

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Design/Office of Performance Management	
WORKING TITLE Performance Engineer, Design Delegations	POSITION NUMBER 913-200-3161-016	REVISION DATE 08/30/2026

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 of the Office of Performance Management within the Division of Design (DOD), the incumbent will manage and monitor the quality of design products such as Design Standard Decision Documents developed under Design delegation agreements between the Division of Design, the districts, and regions. In coordination with stakeholders, the incumbent develops, analyzes, and monitors performance indicators and best practices for supporting project design quality through to the construction phase. The incumbent also conducts studies and develops training, policies, and guidance to enhance the delivery of high-quality design products while optimizing business processes. The incumbent promotes continuous improvement within the Division of Design, ensuring Quality Management Practices align with strategic goals and standards. A valid Professional Engineering License (Civil) issued by the California Board for Professional Engineers, Land Surveyors, and Geologists is required for this position.

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. (Safety, Equity, Prosperity, Employee Excellence - Innovation, Integrity, People First, Pride, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, 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. (Safety, Prosperity, Employee Excellence - Innovation, Integrity, People First, Pride, Stewardship)
- Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Safety, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity - Innovation, Integrity, People First, 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. (Prosperity, Employee Excellence - Innovation, Integrity, People First, Pride)
- Conceptual Thinking:** Ability to find effective solutions to issues by taking the appropriate perspective (i.e., holistic, abstract, or theoretical). (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Prosperity, Employee Excellence - Collaboration, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

ADA Notice

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40%	E	Collaborates with districts to establish performance metrics for design delegation authorities and monitor implementation of quality management practices. Conducts performance reviews to identify areas for process improvement and training needs. Coordinate, develop, deliver, and support training.
20%	E	Develop, analyze, and monitor performance indicators related to design through construction phases. Utilizes findings from the analysis to develop and implement studies, training, policies, and guidance aimed at improving the delivery of high-quality design products and optimizing business processes. Areas of review and support may include but are not limited to, Design Standard Decision Documents (DSDD), Utility Policy Exceptions, and Cost Estimating.
20%	E	Collaborates with districts to produce Compliance Review reports for the Design Delegation Agreement. Aggregate, analyze, disseminate, and promote lessons learned from design delegation compliance review and other quality management practices. Update lessons learned systems to ensure they reflect current insights, best practices, and professional standards. Engage in task forces, meetings, workshops, programs, and training activities to share knowledge and support continuous improvement.
10%	E	Conduct process reviews, develop specialized reports, and provide input on correspondence, issue papers, and briefings for various stakeholders including management, Federal Highway Administration (FHWA), Legislatures, locals, other state agencies and public. Conducts specialized training (e.g., Project Engineer Academy, Design Senior Seminar) to personnel in Corporate Headquarters and Districts on the project development process. Serve as backup Contract Manager and coordinator for advertising prior to California Transportation Commission (CTC) allocation.
5%	M	Serves on Headquarters and Districts task forces and other special teams as a representative of the Design Division as needed.
5%	M	Provides support on delivery of the office tasks and responsibilities including acting for other seniors and office chief. Maintaining the Office Business Plan and webpage.

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

Incumbent does not directly supervise but provides direction to district staff personnel. The incumbent is a liaison between other offices within the Division of Design, other corporate Program Offices, the districts, locals and other external stakeholders.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must understand Caltrans' organizational structure, Department policies, financial constraints, and current process and procedures. Incumbent must have thorough knowledge of engineering design and standards, policies, procedures and factors relating to the delivery and maintenance of transportation facilities. Incumbent must have experience in development of project initiation documents, project reports, and plans, specifications and estimates as a Project Engineer or designer. Incumbent must also have knowledge of Microsoft 365 and Adobe Acrobat Professional software. Knowledge of video editing and data visualization software is desirable.

Using engineering experience and expertise, the incumbent must exercise independent good judgment and take independent action on matters relating to planning, design and construction of transportation projects. Must be able to establish, track, and monitor performance measures for the delivery of quality projects. The incumbent must be able to effectively communicate orally for small and large group and in writing. The incumbent must possess excellent organizational, administrative, project management, team management, and analytical skills.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Independent action and initiative are requirements for carrying out the duties of this position. The incumbent must rely on engineering experience and expertise when providing responsible, accurate, and complete information and recommendations on project development documents, agreements, or reports submitted to the stakeholders including division management, Headquarters offices and districts. The consequences of providing incomplete or inaccurate information may result in "rework," inconsistent statewide policy decision, harm to the Department's credibility, inefficient use of public funds and increased risk of jeopardizing the safety of the traveling public.

PUBLIC AND INTERNAL CONTACTS

Incumbent must have the ability to work successfully with other personnel in the Division, other corporate Headquarters functional units, districts, and external agencies to provide the necessary analysis and recommendations on delivery of quality transportation projects.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires periodic travel. The incumbent may be required to sit for long periods of time using a keyboard and video display terminal, or reviewing written documents. Sustained mental activity needed for teamwork, report writing, auditing, problem solving, analysis and reasoning.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting.

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

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE