

CLASSIFICATION TITLE Principal Trans Eng, CT	OFFICE/BRANCH/SECTION DRISI/HQ	
WORKING TITLE Deputy Division Chief, Research and Innovation	POSITION NUMBER 913-155-3152-XXX	REVISION DATE 08/05/2026

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 Chief, Division of Research, Innovation & System Information (DRISI), the incumbent is responsible for all aspects of the management of interdisciplinary teams under the offices of: Planning, Policy & Program Development, Transportation Technology Research , Safety Innovation & Cooperative Research and Materials & Infrastructure, The incumbent is responsible for strategic planning, program management, policy development, program implementation efforts and IJJA program development/delivery efforts. The incumbent has management-level skills in leadership, communication, partnership, team building, and strategic thinking, as well as a deep commitment to Caltrans' strategic goals and vision, providing excellent customer services, and advancing equity through all efforts. The incumbent must also work with the other DRISI offices and PMP divisions to ensure effective integration, collaboration, and synergy across all DRISI programs.

CORE COMPETENCIES:

As a Principal Trans Eng, 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 - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Collaboration)
- **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. (Prosperity - Integrity)
- **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 - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - People First, 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. (Employee Excellence - Collaboration)
- **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. (Prosperity - Collaboration)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Prosperity - 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. (Employee Excellence - Pride)

TYPICAL DUTIES:

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

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25%	E	Plans, organizes, directs, controls, monitors, and coordinates all aspects of transportation research and resource management activities related to the function under the offices of: Planning, Policy and Program Development; Transportation Technology Research; Safety, Innovation & Cooperative Research and Materials & Infrastructure. Effectively manages a portfolio of programs and projects including scope, cost, schedule, risks, delivery, and the execution of plans, products and services. Assists the Division Chief in overseeing program budget and resource related activities. Oversees implementation of new IIJA program resources across the division, in coordination with PMP, other programs and Districts. Ensures program and project efficiencies are coordinated with the SB 1 office.
25%	E	Develops, implements, and monitors policy direction, guidance, procedures, tools, training, and programmatic strategies for function under the offices of: Planning, Policy and Program Development; Transportation Technology Research; Safety, Innovation & Cooperative Research and Materials & Infrastructure. Develops and maintains related policies, guidance, and reporting and evaluation methods to effectively support the strategic initiatives.
15%	E	Interface with Caltrans' senior leadership, internal and external stakeholders to resolve conflicts, build consensus, and inform decision making related to research portfolio, IIJA program deployment, legislative mandates, development of efficiencies and implementation of research and innovation. Ensure that programs, plans and services align with, and support Caltrans' vision, mission, goals, and desired outcomes; Planning and Modal Program's Strategic Plan; the DRISI Strategic plan, and applicable Caltrans modal plans.
15%	E	Ensure compliance with Federal and State transportation laws, regulations, and processes in coordination with other Caltrans' divisions. Ensures all policies are communicated effectively, training is provided as needed, and implementation is monitored.
10%	E	Assists in the development and implementation of the strategic priorities, business plan, and work plans for Caltrans and DRISI. Ensures coordination with Geospatial Data Offices and promotes data governance and visualization within DRISI, PMP and Caltrans.
10%	M	Confers with Caltrans HQ and district executive management on difficult technical, administrative and personnel matters and is responsible for directing resolution of highly technical or politically sensitive issues impacting projects and staff. Serves as and makes management decisions in the Division Chief's absence, which includes but is not limited to responding to external requests during that time.

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 provides policy and functional guidance to statewide Caltrans management and staff assigned to working in research, innovation and system information roles. The incumbent has five direct reports. The incumbent may also direct ad-hoc teams from functional areas throughout the department to facilitate specific tasks and projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires leadership competencies that reflect strategic thinking and effective decision making as well as positive and collaborative communication skills, both oral and written. The work and responsibilities assigned to this position require a high degree of knowledge about the creation and management of research, innovation and system information systems, as well as methods for the integration and discovery of information. Must have exceptional ability to: build collaborative multi-functional teams; inspire and motivate management and staff to enlist in a shared vision for pervasive and effective integration throughout the Department.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for overseeing the overall policies, direction setting, and priority establishment for the development, management and administration of the Caltrans research, innovation and system information program. Provides the guidance and strategy for preparing recommendations on all research and innovation matters and decisions that will impact the Department. Expert advice to Department leadership is essential to avoid mistakes that could expose the Department to criticism from the legislature and seriously restrict the operating capability and flexibility of the Department.

PUBLIC AND INTERNAL CONTACTS

Incumbent will be required to interface closely with Executive staff. Contacts will involve formal and informal communications with the Deputy Directors, Division Chiefs, senior managers and staff. Incumbent will have frequent contact with representatives of local, regional, State, and federal agencies. External contacts may also involve formal and informal communications with control agencies, such as, Department of Finance, Governor's Office, California State Transportation Agency, California Technology Agency, representatives of the legislature, and other's with an interest in research, innovation and system information.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The position requires the ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short

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notice, develop new insights into situations, foster a collaborative environment that encourages creative thinking and innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. The incumbent must be able to develop and maintain cooperative working relationships; must value cultural diversity and other individual differences in the workforce; and be tactful and treat others with respect.

WORK ENVIRONMENT

The incumbent will work in a climate controlled office under artificial light. The incumbent may be required to travel in state and throughout the nation, attend off site meetings and conferences and be subject to the typical rigors of air, auto and transit travel and overnight hotel stays. Telework options may be available for this position, which would allow the incumbent to perform their duties remotely. Resources will be provided by Caltrans to the incumbent to allow for teleworking. The incumbent is required to maintain safe and distraction free working conditions at the alternate work location and must abide by the Caltrans telework policy.

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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