

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION 12/Strategic Portfolio Management/A&E Contracts, Coops	
WORKING TITLE Cooperative Agreement Coordinator	POSITION NUMBER 912-280-3135-046	REVISION DATE 06/23/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general supervision of the branch chief of Architectural & Engineering (A&E) Consultant Services and Cooperative (Coop) Agreements unit, the Transportation Engineer (Civil) serves as a Cooperative Agreement Coordinator providing engineering technical expertise to prepare and process various types of cooperative agreements. Cooperative Agreements are legally binding documents between the State and a local agency where both parties agree to share or cooperate in a project. The Cooperative Agreement outlines the responsibilities and respective obligations of the parties to the Agreement and is required where there is an exchange of funds and/or commitment of personnel resources. The incumbent will be responsible for preparing, processing, reviewing, executing and tracking the agreements in collaboration with Project Managers, Headquarters (HQ) Office of Delivery Improvement and Agreement (ODIA), HQ and District's policy owners, external partners and local agencies' representatives. The incumbent will attend technical engineering meetings related to the agreement process and respond to inquiries from Project Managers, District and HQ Officials, Local Agencies, and private individuals. The incumbent provides technical engineering oversight on project development documents, feasibility studies and permit documents.

CORE COMPETENCIES:

As a Transportation Engineer (Civil), 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

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TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
55% E	Prepares a variety of cooperative agreements in accordance with Caltrans standard forms, policies, and procedures. Reviews engineering reports and supporting documentation to ensure consistency with established engineering terminology, project delivery requirements, and departmental practices, enabling the accurate development of agreements with appropriate structure and language. Analyzes project scopes, engineering reports, environmental documentation, and right-of-way requirements to ensure agreements clearly and accurately define project responsibilities, funding contributions, and delivery commitments. Maintains comprehensive tracking of agreement progress from initiation through execution by coordinating documentation and engaging with appropriate stakeholders. Collaborates extensively with Project Managers, Headquarters Agreements staff, local agencies, and private entities. Coordinates with internal functional units including Planning, Design, Environmental, Right-of-Way, Budgets, Construction, and Maintenance—to validate project scope, cost-sharing arrangements, and implementation details. Ensures agreements are developed in compliance with the California Streets and Highways Code, Federal Highway Administration (FHWA) requirements, and applicable state and federal funding regulations. Establishes clear definitions of financial obligations, maintenance responsibilities, and delivery expectations to support efficient execution and full regulatory compliance.
20% E	Assists the Senior Transportation Engineer and Project Manager in the development and implementation of project workplans, and monitors project progress against established schedules. Ensures alignment and compatibility of project features and activities across Caltrans functional units, local agencies, and private consultants. Participates in project development team meetings and delivers presentations as needed to support project coordination and decision-making. Manages the processing of cooperative agreements from initiation through execution, including tracking progress to ensure timely review and approval by District and Headquarters policy owners. Facilitates coordination among Project Managers, Headquarters Agreements staff, Legal, the Division of Accounting, and external stakeholders, including local agencies and private entities. Prepares and revises draft agreements to incorporate required changes, and secures necessary approvals from District and Headquarters policy owners. Coordinates the routing of final agreements for signature and execution, including transmittal to Headquarters and partner agencies. Prepares transmittal memorandum and correspondence, and distributes fully executed agreements to appropriate District units and external stakeholders to ensure proper documentation and implementation.
10% E	Review and maintain coop agreement data log for the district. Monitor project scope, schedule, budget, risks, and provide recommendations to management regarding project status and necessary corrective actions that may be impacting executed coop agreements.
10% E	Briefs and presents coop agreement and transportation engineering project information to District program managers, leadership, and other stakeholders. Communicates technical and contractual information related to engineering services supporting the planning, design, analysis, and delivery of transportation infrastructure projects. Organizes and facilitates informational and coordination meetings, including but not limited to technical coordination meetings with consultants, engineers, and project stakeholders. Responds to inquiries regarding Coop Agreement related matters, engineering services, and project status to support effective project delivery. Participate in coop forum meetings held by ODIA.
5% M	Acts as an assistant to the Branch Chief of the Consultant Services Unit (BC-CSU), serving as a liaison with ODIA, and Caltrans Legal on Coop Agreements supporting Capital Outlay Support (COS) transportation engineering work. Provides technical advise and recommendations to the Single Focal Point (SFP), Office Chief, Project Managers (PM), Functional Managers and other coop coordinators regarding coop agreement matters.

