

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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| CLASSIFICATION TITLE Supervising Trans Engineer, CT | OFFICE/BRANCH/SECTION Division of Design/ Office of Standards and Procedures | |
| WORKING TITLE Office Chief, Office of Standards and Procedures | POSITION NUMBER 913-200-3155-006 | REVISION DATE 06/30/2025 |

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 Deputy Division Chief in the Division of Design, the incumbent is responsible for establishing, implementing, and continuously improving statewide standards, policies, procedures, guidelines, training, and tools necessary to support the delivery of high-quality transportation projects by the districts and external partners. The incumbent serves as the chief editor for the Highway Design Manual (HDM), the Project Development Procedures Manual (PDPM), and the Project Development Workflow Guide (PDWG). The incumbent maintains communication with industry stakeholders, Federal Highway Administration (FHWA), Transportation Research Board (TRB), American Association of State Highway and Transportation Officials (AASHTO), Western Association of State Highway and Transportation Officials (WASHTO), and other agencies through participation in task force meetings, seminars, workshops, and training activities.

CORE COMPETENCIES:

As a Supervising Trans 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Employee Excellence - Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Innovation, 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. (Employee Excellence - Collaboration, 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. (Equity, Prosperity, Employee Excellence - Equity, People First, 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. (Equity, Employee Excellence - Equity, Integrity, People First, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity - Collaboration, Equity, Stewardship)
- **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. (Equity, Employee Excellence - Collaboration, Equity)
- **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. (Safety - Collaboration, Innovation, Stewardship)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Employee Excellence - Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

| Percentage | Job Description |
|---|--|
| Essential (E)/Marginal (M) ¹ | |
| 25% E | Develops and maintains standards, procedures, guidelines, tools, and training related to project development, as outlined in the PDPM. Collaborate with other technical content owners responsible for project development procedures. Stays abreast of best practices and integrates these insights into standards, policies, and procedures. |

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| 25% | E | Develops, maintains, and evaluates statewide geometric design standards as outlined in the HDM, Design Information Bulletins, design memos, and other guidance documents. Stays abreast of best practices, current practices, and incorporates new methodologies into the standards, policies, and procedures. |
| 15% | E | Develops and maintains procedures, guidelines, and tools as outlined in the PDWG. In collaborations with Project Management and other divisions, provides detailed guidance on tasks and subtasks within the framework of approved policies and procedures. |
| 15% | E | Coordinates with Headquarters Divisions, Districts, and local, regional, state, and federal agencies to resolve complex issues related to the delivery and design of transportation projects as needed. Provide technical support to the Legal Division related to design and project development guidance. |
| 15% | E | Participates as a representative on AASHTO technical committees and/or advisory panels, and cross-division focused task groups engaged in various transportation engineering initiatives. Maintains communications with industry, FHWA, TRB, AASHTO, WASHTO and other agencies through participation in task force meetings, seminars, workshops, and training activities. Provides subject-matter expert input and staff support on AASHTO-related issues to Caltrans management. |
| 5% | M | Serve on Headquarters and District task forces and other special project teams as a representative of the Design Division as needed. Prepare special reports and provide input on correspondence, issue papers, and briefings for the public, Legislature, FHWA, and management. |

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

Incumbent supervises and directs the work of a office staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Must have a thorough knowledge of Caltrans' organization, Departmental policies, financial constraints and procedures. A broad and in depth knowledge of the Department's project delivery policies, procedures, standards, and other factors relating to the design of transportation facilities is essential. A detailed knowledge of organizational relationships and design functions internal and external to the Department that pertain to the planning, design, construction, operation, and maintenance of quality transportation facilities is a must. Knowledge of state and federal statutes and regulations as they pertain to the delivery of transportation projects is highly desirable.

Abilities and Analytical Requirements: Based on experience and expertise, must be able to act independently and exercise good professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and obtain necessary resources to carry out the assigned duties. Must be creative and innovative, and have the ability to examine existing processes and outcomes, identify deficiencies and make improvement to achieve program goals. In response to requests from Department executive management, Agency, and the Legislature, the incumbent must be able to quickly and accurately assimilate technical and procedural input from various sources, to evaluate that input, to develop alternative courses of action, and to make objective recommendations in all issues relating to accelerating project delivery. It is imperative that the incumbent has demonstrated ability to inspire teamwork, coordination, and creativity in others. Must be effective in communication with top departmental management, industry representatives, Federal, State and local agencies, and the general public on issues involving transportation facilities.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and decisions in all efforts relating to project delivery. Inadequate consideration of all relevant factors could result in inefficient use of public funds as well as loss of credibility with public agencies and the general public. Incumbent must be capable of sound judgment and decision-making. Consequences could be increased liability, non-uniform policy interpretation, and unanticipated damage to the highway system, and increased risk of jeopardizing the safety of the traveling public. Federal funding could be jeopardized if program requirements and/or commitments under the purview of this office are not met by the Department.

PUBLIC AND INTERNAL CONTACTS

The incumbent must interface and maintain continuing close contact and cooperative working relationships with Districts, Regions, and Headquarters personnel, management, and executive staff. Contacts will involve formal and informal communications with Deputy Division Chiefs, Division Chiefs, senior managers, and program staff. Establishment of close contacts and working relationships with outside agencies and organizations is also essential. Incumbent will have frequent contact and must effectively communicate with the general public, representatives of local, regional, State, and Federal agencies. External contacts may also involve formal and informal communications with oversight agencies, such as the Department of

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Finance, the Governor's Office, the California State Transportation Agency, representatives of the State legislature, other transportation stakeholders, and industry representatives on complex transportation issues.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires periodic travel to the districts, an excellent state of mind, and the ability to make clear, timely judgments under pressure. Teamwork is essential; the ability to openly discuss issues and reach consensus is critical. The role demands excellent multitasking skills, adaptability to changing priorities, and the capability to complete tasks or projects on short notice. The incumbent should also be able to develop new insights into situations and foster a work environment that encourages creative thinking and innovation. Furthermore, adapting behavior and work methods in response to new information, changing conditions, or unexpected challenges is necessary. Building and maintaining cooperative working relationships is essential. The incumbent must value cultural diversity and respect individual differences in the workforce, treating others with tact and respect.

WORK ENVIRONMENT

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