

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION DES/GS/OGDS	
WORKING TITLE Geotechnical Liaison Engineer	POSITION NUMBER 559-324-3161-002	REVISION DATE 05/15/2026

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, Geotechnical Design South (OGDS), the Geotechnical Liaison Engineer serves as the single focal point as a liaison between the District Planning, District Project Managers, DES PPM&OE, and OGDS staff for securing project resourcing for projects in Districts 7, 8, 11, and 12. The incumbent supports OGDS clients and partners by coordinating task management activities for all geotechnical matters, including addressing shifting District priorities, attending District Project Management/Status meetings, and providing updates on geotechnical progress and status. The Geotechnical Liaison Engineer also occasionally serves as a liaison with other subdivisions within the Division of Engineering Services.

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Prosperity, Employee Excellence - Collaboration, Innovation)
- Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Prosperity, Employee Excellence - Collaboration, Integrity, 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. (Employee Excellence - 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. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride, 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. (Prosperity, Employee Excellence - Collaboration, Innovation, People First, Pride)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- Negotiation**: Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Prosperity, Employee Excellence - Collaboration, Innovation, Stewardship)
- Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - Innovation, Stewardship)
- Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Employee Excellence - Collaboration, Integrity, Pride)

TYPICAL DUTIES:

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

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35%	E	Using civil engineering knowledge and project delivery experience to serve as the single point of contact for OGDS, collaborating with DES Program/Project Management and Office Engineer (PPM&OE) liaison engineers, District Project Managers (PMs), and OGDS staff to secure appropriate geotechnical resourcing for projects in Districts 7, 8, 11, and 12. Facilitates the delivery of Geotechnical Services products and services to the districts by coordinating task management within OGDS, meeting with clients such as project planning, project design, permits, local assistance, maintenance, and materials units to discuss, assess, and plan for the geotechnical aspects of projects (work products, scope, and resources), and coordinating communication between clients and the appropriate geotechnical staff to support the Department's project delivery program.
35%	E	Attends both in-person and virtual Project Management/Status and Project Development Team (PDT) meetings across all four Districts (7, 8, 11, and 12), providing District Project Management & Design with updates on the status of OGDS services and deliverables for GS-managed projects. For new projects, works with office branch chiefs and senior specialists to assess the availability of geotechnical staff, determine the need for changes in work product priorities or schedules to meet District goals, evaluate project risks, and communicates any new or revised staffing requirements to the DES PPM&OE and the District project managers. Collaborates with District Project Managers and the Project Development Team, ensuring timely and consistent communication and coordination to carry out zero-phase (PA&ED) geotechnical investigations for structures and roadway projects. Delivers presentations to clients and partners defining the role of the geotechnical function in the project development process and provides preliminary geotechnical input during project planning to scope work and ensure necessary geotechnical features are incorporated into projects.
20%	E	Using civil engineering knowledge and project delivery experience to review Monthly Phase Change Reports prepared by the PPM&OE to assess OGDS projects, determine whether allocated resource hours are sufficient for upcoming phases, and updates project workplans as needed. Works with DES PPM&OE and prepares the OGDS major projects workload during the annual Capital Outlay Support (COS) workload development process (January 9 workload pull/Fall Classic review) based on the liaison's technical assessment of the geotechnical work required for various projects.
5%	E	Using civil engineering knowledge and experience to work on special projects as designated by the Office Chief and also provide assistance to staff on complex structure foundation projects.
5%	M	Using civil engineering knowledge and experience to conduct administrative and other technical duties including working with the GS technical teams.

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

Supervision is not a requirement for this position and the incumbent will not supervise personnel.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- A thorough knowledge of geotechnical engineering and geology scope of work and procedures specifically in the areas of planning and preliminary investigations, field investigations, testing, analysis, and design. and report preparation. Possesses working knowledge of geotechnical engineering principles and experience in the design of shallow and deep foundations, retaining systems, earthwork and slope stability analyses, along with soil sampling, ground improvement techniques, laboratory testing, in-situ testing procedures, and subsurface investigations.
- A thorough knowledge of the Geotechnical Services organization, administrative policies and procedures, and the GS Quality Management policies.
- A knowledge of the Department's project management, project development, construction, and maintenance practices, and a general knowledge of the Department's personnel, budgeting, procurement, and accounting procedures.
- The ability to communicate effectively, both in written and oral form.
- The ability to use database and spreadsheet programs on a microcomputer.
- The ability to interact effectively with individuals and groups from the Department, governmental agencies, and private

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consulting firms.

- This position requires analysis of the district status of projects data, PRSM, VISION, and project management databases. Incumbent must be able to analyze geotechnical reports prepared by others for technical content and conformance to Caltrans standards.
 - Registration as a Civil Engineer (PE) in California.
 - The incumbent must recognize potential geotechnical issues as they relate to aspects of the project development process, such as scheduling and resourcing.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Geotechnical Liaison Engineer will have responsibility for assessment of the geotechnical needs on district projects and for timely and effective interaction with a wide variety of district units such that the geotechnical function is effectively resourced and incorporated to meet the district's project needs. Delays or failure to take appropriate action could result in increased design, construction or maintenance costs, construction delays, and could affect the safety of the traveling public. Incumbent is also responsible for recommendations on Geotechnical Services policy and procedure matters leading to action on most transportation projects implemented by the Department or by consultants for the Department. All input and pertinent factors must be considered before reaching conclusions and taking or recommending action. Inadequate consideration of all relevant factors could result in economic loss to users as well as loss of credibility with the general public and other public agencies.

PUBLIC AND INTERNAL CONTACTS

This position requires frequent contact with personnel in the Department concerning geotechnical services and project management issues related to in-house developed-projects-and-projects developed by engineering consultants. The Geotechnical Liaison Engineer will also have regular communication with District personnel, engineering consultants, contractors, manufacturers, vendors, local and federal agencies, and other State personnel. The Geotechnical Liaison Engineer is often required to make project-related presentations to internal functional units and external groups including the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires regular travel throughout Southern California, including Districts 7, 8, 11, and 12, with multi-day visits to District Offices, Headquarters, and field sites as needed. The employee will occasionally be required to visit or work on field and construction sites, lift and transport heavy equipment and materials, work with exploratory equipment and collect field data. Landslides and undeveloped sites are often rugged and heavily vegetated. Field and construction site surfaces are often uneven, may have open excavations and may be located on steep slopes. Weather conditions can vary between icy, slippery and wet to hot and dry. The incumbent must have the ability to traverse these sites and withstand exposure to the adverse conditions for long periods of time.

While in the office, incumbent will be required to sit for long periods of time using a keyboard and video display terminal. The incumbent will also be required to move large or cumbersome plans and diagrams from one location to another.

The incumbent will be responsible to ensure that assigned tasks are carried out in a professional, safe, and exacting manner and in accordance with existing policy, specifications, rules, work plans and guidelines.

The incumbent must grasp the essence of new information and master new technical and engineering knowledge; must have the ability to multi-task, adapt to changes in priorities, and complete tasks or project meeting strict deadlines with, at times, short notice.

The incumbent must actively work to develop and maintain cooperative working relationships, have a positive and friendly attitude and strive to promote teamwork.

WORK ENVIRONMENT

While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. Incumbent will be required to travel and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. Will work around bulky/heavy materials and equipment used in the vicinity of inspection areas. Will also be exposed to the motoring public. DES employees will be given temporary assignments on DES projects throughout the State as workload demands.

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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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