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

The incumbent does not supervise others, however, is required to work with other internal and external stakeholders on engineering coop agreement execution and amendments.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Demonstrates a strong understanding of the transportation project delivery process, civil engineering terminology, and key guidance documents, including the Project Development Procedures Manual (PDPM) and the Highway Design Manual.
 - Applies sound engineering principles and professional judgment to evaluate transportation facility planning and design considerations.
 - Utilizes engineering expertise to assess project scope and determine the appropriate type of cooperative agreement, including making necessary revisions to reflect the specific characteristics and requirements of the facility involved.
 - Reviews and analyzes proposals developed by others, identifying potential impacts related to agreement standards, risk, and legal considerations.
 - Maintains comprehensive knowledge of Caltrans policies, procedures, and strategic goals, as well as applicable State laws governing cooperative agreements, ensuring all work products are compliant, accurate, and aligned with regulatory and departmental requirements.
 - Identify and resolve issues and persuasively negotiate all agreements with various agencies and parties.
 - Communicate clearly and effectively; possess excellent written and verbal skills to effectively communicate technical information in reports, correspondence, and meetings.
 - Build cooperative working relationships with others.
 - Make effective presentations.
 - Reason logically and learn rapidly.
 - Work independently and as a team member.
 - Explain complex policies, processes, and/or procedures.
 - Effectively research, gather, analyze, and present data.
 - Manage multiple priorities and complete assignments accurately and timely.
 - Use analytical skills to analyze and evaluate proposals.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for developing and executing engineering coop agreements related to highway capital outlay projects. Failure to accurately and timely execute those agreements could lead to project delays, cost increases and unsatisfactory outcome with internal and external partners. Incumbent is responsible for their actions, decisions, quality of work, and proper use of State time, equipment, and materials. Improper performance of duties and/or failures to adhere to established policies, procedures, and guidelines could lead to adverse action or possible termination.

PUBLIC AND INTERNAL CONTACTS

Contacts with internal and external stakeholders, local agencies, professional personnel from other functional units, other Districts, and Headquarters/ODIA may be required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal, which may include viewing small font types for extended periods. Incumbent may be required to transport a laptop computer. Incumbent will be involved with sustained mental activity needed for analysis, reasoning and engineer transportation solutions. Must recognize emotionally charged issues, problems or difficult situations and respond appropriately, tactfully, and professionally. May be subjected to high levels of stress related to project delays, costs, schedules and demand. Employee may deal with difficult people and must have the ability to develop and maintain cooperative working relationships; consider and respond appropriately and be tactful and treat others with respect. Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to internal and external customers. Must be able to analyze situations accurately and adopt an effective course of action. Must be able to concentrate, formulate effective strategies, be multi-tasked, adapt to changes in priorities, and complete complex projects with short notice.

WORK ENVIRONMENT

Incumbent will primarily work in a climate-controlled office under artificial lighting. However, due to unexpected heating and air conditioning problems, the building temperature may fluctuate. The incumbent may be required to travel a one day trip, overnight trips, or extended travel. Incumbent may occasionally be exposed to a variety of altering weather condition's (extreme cold or hot weather), work outdoors, and may be exposed to dirt, noise, uneven surfaces, extreme heat or cold. The incumbent may be allowed to telework with an approved telework agreement subject to District and State policies and the needs of the Department. Overtime may be required. Possession of a valid driver's license is required when operating a state owned or leased vehicle.

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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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