

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervising Trans Engineer, CT	District 06 Division of Planning and Local Assistance	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Office Chief, Local Assistance and Project Initiation	906-155-3155-xxx	05/26/2026

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 District Director (DDD) of Planning and Local Assistance the incumbent leads and manages the District 6 Project Initiation and Local Assistance programs. Responsibilities include oversight of the Project Initiation Document (PID) program, including feasibility studies, project nomination activities, and the Local Assistance program, which involves oversight of local agency projects and funding as well as a commitment to partnership and customer service. The incumbent handles complex and sensitive projects that are high priorities to the Department and local agencies under the guidance of the DDD. This involves ongoing coordination and engagement with many internal and external partners and the public on various issues and making high level decisions and recommendations. The incumbent is responsible for coordination between branches within the Division and other District functions, including defining roles and responsibilities and ensuring frequent communication. The incumbent oversees Local Assistance, PID resources, workload commitments, and some administrative activities within the Division. The incumbent develops and strengthens internal and external partnerships and fosters collaborative approaches to creating, implementing, and achieving overall Department goals and objectives.

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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Employee Excellence - Equity, Integrity, People First, Pride)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity, People First)
- 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 - 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. (Employee Excellence - Equity, Integrity)
- 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. (Prosperity, Employee Excellence - Collaboration, Equity)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity, Employee Excellence - People First, Pride)
- 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, Equity, Employee Excellence - Innovation, Integrity)
- Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Employee Excellence - Innovation, People First, Pride)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Equity, Innovation, People First)

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

30%	E	PID Program - Provide leadership and direction for D6 Project Initiation. Responsible for quality and ontime delivery of all PIDs. Coordinate workload and duties between Senior staff with Project Initiation and Technical Planning. Manage the PID process framework and proactively seek improvements and efficiencies. Using engineering experience and knowledge, make recommendations on project scope, costs, and schedules to staff and Executive Management. Champion the use of all available State Highway Operation and Protection Program (SHOPP) and non-SHOPP funding and programming potential for projects that meet transportation needs and align with Department goals and objectives. Ensure capital resources are used appropriately to delivery high quality Minor project plans, specifications, and estimates. Set standards and review work products to ensure high quality deliverables.
30%	E	Local Assistance Program - Provide leadership and direction for the D6 Office of Local Assistance. Responsible for maintaining a high level of customer service and efficiency while ensuring local agency projects meet all applicable constraints and requirements. Oversees Senior level staff in Local Assistance and the Environmental Analysis Branch . Manage roles and responsibilities for current and emerging tasks. In conjunction with Senior level staff, continuously strive for opportunities to improve processes and efficiency and provide high levels of service to local partners. Communicate and coordinate regularly with local agency leadership regarding current and upcoming projects, partnership or assistance opportunities, and any issues or concerns.
20%	E	Collaboration and Partnership - Develop and maintain a strong team environment. Work closely with the Office Chief of Transportation Planning to keep excellent communication and collaboration within the Division. Coordinate with other functions including Traffic, Maintenance, Project Management, Asset Management, Administration, Design, Surveys, Environmental, Right of Way, and Construction. Attend manager meetings and actively participate as part of the District 2 management team. Support staff development by facilitating and encouraging training, attending conferences, mentoring, and other career development activities. Collaborate with Headquarters offices and other Districts on the latest program guidance, best practices, and change management. Represent DDD or District Director at statewide or regional meetings. Develop and facilitate partnerships with external entities, including Tribes, Regional Transportation Planning Agencies, Metropolitan Planning Organizations, Cities, Counties, Community Organizations, and others. Build and maintain strong relationships with external partners. Advocate for the Department's interests in discussions with externals, and advocate for the interests of external entities in project, program, and guidance discussions. Participate in meetings with external agencies and the public.
10%	E	Strategic Planning - In coordination with the DDD, Deputy Division Manager of Transportation Planning, senior staff, and others, participate in discussions regarding the strategic direction of the Division, the District, and the Department. Establish and manage strategic goals for the Offices of Local Assistance and Project Initiation to help achieve the Department's Vision, Mission, Values, and Goals.
10%	M	Administration - Manage budget allocations and expenditures. Direct staff in equipment and supplies management. Assist the DDD with office space management and position management. Oversee general logistics of the Offices of Project Initiation and Local Assistance.

