

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	HQ Division of Design/Office of Standards and Procedures	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Senior Transportation Engineer, Specialist	913-200-3161-012	09/11/2026

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, the incumbent is responsible for the development and improvement of statewide design guidance, standards, procedures and policies. In this capacity, through liaison activities with other Headquarters, Regional, District, and external partners, the incumbent recommends and/or reviews proposed updates and improvements to project development guidance which implements Department policies and directives. Assists the Highway Design Manual (HDM) Editor, the Project Development Procedures Manual (PDPM) Editor, and the Project Development Workflow Guide (PDWG) Editor in analyzing, writing, collaborating, finalizing, and publishing new and revised project delivery and related guidance. This also includes insuring that best practices, policies, and recommendations are incorporated into Department design guidance.

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. (Equity, Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity - Collaboration)
- **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, Employee Excellence - Integrity, Pride)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Employee Excellence - 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. (Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Prosperity - 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 - Collaboration)
- **Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Employee Excellence - Collaboration)
- **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	
45% E	Recommends and develops design policy, procedures, guidance, and standards related to the State highway system. Assists with revisions and updates to the Project Development Procedures Manual (PDPM), Highway Design Manual (HDM), and Project Development Workflow Guide (PDWG). Develops and/or assists in the preparation of Design Information Bulletins (DIBs), design memorandums, and other design guidance as required. Reviews, develops and/or approves Nonstandard Special Provision (NSSP) requests, new product requests, standard plans, and special provisions.

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25%	E	Analyzes data and guidance from research reports as well as the American Association of State Highway and Transportation Officials (AASHTO), Federal Highway Administration (FHWA) policies/publications to determine applicability to California's design guidance, policies, and procedures.
15%	E	Develops and/or assists in the review, implementation and delivery of technical training and design meeting forums, primarily for District personnel that are responsible for design or reviewing transportation projects.
10%	E	Coordinates with other Headquarters functional units and divisions in the Department on design matters, safety initiatives, and project development issues of mutual concern and interest. Serves on Headquarters or District special project teams as a team member or leader as needed. Assists in the development of proposed policy, team reports, presentations, and other assignments related to these efforts.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

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 staff. The incumbent will, from time-to-time, be expected to function as a team leader and/or facilitator over various teams involved in the tasked listed above.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Departmental design policies, procedures, standards, and other factors relating to the geometric, minor concrete, pavement, drainage, roadside, pedestrian, and bicycle design of transportation facilities
Knowledge of organizational and functional relationships both within and outside the Department that pertain to the design, construction, operation, and maintenance of transportation facilities and have knowledge of the basic principles of physics, chemistry and mathematics as applied to civil engineering; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; and engineering economics.
The ability to, based on engineering experience, exercise sound judgment on matters relating to the geometric, pavement, drainage, roadside, pedestrian, and bicycle design of transportation facilities; the ability to recognize geometric, pavement, drainage, and roadside designs which may adversely impact user and traveler safety and/or operations, especially at intersections and interchanges for all users and modes of travel; and, then facilitate the resolution of such deficiencies and have analytical abilities related to geometric, pavement, drainage, roadside, pedestrian, and bicycle design standards; to effectively communicate and coordinate, both orally and in written form, with management and employees in Headquarters, Districts, and personnel outside the organization; ability to write technical reports and be able to interpret results from technical studies; ability to assimilate technical and procedural input from various sources on a given subject, evaluate that input, develop alternative courses of action, make objective recommendations, and follow-up with implementation through written and oral communication; and ability to establish and maintain cooperative relations with those contacted in the course of the work, and to communicate effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for making independent action and taking initiative to carry out the assigned duties. This position routinely provides data, reports and make final recommendations on changes in policies and procedure.
Errors in judgment and/or decisions could effect the delivery of transportation projects sponsored by the Department or external transportation partners, public safety, or result in tort liability for the Department. Inaccurate, delayed, or incomplete reviews/work could also affect project delivery, public safety, or result in tort liability for the Department. Inaccurate, delayed, or incomplete reviews/work could also affect project delivery, public safety, or result in tort liability for the Department.
Division of Design; Consultants; FHWA; and other Federal and State agencies to provide their typical duties. In addition, the incumbent communicates with the general public, local agencies (cities, counties, metropolitan planning agencies, regional transportation agencies, etc.), the Legislature, representatives of bicycle and pedestrian advocacy groups, private developers, AASHTO, WASHTO, academia, and others on issues related to, but not limited to: project development, geometric, minor concrete, pavement, drainage, roadside, pedestrian, and bicycle design standards and practices.

PUBLIC AND INTERNAL CONTACTS

The employee needs to establish and maintain cooperative working relationships with those contacted in the course of their work, communicate effectively by recognizing emotionally charged issues or problems, acknowledge the various responses, and respond appropriately to difficult situations.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee in this position may be required to stay in the stationary position for long periods of time, at their desk, using a keyboard and video display terminal or reviewing written documents. Manual dexterity, and sustained periods of mental activity are needed for: report reviewing and writing; problem solving, analysis, and reasoning. Occasionally, the employee may also be required to: travel via airplanes, use rental cars, vans, buses, and trains; stay overnight in motel/hotel accommodations; move large and/or cumbersome project plans and diagrams from one office location to another

WORK ENVIRONMENT

The base of operation for this employee is in Sacramento. While in Sacramento, the employee works in a climate-controlled office under artificial lighting. The employee in this position will also be expected to travel occasionally to a District office or other State operated buildings and facilities located around the State and to Federal facilities both within the State and around the United States. While on travel status, the employee also is typically working in a climate-controlled office under artificial lighting. On occasion, the employee may need to visit construction projects and other sites in the outdoors which may cause them exposure to: dirt; dust; noise; uneven ground surfaces; allergens in the air; and/or hot or cold temperature extremes.

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. For permanent and limited term appointments, all commute expenses to the headquartered 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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