

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Traffic Division/Traffic Safety	
WORKING TITLE Traffic Safety Branch Chief	POSITION NUMBER 905-355-3161-001	REVISION DATE 07/16/2026

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 District Division Office Chief-Traffic, the Senior Transportation Engineer is responsible for the District Traffic Investigation Report (TIR) safety review process for Category 1/HQ triggered investigations, District Highway Safety Improvement Program advisor, sign installation orders and maintenance work orders as a result of TIR recommendations, District TASAS coordination, District ADA Infrastructure Program Manager, and staff manager over the District Traffic Safety Branch.

Senior Transportation Engineer (Civil) requires registration as a professional engineer in the State of California.

CORE COMPETENCIES:

As a Senior Transportation 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. (Safety, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, Equity, Integrity, People First, Stewardship)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety, Employee Excellence - Collaboration, Integrity, Stewardship)
- **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, Equity - Collaboration, Equity, Innovation, Integrity, 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. (Safety - Collaboration, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action - Collaboration, Equity, Integrity, People First, Stewardship)
- **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, Employee Excellence - Collaboration, Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Innovation)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Safety, Employee Excellence - Collaboration, Integrity, People First, Stewardship)

TYPICAL DUTIES:

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

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35%	E	Responsible for Category 1 Traffic Investigation Report (TIR) preparation, review, consultation, approval, and closeout, including Table C locations, Mulit-lane Cross Median Monitoring Program, 2- and 3-lane Cross Centerline Monitoring Program, Wrong-way Monitoring Program, and other HQ Traffic Operation's collision monitoring programs distributed to the district; sign installation orders and maintenance work orders as a result of TIRs approved; and recommendations for safety improvement projects. Responsible for Traffic Accident Surveillance and Analysis System-Transportation System Network (TASAS-TSN) Coordination. Responsible for monitoring, updating, and accessing the statewide collision and highway database, maintains district collision files.
30%	E	Manages Safety Improvement projects from inception through completion and evaluation. Acts as District Program Advisor, Program Manager, and District 5 Traffic Safety Coordinator for Highway Safety Improvement Program (HSIP) projects; SHOPP Collision Reduction projects. Responsible for the program's Ten-Year SHOPP Needs Plan, assuring HSIP projects are programmed in a timely manner, and confirming completion of HSIP projects. Lead scoping and implementation for the HM Safety Program. Manages the District ADA Infrastructure Program.
10%	E	Collaborates with Planning, Design, project stakeholders, local agencies, developers, and regional partners on Traffic Safety and Complete Streets.
10%	E	Ensures staff receive the necessary training and tools. Provides formal and informal training to assigned staff, and informs staff on departmental policies and procedures. Attend training courses, participate in internal and external teams and committees, and attend meetings such as staff, safety, project, and public meetings. Reviews resource allocations and workload scheduled to determine appropriate staffing levels.
5%	E	Prepares and conducts performance appraisals, reviews and approves time sheets, overtime, leave time, and merit salary adjustments. Documents and takes corrective action against employees as appropriate. Provide accurate and timely reporting of hours worked. Complete forms with accuracy such as travel expense claims, accident reports, safety reports, and overtime logs.
5%	E	Provides legal support to Caltrans Legal Division such as interrogatories, depositions, and informed witness testimonies regarding traffic-related matters.
5%	M	Perform general office duties such as preparing memos, letters and reports, filing and organizing both electronic and hardcopy project files, scheduling meetings, faxing documents, making copies, and maintaining 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 is supervisory, receiving general direction of the District Division Office Chief-Traffic, the Senior Transportation Engineer is responsible for the District Traffic Investigation Report (TIR) safety review process for Category 1/HQ triggered investigations, District Highway Safety Improvement Program advisor, sign installation orders and maintenance work orders as a result of TIR recommendations, District TASAS coordination, District ADA Infrastructure Program Manager, and staff manager over the District Traffic Safety Branch.. Employee is in charge of a staff of professional engineers and engineering technicians.

In supervising assigned staff, the incumbent must be able to exercise independent judgment in making management and engineering decisions.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must be able to perform accurate engineering calculations, analyze situations concerning highway safety and operations, and apply sound engineering principles and judgment to develop alternatives and recommend improvements. A working knowledge of traffic engineering, highway traffic characteristics, countermeasures for collision patterns and their probable cause, intersection control evaluation, crash modification factors, safety analysis, Traffic Safety Index, and the California Strategic Highway Safety Plan is required. Must have knowledge of civil and traffic engineering principles as applied to planning, design, construction and the operation of highways. Specifically, Traffic Investigation Reports (TIRs), Caltrans Highway Safety Improvement Program (HSIP) Guidelines, Traffic Operations Management Information System (TOMIS) workload production standards, Caltrans Director's Policy 36, the Safe Systems Approach (SSA), Traffic Management Systems and Operations (TSMO), and Traffic Accident Surveillance and Analysis System-Transportation System Network database. Must analyze collected data, draw conclusions, implement traffic control strategies and prepare reports.

Good working knowledge and proficiency with computer applications for traffic analysis procedures and database management, computer aided design and drafting (CADD)/Microstation/Autocad, Outlook and MS Office Suite, and file manipulation is required.

Requires demonstrated ability to establish and maintain professional and cooperative relations with those contacted in the course of the work and communicate effectively and tactfully with a variety of people with different backgrounds, experiences and

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attitudes.

The Traffic Safety Branch Chief must possess the abilities, knowledge, and qualifications necessary for planning, supervising and directing the work of others, analyzing situations and adopting an effective course of action, and effectively contribute to the Department's equal opportunity objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Consequences of error from data collection, preparation, or analysis could result in erroneous Traffic Reports and studies. Incorrect or insufficient data could lead to ineffective highway projects that may reduce safety and operation of the highway facility. Errors in judgment can expose the department to increased liability and endanger the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent must be able to communicate both verbally and in writing with the public, law enforcement, State and local agencies, other branches in the district, other districts, and Headquarters. May represent Caltrans in meetings with other agencies, private industry, consultants, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Physical Requirements:

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employees may be required to move large or cumbersome reports from one location to another. Requires occasional bending, stooping, and walking on an inclined surface. Must travel to and from investigation sites and meetings.

Mental Requirements:

Must be able to organize and prioritize large volumes of varied documents. Enable others to acquire the tools and support they need to perform well. Responsibly willing to take reasonable and risk; initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage. Understand linkages between administrative competencies and mission needs.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must be able to concentrate in order to review and create documents and meet strict deadlines at times. Formulate effective strategies consistent with Caltrans' Mission and Vision statement. Develop new insights into situations and apply innovative solutions to make organizational improvements.

Emotional Requirements:

Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships, be tactful and treat others with respect. Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles. Additional hours may be required and vacation restricted during peak times and fiscal year-end closing.

WORK ENVIRONMENT

The majority of the work performed will be in a climate-controlled office environment and within a work cubicle or work area under artificial lighting.

Outdoor work to conduct field reviews or collect field data may occasionally be required. Fieldwork may expose the incumbent to various field conditions such as loud noise, dirt, uneven surfaces, airborne particles, cold or hot weather, heights, and moving vehicles/equipment.

Travel, one-day or overnight trips may occasionally be required.

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.

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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
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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