

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 5 Traffic Safety	
WORKING TITLE Traffic Safety Engineer	POSITION NUMBER 905-355-3135-xxx	REVISION DATE 04/27/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under direction of the Senior Transportation Engineer the incumbent is responsible for supporting the District in implementing a Safe System Approach to eliminate fatal and serious injuries on the State Highway System. The incumbent will be assigned and be responsible for one or more of the following roles within the District's Traffic Safety Branch: Traffic Safety investigations; Traffic Accident Surveillance and Analysis System (TASAS) coordination; Planning Division Liaison; Local Development review; Americans with Disabilities Act (ADA) program coordination; Complete Streets safety reviews; and initiation, development, implementation and evaluation of projects funded through the District's Highway Maintenance (HM) Safety Program.

Duties include performing safety-related Traffic Investigation Reports; making recommendations for safety-related changes or improvements to the state highway; initiating and tracking Sign Installation Orders (SIOs) and Maintenance Work Orders (MWOs) as a result of investigations; scoping and initiation of safety projects; coordination with Headquarters (HQ) TASAS Branch and ADA Branch; data gathering and field reviews. In addition, the incumbent reviews plans and reports and provides safety data and advice to Planning, Encroachment Permits, Project Development, Construction, and Maintenance as they review, plan, design, construct, and maintain projects delivered by the District, developers, and external partners. The incumbent will also be expected to engage and participate in in-person safety meetings, project specific meetings, and weekly staff meetings. The incumbent may also be required to provide data and documents for Public Records Requests and for Caltrans Legal, and may be required to participate in depositions and other legal proceedings.

The incumbent will be required to participate in a mandatory TE-Civil Professional Development Rotation Program that applies to all permanent full-time Transportation Engineer Civil (TE-C) hired after January 1, 2017. The Rotation Program is for a period of up to 2 years and includes mandatory core assignments in Design and Construction. Temporary relocation more than 50 miles from your permanent unit may be necessary for the Construction rotation assignment.

The position requires a valid California drivers license (CDL). You must answer the questions addressing your CDL on your application. Ensure you provide your CDL number, class, expiration date, and any endorsements and/or restrictions.

Transportation Engineer Civil Range D requires registration as a professional engineer in the State of California. For all other ranges, a PE license is not required.

CORE COMPETENCIES:

As a Transportation Engineer (Civil), 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. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Innovation, Integrity)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **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 First, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, 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. (Safety First, Strengthen Stewardship and Drive Efficiency - Integrity)

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- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement)
- **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 First, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
60% E	<p>Traffic investigation duties include conducting, documenting, and reviewing, traffic investigations identified by the statewide collision monitoring systems and other investigations as assigned. Traffic Investigation Reports (TIRs) are to be completed in compliance with the Highway Safety Improvement Program (HSIP) Guidelines and Caltrans workload production standards. This position gathers data and conducts investigations including utilization of the Transportation Safety and Mobility Information System (TSMIS) database, reviews Traffic Collision Reports, analyzes collision data for identification of collision patterns, summarizes the situation and facts, identifies potential countermeasures, and makes a final recommendation on the TIR.</p> <p>The TASAS Coordination duties include providing collision data to internal and external partners in compliance with the California Public Records Request Act and TOPD 09-05-R1 Release of HSIP Records, and assisting Traffic and Legal staff in TASAS data retrieval. Provides legal support to Caltrans Legal Division such as interrogatories, depositions, and informed witness testimonies regarding traffic-related matters. Trains new employees on the use of TSMIS. Monitors access and status of Traffic Collision Reports (TCR) and TIRs and ensures adherence to policies regarding use, privacy, and retention; spot checks and reviews coding of collision reports, roadway information, and postmile calculations, and notifies Headquarters (HQ) TASAS of necessary changes, relocations, and corrections. Also acts as a liaison to CHP local area offices, local police departments, and traffic departments to encourage accurate and complete reporting. Completes quarterly resource reporting of TASAS activities.</p> <p>The Planning Division Liaison and Local Development Review duties include serving as a liaison to Transportation Planning on behalf of Traffic Safety and Operations by providing traffic safety and operational input into proposed development plans and transportation planning deliverables such as Project Initiation Documents (PID), pre-PID feasibility studies, locally-led transportation grant requests Complete Streets Decision Documents, Mobility studies, Climate Change studies, and various other planning documents as it relates to the State Highway System. Identifies opportunities to leverage traffic control devices, where needed, to better facilitate people walking, biking, and taking transit. Provides support for investigations related to bicycles and pedestrians and acts as a resource for the delivery of Complete Streets improvements in capital projects. Attendance at public meetings may be required. The ADA coordination duties include managing the District's ADA transition plan; investigating ADA Grievances, recommending improvements to resolve the Grievance and tracking the improvements to completion; coordinating with HQ and Design to respond to ADA-related questions; and assisting in the scoping and initiation of ADA projects.</p> <p>The HM Safety Program duties include scoping and initiating HM-4 Safety Program improvement projects and tracking them to completion; reviewing the HM-1 and HM-3 project workplan and providing safety enhancement recommendations based on consideration of project scope, schedule, and cost; calculating traffic safety asset management performance measures; providing safety-related consultation and technical support on HM projects to Design and Construction; and coordinating with Maintenance and HQ regarding HM project approvals.</p>

