

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	Office of PMAS, Division of Project Management	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Senior Transportation Engineer	913-176-3161-106	07/01/2026

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 Office Chief of Project Management Application Systems (PMAS), a Supervising Transportation Engineer, the incumbent supports the Department's Project Management data ecosystem. The role requires the ability to conduct independent research with minimal guidance, evaluate and synthesize complex information, and meet multiple deliverable deadlines. Success in this position requires readiness to learn, adapt, and innovate, as well as the ability to collaborate and build consensus with subject matter experts statewide to support enterprise project-management data, systems, and processes. The incumbent supports the department's data governance framework by managing data quality activities, participating in data governance committees, policies and procedures development, and implementation plans to strengthen stewardship, accountability, and alignment with enterprise standards. The incumbent also performs system administration, maintenance, documentation, improvement, and support activities for database systems such as the Quality Management Reporting System (QMRS), including daily data refresh, database upkeep, APEX reporting support, subversion processes, interface documentation, and coordination with stakeholders to ensure system stability, accuracy, and usability. The incumbent performs data analysis, research, and workflow evaluation to improve data quality, system reliability, and support Project Delivery programs. The incumbent develops staff training materials, provides technical assistance to internal and external stakeholders, and delivers clear, data-driven presentations to departmental leadership, statewide agencies, legislative partners, and oversight bodies. In addition, the incumbent supports the improvement of policy and guideline documents and providing expert guidance statewide to ensure consistency, accuracy, and alignment with departmental and division requirements. The incumbent responds to and fulfills ad hoc reporting and analysis requests received by the office, providing timely, accurate information to support decision-making. The incumbent also performs other related duties as assigned in support of office operations and organizational priorities.

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.

- **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. (Prosperity - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **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 - 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 - People First)
- **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. (Equity - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - People First)
- **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. (Employee Excellence - Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity - Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Pride)

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TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Supports the Quality Management Reporting System (QMRS) by performing daily refresh, maintenance, and improvement activities to ensure current and reliable data for system users. Responsibilities include maintaining and supporting databases, monitoring data integrity, addressing issues, and coordinating with stakeholders when discrepancies arise. Provides ongoing support for the APEX-based reporting system by ensuring that reports, queries, and dashboards operate correctly and meet business needs. Manages subversion processes. Develops and maintains interface documentation, including glossaries, data dictionaries, data-flow diagrams, and desk manuals. Also supports external connections by coordinating data needs, troubleshooting access or data-flow issues, and assisting with integration points between QMRS and other enterprise systems.
25%	E	Conducts advanced data analyses to support departmental reports, policies, and executive decision-making. Lead research and survey effort to identify data needs and quality issues across Project Delivery systems. Evaluates and documents data workflows and governance practices to support process improvements and modernization. Produces analytical assessments and error-tracking reports to identify systemic issues and propose long-term solutions that strengthen data accuracy and system reliability. Develops training materials, manuals, and guidance to improve staff proficiency in data interpretation, error prevention, and corrective procedures. Provides technical support to both internal and external stakeholders. Prepares and delivers data-focused presentations to leadership, statewide agencies, legislative partners, and oversight organizations.
20%	E	Leads and supports data governance efforts by participating in the data governance committee and coordinating with statewide data stewards to address data issues, promote best practices, and ensure alignment with enterprise standards. Supports the development, updating, and implementation of data-governance policies, procedures, and implementation plans, helping define roles and responsibilities, establish business rules, and strengthen data stewardship and accountability across the organization.
5%	M	Supports department and division policy and guideline framework by ensuring documents remain accurate, current, and aligned with statewide procedures and statutory requirements. Provides clear, consistent guidance to staff and helps maintain compliance with statewide capital-outlay and expenditure-tracking requirements.
5%	M	Completes ad hoc reporting and data-analysis requests from management and stakeholders. Responsibilities include gathering data, performing analysis, preparing clear summaries or reports, and delivering information in a timely manner to support decision-making. These tasks vary based on organizational needs and may require cross-functional coordination, rapid turnaround, and the ability to interpret complex datasets.

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 does not directly supervise other staff members, however, the incumbent will, from time to time, be expected to function as a team leader and/or facilitator over various teams involved in the tasks listed above. Occasionally, the incumbent will act for the Office Chief in their absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires knowledge of Caltrans’ mission, vision, goals, values, organizational structure, departmental policies and procedures, the project development process, project-management concepts and standards, and Enterprise Data Governance principles. The role also requires the ability to organize tasks and assignments; work independently and collaboratively; analyze information and develop sound, well-supported recommendations; prioritize work to meet deadlines; and prepare and deliver clear presentations. Additional abilities include conducting research, evaluating complex information to support decisions, developing and providing training, and effectively coordinating and facilitating discussions with staff at all levels of Caltrans.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent acts independently and is responsible for carrying out the above described broad range of duties, and providing the best professional advice to Caltrans management and staff. Poor decisions may result in ineffective utilization of training resources; a potential failure in improving data quality, control and performance; and a loss in credibility with the Legislature, the California Transportation Commission, and various other control agencies, and inaccurate recommendations made based on misleading information from inaccurate data.

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PUBLIC AND INTERNAL CONTACTS

The incumbent is required to deliver presentations and communicate with diverse disciplines within the Department and external stakeholders. In performing these duties, the incumbent is expected to establish and maintain effective working relationships, uphold integrity in all workplace interactions, and provide timely, high-quality customer service.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires the ability to be in a stationary position for extended periods while using a keyboard and video display terminal. May also be required to transport and move boxes of material under 25 pounds from one location to another. Regular and predictable attendance is required. The role also demands the capacity to multi-task, adjust quickly to changing priorities, and complete assignments or projects on short notice. In performing these duties, the incumbent must establish and maintain friendly, cooperative working relationships and communicate effectively, including recognizing emotionally charged issues, understanding varying responses, and responding appropriately to difficult situations. The incumbent is also expected to take ownership of assigned tasks, deliver accurate and complete work products on schedule to support stakeholders, and contribute to maintaining organizational momentum.

WORK ENVIRONMENT

The employee will work in a climate-controlled office under artificial lighting when not teleworking. Occasional in-state travel may 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 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. For permanent and limited term appointments, all commute expenses to the headquarterd location will be the responsibility of the selected candidate.

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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