

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Consultant Services Unit/D4 PPM	
WORKING TITLE Branch Chief, Service Contracts	POSITION NUMBER 904-105-3161-017	REVISION DATE

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

GENERAL STATEMENT:

In order to ensure consistency and compliance with program mandates, the District Branch Chief, under general direction from the Office Chief, Consultant Services Unit (CSU), will serve as the single focal point to support and communicate to stakeholders the requirements of CSU mandated programs as obligated by state or federal laws, regulations, executive orders and departmental policies. The District Branch Chief is responsible for tracking and monitoring the expenditures for the X32 activities within the Capital Outlay Support Program. The position serves as the program manager of the District's Architectural & Engineering (A&E) Mentor-Protégé Program (Calmentor) as mandated by Governor's Executive Order S-11-06.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Equity, Employee Excellence - Equity, Integrity, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Employee Excellence - Equity, Integrity, Pride, Stewardship)
- **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. (Equity, Employee Excellence - Equity, Integrity, 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. (Employee Excellence - Equity, Integrity, Pride, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity, Employee Excellence - Equity, Integrity, Pride, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Equity, Integrity, Pride, Stewardship)
- **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. (Employee Excellence - Equity, Integrity, Pride, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Equity, Integrity, Pride, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Equity, Employee Excellence - Equity, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Supervise and Review: Assign, prioritize, and evaluate work assigned to support staff. Review and approve deliverables (reports, agreements, and contracts). Assess staff training needs and provide training as needed.

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20%	E	X32 Fund Manager: Coordinate with the Chief, Consultant Services Unit, and other Divisions in identifying, requesting, monitoring, reporting and communicating the funding allocations & expenditures for specific services to be provided by object codes 132, 332, 532 and 632 contracts. Work with staff within the branch and staff from the Division of Procurement and Contracts, District Budgets, Caltrans Civil Rights and Audits during: (1) contract request; (2) SBE/DBE/DVBE contract goals determination; (3) contract and bid package development and advertisement; (4) initial and final selection of consultants; (5) contract negotiations; (6) pre-award audits; (7) award of contract; (8) post-award audits; (9) contract management & amendments; and (10) contract closeout.
20%	E	Calmentor Program Manager: Support the Calmentor Steering Committee (meeting preparation and facilitation and other administrative duties), track and report program performance, and recommend actions to meet the objectives and goals of the program, providing timely updates to the Calmentor website. This will include facilitating quarterly meetings and events, and tracking and reporting program performance.
5%	M	Small Business Council CSU Liaison: Represent the CSU at the bimonthly District 4 Small Business Council (SBC) meetings by providing updates to contracting opportunities in D4, progress reports on Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DVBE) and Disabled Business Enterprise (DBE) goals and utilization on Architectural & Engineering (A&E) contracts, facilitating dialogue between D-4 SBC and the Division of Procurement and Contracts (DPAC) and performing follow-up to inquiries related to A&E contracts.
5%	M	Reports: Ensure the integrity of data provided in various internal tracking reports used to monitor and control outsourced allocations. The reports include the Capital Outlay Support Tracking report, Task Order Matrix, A&E Executive Summary, and Object Code X32 Report. Control the distribution of information and ensure that all reports provided both internally and externally are consistent and accurate.

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 will receive general guidance from the Office Chief, Consultant Services Unit. The incumbent will independently analyze problems and implement solutions, and will exercise a large degree of independence in managing all functional issues within the Unit.

The incumbent will supervise a staff of 4-8 comprised of Transportation Engineers (Civil) and Transportation Engineering Technicians, who will provide support services for the x32 contracts, miscellaneous reporting, Small Business activities and District 4 Calmentor program administered by the District CSU.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must hold a valid certificate of registration, in California, as a Civil Engineer (PE License) and have education or experience equivalent to graduation from college with major work in Civil Engineering. The incumbent must have knowledge to be able to understand the technical/engineering scope of work that is contracted out to consultants. The incumbent must have the ability to work closely with Project Managers, Functional Managers, and Headquarters units to establish a clear project scope, which forms the basis for estimating, scheduling, cost control and general project coordination. The incumbent must have the ability to evaluate and make recommendations concerning the appropriateness of contracting consultant services for various Capital Outlay Support (COS) work efforts.

The incumbent must have knowledge of the various phases of transportation engineering; the missions, goals, policies and guidelines to be implemented by the Department; contract management; project management, personnel management and supervision; health and safety, and labor relations programs.

The incumbent must have knowledge of current departmental guidelines, preparation of engineering plans and specifications, the contracting out process, Federal regulations, and current laws in order to ensure proper State compliance. The incumbent must have the ability to identify and resolve issues to persuasively negotiate agreements with various agencies and parties. The incumbent must have the ability to represent Caltrans interests when coordinating with consultants and understand/evaluate both the performance of consultants and the product they produce. The incumbent must possess excellent written and verbal skills to effectively communicate technical information in reports, correspondence and meetings.

The incumbent must analyze and evaluate the A&E contracts and contract procurement regulations to ensure compliance with Department policies and regulations. The incumbent also must analyze Scope/Statement of Work developed by the Functional

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Manager to ensure that it is consistent with contract scope and capacity.

The incumbent must analyze all contract documents to do the following: properly manage the development and implementation of complex consultant contracts; to plan, organize, and coordinate effort between consultants, Project Managers, and Functional Managers to ensure timely delivery of an accurate and complete product; develop schedules and milestones with the Project Managers and Functional Managers to track the same.

The incumbent must be detail oriented, flexible in a rapidly changing environment, a team player and must be able to communicate effectively in order to achieve successful job performance.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to properly interpret and ensure compliance with current contract procurement procedures could result in costly disputes with consultants and local agencies, legal actions, and delays in providing the public with timely highway improvements.

PUBLIC AND INTERNAL CONTACTS

The incumbent interacts with higher and lower levels of personnel in the District and in Headquarters' Divisions on a daily basis. This position must maintain effective working relationships with internal and external customers and stakeholders who include:

- ☐ District management
- ☐ Project Managers/Engineers & Functional Managers
- ☐ Headquarter functions
- ☐ Consultants

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical requirements may require incumbent to move contract binders from one location to another and to sit for extended periods of time at the computer.

Mental requirements include sustained mental activity for problem solving. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must have the ability to develop new insights into situations, apply innovative solutions to make organizational improvements and enable others to acquire the tools and support they need to perform well.

Emotional requirements include the ability to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems and acknowledge the various responses. Must be able to deal effectively with pressure, maintain focus and intensity, yet remain optimistic and persistent, even under adversity. Will consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.

WORK ENVIRONMENT

While at their base of operations, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel on occasion.

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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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