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20%	E	Prepares and reviews maintenance work orders, sign installation orders, scoping and initiation of Collision Reduction projects, and calculation of traffic safety indexes. Prepares project feasibility estimates, and works with Project Development staff scoping proposed projects on a district-wide basis. Leads the presentation and discussion of proposed improvements with internal and external partners. Prepares memos, letters, and reports for the initiation of HSIP projects and HM Safety projects. Ensures that Project Identifiers (EAs/PIs) for projects are initiated in a timely manner. Prepares and submits proposed projects to HQ for their review and approval. Reviews and monitors projects for preparation and adherence to the Traffic Branch's recommended safety improvements for the projects. Attends Project Development Team meetings for safety projects. Monitors safety project costs to ensure that they do not exceed the HQ's approved cost and works with HQ for approval of appropriate cost increases and scope revisions. Tracks recommended improvements, field verifies completed improvements, and completes the closeout of investigations after improvements have been completed. Calculates asset management performance measures and prepares reports to HQ and District staff.
10%	E	Performs field reviews and conducts traffic counts timed to fit the primary conditions of collision patterns. Observes roadway and traffic characteristics, driver behaviors, field photographs, and analysis based on data and observations. Schedules field reviews with multiple disciplines when appropriate; and contacts local law enforcement, field maintenance personnel, or local agency staff when applicable. Field work may be assigned district wide and may be required to be conducted at night or during inclement weather.
5%	E	Provides legal support to Caltrans Legal Division such as interrogatories, depositions, and informed witness testimonies regarding traffic-related matters.
5%	M	Attends training courses, provides formal or informal training to others, and participates in internal and external meetings. Performs general office duties and maintains the office and field equipment.

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

This position does not supervise; however, the incumbent may be given the authority to lead in the absence of the supervisor. The lead person reviews work, assigns tasks, provides input on employee performance, and prepares recommendations relating to work assignments.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Traffic engineering principles and their application to transportation safety and operations
- Traffic engineering principles and their application to design, construction and maintenance processes
- Good personal interaction skills and the ability to effectively deal with others in various situations
- Available resources to supplement his/her knowledge to make specific, definitive, and defensible decisions regarding traffic operations/safety applications such as the California Manual on Uniform Traffic Control Devices; California Vehicle Code; Caltrans Highway Design Manual, Standard Plans, Complete Streets principles, HSIP Guidelines, Intersection Safety and Operational Assessment Process (ISOAP); Highway Safety Manual, Crash Modification Factors; various AASHTO, FHWA, TRB, or ITE Reports and Publications, etc.
- Computer applications for traffic analysis procedures and database management, spreadsheets, word processing, computer aided design and drafting (CADD)/Microstation/Autocad, and file manipulation.

Ability to:

- Perform field reviews for the Traffic Division, including at night and in inclement weather
- Work independently and collaborate as part of a team
- Represent the Department in meetings
- Perform complex mathematical calculations
- Effectively communicate both verbally and in writing at a level required for successful job performance
- Prepare technical reports and other project related documentation
- Make appropriate, reasonable, feasible, defensible decisions and recommendations

Analytically:

- Check accuracy of own work and the work of others
- Develop, review, and recommend project alternatives

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- Understand engineering principles and design standards
 - Analyze situations accurately and take effective action
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The employee makes decisions on matters regarding the general fields of highway and traffic engineering. Specifically, these decisions involve a wide range of measures to correct operating and safety deficiencies on state highways. Failure to implement sound and reasonable engineering decisions may affect traffic safety, traffic delay, project cost, and tort liability.

PUBLIC AND INTERNAL CONTACTS

Daily contact with the public, contractors, engineers and architects, and with Caltrans and local agency staff, and law enforcement agencies is common. Employee must have the ability to clearly communicate technical data in written form and verbally.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Physical Requirements:

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee may be required to sit or stand for long periods of time using a keyboard, mouse, and video display terminal.
- Other physical requirements include, but are not limited to climbing stairs, lifting/carrying/moving objects (i.e. files, books, binders, plan sheets, boxed collision reports, field equipment, etc.); walking on uneven surfaces, up/down slopes, and adjacent to traffic.
- Employee will be required to use hands for computer keyboarding.
- Employee may be required to use graphic design software applications, designing and creating professional and attractive products.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.
- Employee will be required to travel to the field, and on occasion to travel to public meeting sites and set up products, answer questions, or make presentations.

Mental Requirements:

- 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.
- Sustained mental activity for report writing, problem solving, analysis, and reasoning.

Emotional Requirements:

- Duties include reviewing traffic collision reports that contain details of fatal and serious injuries which some may find emotionally disturbing.
 - Ability to interact with all contacts in a calm and respectful manner, maintaining composure in the face of confrontation and in highly charged emotional situations.
 - Must have the emotional ability to maintain a positive, customer service oriented attitude.
 - Recognize emotionally charged issues and respond reasonably and diplomatically.
 - Develop and maintain cooperative working relationships with all contacts.
 - Receptive to change, new information, and new situations.
 - Overtime may be required and vacation restricted during peak times.
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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While at their base of operation, employees will work in a climate-controlled office under artificial lighting. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee frequently drives a

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state vehicle, works outside to conduct field reviews on uneven surfaces with exposure to airborne particles, cold or hot weather, rain, heights, and moving vehicles or equipment. While performing duties and conducting official State business, the State vehicle may be equipped with a Global Positioning System (GPS). Travel, including one-day or overnight trips, may be required.

Some field reviews are performed in dark and/or wet and rainy conditions, and some require incumbent to perform tasks adjacent to high speed traffic.

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. 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.)

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