

Position Details**Classification:**

Senior Transportation Engineer

Office:

Project Controls

Working Title:

Project Controls Liaison

Location:

Sacramento

Position Number:

311-110-3161-001

HR Approval Date/Initials:

11/12/25 MH

CBID/Bargaining

Unit: R09

Work Week

Group: E

Tenure:

Permanent

Time Base:

Full-time

Job Description Summary

Under the general direction of the California High-Speed Rail Authority's (Authority) Principal Transportation Engineer, Project Controls, the Senior Transportation Engineer (Project Controls Liaison) is a key position of the Authority's management team as a liaison to the Contracting Office. The incumbent is expected to be involved in the day-to-day activities and tasks to track the timely completion of deliverables from consultant and state resources. This position coordinates and facilitates a close working relationship between the Contracting Office and Project Controls Office.

Duties

Percentage

Essential (E)/Marginal (M)

- 40% (E)
- Coordinates and provides support in the definition of the scope, schedule, and budget required to ensure the successful delivery of projects.
 - Coordinates and provides support in the definition and management of project deliverables and milestones.
 - Supports the administration and coordination between interdisciplinary teams that inform the delivery schedules of projects.
 - Coordinates the work that defines procurement activities for the program schedule to be used for Business Plans and Project Update Reports.
 - As necessary, supports the coordination of activities with local jurisdictions, stakeholders, and regulatory agencies to ensure successful completion of projects.
- 20% (E)
- Oversees the development of Project Controls requirements, policies, procedures, and manuals.

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- Responsible for using various engineering industry standard techniques to support the development and provide subject matter expertise of the Authority’s planning documents, such as the bi-annual Business Plan.
 - Coordinates procurement related risk assessment work completed by others, including looking for trends, uncertainty, reviewing highly technical statistical models, and informing appropriate Authority leadership when budgetary and contingency changes are needed.
 - Ensures proper risk assessments and development of risk management plan for new contracts before they get formalized by the contracts office.
- 20% (E)
- Responsible for ensuring that procurement awards comply with cost and schedule assumptions made by Project Controls Office in the business plan estimates.
 - Reviews procurement contracts, including general provisions, special provisions, estimates, and plans for accuracy.
 - Ensures contracts contain the requires of the Project Controls Office and provides input on behalf of the Project Controls Office.
- 20% (E)
- Provides sound engineering judgement in developing and incorporating robust performance monitoring indicators as well as reliable reporting and delivery commitments on new contracts.
 - Represents the Authority at meetings and committees.
 - Other job-related duties as required.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Conflict of Interest (COI) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Bilingual Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Contract Manager Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Medical Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type: Engineer		Language:		

Other Special Requirements Information:

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

Conflict of Interest Required – This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming

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employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

Knowledge and Abilities

Knowledge of: Various phases of transportation engineering, including planning processes and methods, systems planning, evaluation of alternatives, and facility locations and design, construction, operation and maintenance; transportation economics and financing; project management concepts; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Authority's Equal Employment Opportunity (EEO) Program objectives; and a supervisor's role in the EEO Program, health and safety and labor relations programs and the processes available to meet their objectives.

Ability to: Plan and direct the work of others; analyze situations accurately and adopt an effective course of action; make effective presentations; prepare correspondence and reports; communicate effectively; effectively contribute to the department's EEO objectives.

Desirable Qualifications

- Project management, preferably with a Project Management Professional (PMP) certification and has served as project manager on large transportation related projects.
- Cost control and contingency management at both program and project levels.
- Budget management and maintenance of construction support and capital costs.
- The essential stages and principles of Program Controls, including baseline establishment, progress measurement, performance assessment, forecasting, and change management.
- Leadership of multi-disciplinary teams.
- Excellent oral and written skills.
- Experience in the development projects that include deliverables and milestones.
- Experience managing, developing and interpreting contract language.
- Experience preparing technical engineering correspondence, reports, and manuals.
- Experience with the various phases involved with the delivery of projects.
- Experience in developing, implementing, maintaining requirements, policies, procedures and manuals.
- Experience in participating, coordinating and/or serving in a lead role on multi-disciplinary teams.
- Experience administering and/or managing contracts.

Supervision Exercised Over Others

Incumbent does not supervise but provides leadership to assigned external consultants and technical leadership and guidance to Project Controls Office as necessary.

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Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies, and the public. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

Incumbent is responsible for the timely and efficient delivery and completion of projects and services that provide maximum benefits to the traveling public and in accordance with federal, state, and local mandates. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions. Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact the Authority. Failure to meet delivery and budget commitments, as prescribed by federal, state and local agencies, could result in loss of funding and damage to the Authority's credibility. It could further lead to conditions that endanger the traveling public and increase liability against the Authority. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: Flexible schedules may be available for this position. Specific schedules will be set between the supervisor and the employee.
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c. Travel: Occasionally travels statewide to Authority worksites.
- d. Other: N/A

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

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Incumbent Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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