

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Supervising Trans Engineer, CT	OFFICE/BRANCH/SECTION 56/Division of Maintenance/District Liaison	
WORKING TITLE Chief of Staff	POSITION NUMBER 913-650-3155-001	REVISION DATE 07/10/2026

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 Chief, Division of Maintenance, a CEA B, the incumbent serves as Chief of Staff providing high level support on complex issues and policy matters of critical concern to the Division of Maintenance. The incumbent is responsible, as the central coordination point, for the Division Chief's assignments to the Deputy Division Chiefs. In addition, the incumbent develops and helps implement new statewide policy and is responsible for statewide responses to Programmatic inquiries. This position requires a high level of confidentiality that must be observed when addressing sensitive issues. The position also provides a direct communications link between the Districts and Headquarters Division of Maintenance staff.

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.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Collaboration, Innovation, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Employee Excellence - Collaboration, Equity, 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. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Pride)
- 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. (Safety, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Employee Excellence - Collaboration, Equity, Stewardship)
- 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. (Safety, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Pride, 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. (Safety, Climate Action, Employee Excellence - Collaboration, Equity, Innovation, Pride, Stewardship)
- 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, Prosperity, Employee Excellence - Innovation, Pride)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety, Prosperity, Employee Excellence - Innovation, Pride, Stewardship)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
25% E	Advises the Division Chief of Maintenance on departmental policies and communicates policy decisions and other sensitive information to the Deputy Division Chiefs. Identifies and prioritizes issues/needs requiring executive attention, conducts independent research and formulates recommendations on Program Policy recommended actions. Helps coordinate assignments from the Division Chief to Deputy Division Chiefs.

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20%	E	Acts as liaison between Division of Maintenance Programs Managers and other Division and the District Director and the District maintenance staff, advising them on statewide maintenance problems, policies, practices, methods, and equipment utilization. Coordinates with the Deputy Division Chiefs to drive positive outcomes on issues raised at Maintenance Executive Board (MEB) meetings. Assigns each issue to a Headquarters single point of contact and oversees the formation of cross-functional teams to develop strategy and solutions. Monitors progress on assigned issues, ensures timely follow-up, and coordinates status updates for presentation at subsequent MEB meetings.
15%	E	Analyzes data for gaps, trends, and outlying indicators which may influence future policy and/or budget decision making. Conducts analysis of information to demonstrate alignment and support of Maintenance goals with the Departmental strategic plan. Make presentations to District Directors, Deputy Directors and Division Chiefs. Helps track and report on Maintenance Strategic Management Goal objectives.
15%	E	Direct, manage, coordinate and facilitate executive boards, steering committee and partnering meetings, goal development workshops, Deputy Division Chief meetings agendas, meeting minutes, and action item tracking. Prepares responses to inquiries from legislators, public agencies and the private sector.
10%	E	Identify problems and areas of deficiencies in maintenance operations; provide advice, recommendations, special briefings, and reports to management in Headquarters, District Directors, and District maintenance staff. Review, advise, and recommendations to resolve unique and difficult technical problems.
10%	E	Assist Program Manager in review of Program Office Chiefs outcomes and output, as well as review of quarterly performance measures.
5%	M	Initiates and/or directs the development of change in policies, program standards, and concepts on maintenance activities.

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 provides day-to-day work direction to the Division Chief's Executive Secretary; formal supervisory responsibility may be assigned as needed.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must possess a thorough knowledge of the Maintenance functions throughout the State and of the purposes, organization, policies, and procedures of the Department of Transportation. This position requires a knowledge of various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community, and the economy; principles and techniques of personnel management and supervision.
Must be able to judge work quality and performance; interpret departmental policy and determine appropriate action taken; prepare complete and comprehensive reports and articles and make effective presentations before groups.

The incumbent is required to possess a valid California's driver's license.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for independent action and initiative in carrying out regular assigned duties relating to the functional management of various statewide Maintenance programs. Responsible for providing data, background information and a course of action on Statewide Maintenance issues to the Division Chief of Maintenance.

The consequences of not considering all factors could lead to inappropriate decisions with attendant safety, traffic operations, and economic losses to the State and highway users.

PUBLIC AND INTERNAL CONTACTS

Must work cooperatively at many levels across the department, cross-functionally, including executive management. Works closely with HQ Maintenance and District Maintenance's executive management (the deputy division chiefs, and and deputy district directorsf), cross-functional executive management, and with external partners (for example, the California State Transportation Agency [CalSTA], the California Highway Patrol [CHP], and the California Department of General Services [DGS]).

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

May be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to multitask, adapt to changing priorities, and complete tasks or projects with a specified deadline. Develops new insights into situations and applies innovative solutions for organizational improvements.

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WORK ENVIRONMENT

Changeable work environment to include a variety of statewide conference and meeting rooms. Works indoors under fluorescent lighting on a daily basis. May be required to telework as needed.

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