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

Responsible for the supervision of a professional staff, primarily consisting of Senior Transportation Engineers. May also oversee other Senior classifications or limited administrative or journey level staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Effectively communicate (oral and written) with management, technical and non-technical personnel, tribes, external agencies, and the public. Maintain strong administrative and analytical skills to identify and analyze problems, research and develop solutions, and recommend appropriate courses of action. Take intelligent risks, support innovation, and effectively manage change. Consult with and advise district management or other interested parties on a wide variety of subject-matter areas. Develop workplans to effectively utilize all available resources. Monitor a large number and variety of ongoing activities and assignments, stay organized, and ensure deadlines are met.
Additional Desirable Qualifications:

Ability to develop and maintain effective relationships internally and externally for successful on-going interaction; effective supervisory experience; multi-disciplinary project management experience; strong interpersonal and presentation skills; ability to develop innovative and effective solutions for transportation problems and effectively implement them; and computer skills, including the use of word processing, spreadsheets, and presentation software. All phases of transportation planning and project

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

delivery processes; State and Federal transportation funding programs and grants and their guidelines; the Department's vision, mission, values, goals, organization, policies, and procedures; key Federal and State laws and regulations; concepts and terminology relating to program and project management; and procurement processes. Understand concepts and critical nature of transportation equity, and how current and past transportation decisions can impact communities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will have the authority to recommend actions to the DDD or the D2 Executive Management team, distribute information to Headquarters and District management or local agencies, and follow up to ensure that the actions have been implemented. Errors could result in delays or loss of funding for transportation plans or projects and impact credibility with stakeholders.

Part of the incumbent's responsibilities include managing workplans and resources, ensuring compliance with funding program guidelines, and maintaining compliance of various administrative requirements. Issues not properly resolved or errors in judgment could result in monetary loss to the state or local agencies and affect the Department's public image. Responses and decisions in error could result in project delivery failure; loss of Federal funds at both State and local levels, and major citizen concerns and lawsuits against the State.

PUBLIC AND INTERNAL CONTACTS

Has daily contact with all levels of Department personnel; frequent contact with various Tribes, Cities, Counties, Federal and State agencies, transportation commissions, legislators, and the public regarding complex and sensitive issues. Prepares and presents data of a general and technical nature at public meetings and hearings to governmental representatives and concerned citizens. May be called on to testify as defense or expert witness for the Department in legal proceedings. Preparation of project information and responses to inquiries from outside agencies, tribes, citizen groups, and the public is required. Contacts may be through formal/informal meetings, phone calls, presentations, and written correspondence.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. Must deal effectively with pressure; maintain focus and intensity yet remain optimistic and persistent, even under adversity. This position requires patience and understanding when dealing with a high volume of requests from a diverse group of people. Must have the ability to multi-task, adapt to changes in priorities, stay mentally focused for long periods of time, and complete tasks or projects with short notice.

Must be able to sit for long periods of time using a keyboard and video display terminal while performing tasks utilizing a personal computer.

WORK ENVIRONMENT

While at their base of operation, employee will be required to work in a climate-controlled office, under artificial light and potentially fluctuating building temperature. Incumbent will be expected to work in office as well as by telework. While at their base of operation, employee will be required to work in a climate-controlled office, under artificial light and potentially fluctuating building temperature. 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 headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate. Incumbent will be expected to work in office as well as by telework. The environment requires considerable flexibility in managing time, priorities, and assignments. Possession of a valid driver's license is required when operating a state owned or leased vehicle. The environment requires considerable flexibility in managing time, priorities, and assignments. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

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
------------------------	------