

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D80 Financial Programming	
WORKING TITLE FTIP Coordinator	POSITION NUMBER 900-080-3161-001	REVISION DATE 08/20/2026

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 a Supervising Transportation Engineer, Office of Federal Programming and Data Management, the incumbent has responsible charge for development of California’s Federal Statewide Transportation Improvement Program (FSTIP), and for conducting engineering analysis, reviewing and recommending approval of Federal Transportation Improvement Programs (FTIPs) and their amendments, in assigned areas including maintaining the FTIP/FSTIP project listing in a database environment. The position requires the ability to work independently, meet short deadlines on a regular basis, and to work effectively with all levels of staff in Caltrans' Headquarters and Districts, and federal agencies such as Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), Federal Environmental Protection Agency (EPA), and Metropolitan Planning Organizations (MPOs) and regional agencies.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Innovation, 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 - Innovation, Integrity, 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 - Collaboration, Innovation, 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. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, 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. (Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Employee Excellence - Collaboration, Innovation, Integrity)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Innovation)

TYPICAL DUTIES:

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

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30%	E	Serves as the Team Lead and Headquarters coordinator on FSTIP Program development. Review project programming submissions for funding eligibility and all applicable federal and state requirements. Analyze and review FTIPs, including data provided by MPOs, to determine eligibility of projects proposed for various federal funding programs. Develop, maintain and update the FSTIP for the Director's submittal to the FHWA, FTA, and EPA. Attend and participate in meetings that represents the Department on federal programming issues, in discussions with MPOs, State and Federal Agencies. Review and recommend, based on technical engineering evaluation and program requirements, the Governor's approval of the FTIPs and FTIP amendments prepared by MPOs. Publish amendment status and approval documents on the Division's website.
25%	E	Serves as the chairperson for the California Federal Programming Group (CFPG) meetings: Coordinate and facilitate the meetings. Participate in performance management meetings, and develop data collection template for reporting in the FSTIP. Consult with FHWA/FTA/MPOs/Districts/internal Divisions. Conduct training on FTIP programming and project delivery regulations, policies, and procedures. Attend and represent the Division in Transportation Management Areas (TMA) Certification; review meetings with MPOs, FHWA, and FTA. Plan and conduct the FTIP/FSTIP Development workshop. Advise and consult with staff and officials at Caltrans' headquarters and districts, local agencies, MPOs, FHWA, FTA, and EPA on issues, including technical engineering and project development matters related to FTIPs, the FSTIP and their amendments, and project eligibility determination. Coordinate meetings and participate in committees to discuss and provide recommendations on various programming issues. Participate in Air Quality meetings. Represent the Department on various CFPG sub-committees that discuss various programming subjects. Provide guidance and education on FTIP programming and project delivery regulations, policies, and procedures, as needed to MPOs, internal Divisions and Districts.
15%	E	Develop, update, maintain, and distribute California federal programming guidelines to Caltrans' staff, MPOs, FHWA, FTA and EPA, for processing and approval of FSTIP, FTIPs, and amendments. The guidelines must be consistent with federal statutes and regulations, with state statutes, and focus on streamlining the federal transportation programming process while maintaining MPOs' and Caltrans' accountability. Plan the upcoming FSTIP update.
10%	E	Serves as the Federal and State Managed Programs Coordinator. Provide Inter-Division and Inter-Department Coordination for new federal funding, i.e. National Electric Vehicle Infrastructure (NEVI) Formula Program, Carbon Reduction Program (CRP), etc. Coordinate FHWA/FTA trainings with other HQ divisions for the Districts, MPOs, and regional staff. Develop and participate in conducting training and workshops relating to federal programming. Consult with federal agencies on issues/guidance related to programming, as needed. Coordinate with Program Managers for Highway Bridge Program (HBP), Highway Safety Improvement Program (HSIP), and Rail programs on developing project lists for FTIP programming. Send requests to MPOs on programming these projects in their FTIPs.
5%	E	Prepare the Congestion Mitigation and Air Quality (CMAQ) Improvement Program, and the Surface Transportation Block Grant (STBG) 4-year estimates and annual apportionments. Provide annual reporting of the STBG and CMAQ programming balance and actual expenditures. Coordinate with the Division of Budgets for the annual obligation report and transmit the report to MPOs.
5%	E	Prepare or direct the preparation of charts, diagrams, maps, fact sheets, correspondence, research, and reports as necessary. Prepares correspondence, issue papers and reports, and performs legislative bill analysis. Reviews and comments on legislative proposals and proposed federal regulations/transportation acts related to transportation. Conduct process review to evaluate the effectiveness of the current process and strategize ways to streamline the programming process.
5%	E	Serves as the California Transportation Improvement Program System (CTIPS) Liaison for Federal Programming. Advise and participate in development and updates of electronic data systems to be used for development and maintenance of FTIPs and the FSTIP. Manage fund type table in CTIPS.
5%	M	Develops, maintains, and updates a desk manual for the position that helps train new employees, and serves as a reference tool for team members. Develop and maintain Project & Service Portfolio.

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 Senior Transportation Engineer does not supervise but is a lead that directs the work of various associate level staff.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- A thorough knowledge of federal statutes, regulations, guidelines and policies related to transportation programming and funding of transportation projects; a general knowledge of state statutes, regulations, guidelines and policies related to transportation programming; an understanding of the relationship of the federal transportation programming process to the state's transportation programming process.
- Ability to communicate effectively both orally and in writing, and the ability to develop and maintain effective working relationships and work cooperatively with others.
- Knowledge of and ability to use personal computer equipped with e-mail, word processing, spreadsheet, and database software, including Microsoft Word and Excel, FileMaker Pro, and other internet applications is required.
- Ability to respond to inquiries from Caltrans' management, and internal and external customers in a timely and effective manner.
- Ability to work with minimum direction and supervision, initiate action independently, handle multiple assignments simultaneously, learn new tasks quickly with little or no formal training, and be responsive to customers and management policy.

The incumbent must be a highly motivated self-starter capable of accepting accountability and responsibility with minimal direction and oversight; must be able to handle critical assignments within short time frames; undertake multiple tasks simultaneously, and learn new tasks with little or no formal training. Must have a desire for achieving results quickly and efficiently, display initiative and integrity, and possess the tenacity necessary to achieve results within assigned deadlines. Must be customer service oriented, and eager to apply continuous improvement techniques to ensure quality products are presented to management and federal agencies in a timely manner.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer is responsible for: working with others and making recommendations on federal programming documents, eligibility of projects for federal funding, guidelines and procedures followed by Caltrans and MPOs, and overall compliance with federal requirements. The actions and recommendations will impact all transportation projects that receive federal funding. The consequences of not meeting responsibilities or making poor decisions and recommendations could jeopardize the timely availability of federal funds for state, regional and local projects, thereby resulting in project delays and/or loss of federal funds.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely contact various Caltrans' Headquarters and District staff, representatives of FHWA, FTA, EPA and various regional agencies, to inform and discover methods to improve various aspects of the business of transportation programming electronic support. These contacts will be verbal or written as needed to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Be able to drive long distances and to fly to distant parts of the state. Possession of a valid driver's license is required when operating a State owned or leased vehicle

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employees may also, on occasion, be required to travel to various parts of the state to meet with regional agencies and/or district staff.

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 headquartered location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

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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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