLIC AND INTERNAL CONTACTS

The Supervising Trans Electrical Engineer must work closely with top management in the Department, TRB, AASHTO, USDOT (especially the Federal Highway Administration), and other federal and state agencies to provide the necessary coordination to influence the national research programs. In addition, the incumbent must communicate with the general public, local agencies (cities, counties, metropolitan planning agencies, regional transportation planning agencies, etc.), and others on general transportation issues including, but not limited to Department procedures and guidelines, requests for information and research activities. Incumbent makes frequent presentations at national committees/meetings/conferences/workshops.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit or stand for long periods of time using a keyboard and video display terminal or reviewing written documents. Sustained mental activity will be needed for report writing, problem solving, analysis and reasoning, etc. Employee should anticipate that some requests/assignments are given on short notice with a short response time. Must be able to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or challenges, and acknowledge the various responses.

---

### WORK ENVIRONMENT

While at the base of operation, the incumbent will work in a climate-controlled office under artificial lighting. Incumbent will be required to travel in-state and out-of-state, work outdoors, and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold. The Supervising Trans Electrical Engineer works in front of a dual-monitor computer system under artificial light in an office setting with long periods of working in a sitting or standing position.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. The selected candidate may be required to conduct business travel on behalf of the Department or commute to the headquartered location. Business travel reimbursements considers an employee's designated Headquarters location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

# POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

---

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

---

---

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at [Forms.Management.Unit@dot.ca.gov](mailto:Forms.Management.Unit@dot.ca.gov).