

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

|                                                         |                                                   |                             |
|---------------------------------------------------------|---------------------------------------------------|-----------------------------|
| CLASSIFICATION TITLE<br>Transportation Engineer (Civil) | OFFICE/BRANCH/SECTION<br>D1 PPAM/Asset Management |                             |
| WORKING TITLE<br>Risk Management Engineer               | POSITION NUMBER<br>901-200-3135-xxx               | REVISION DATE<br>09/03/2026 |

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

GENERAL STATEMENT:

Under the direction of the Asset Management Chief, a Senior Transportation Engineer, the incumbent is responsible for performing complex duties involved in managing project and programming related tasks. Act as the district's Risk Manager and Coordinator; prepare and report complex technical analytical asset management and project delivery data with the district and HQ staff for various project and program related database systems; make recommendations on programming and asset management related issues.

CORE COMPETENCIES:

As a Transportation Engineer (Civil), 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. (Prosperity - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Prosperity - Integrity)
- **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. (Employee Excellence - 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. (Prosperity - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Pride)
- **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 - Integrity)
- **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. (Prosperity - Innovation)
- **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 - Stewardship)

TYPICAL DUTIES:

| Percentage<br>Essential (E)/Marginal (M) <sup>1</sup> | Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40% E                                                 | Act as Project Risk Manager. Report to the Project Manager (PM) on all matters related to risk management if the PM is not functioning in this role. Determine the project's Risk Register requirements based on project capital cost estimate and complexity with input from the Project Development Team (PDT). Request exceptions to project risk management requirements where desired. Ensure the project Risk Register is populated and maintained with risks developed by functional units and the PDT. Ensure proactive response to all threats and opportunities that will impact the successful delivery of the project. Produce risk management reports for sponsors. Schedule and conduct project risk meetings. Ensure project risks are classified according to the appropriate category. Document lessons learned. Retire risks when they are no longer active. Complete the closeout section for the assigned risk. |

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| 40% | E | Act as the District Risk Coordinator. Assist Project Managers in implementing project risk management requirements. Provide expertise, direction, and assistance. Obtain expert services as needed. Document and share risk management best practices with district project delivery staff. Provide collaboration between HQ and the District. Provide input to update the Project Risk Management Handbook as well as relevant Project Delivery Directives. Lead the District's efforts in implementing risk management best practices and systems. |
| 10% | E | Attend PDT meetings; listening for scope, cost and schedule changes. Review project development reports (PIR, DPR, PR) from the lens of project risk manager.                                                                                                                                                                                                                                                                                                                                                                                        |
| 5%  | E | Attend District risk and resource meetings and statewide risk coordinator meetings. Be the subject matter expert for risk registers in the District. Provide training and support to Project Managers and Functional units to communicate risks across project milestones and phases and manage risks proactively.                                                                                                                                                                                                                                   |
| 5%  | M | Other tasks as assigned by supervisor, project managers, or other supervisors in the unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

<sup>1</sup>ESSENTIAL 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  
None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS  
Incumbent must have comprehensive knowledge of the various functional areas in the District, North Region and Headquarters; computer and analytical skills. Establish and maintain cooperative and effective relationships with a variety of District, North Region, Headquarters and other representatives involved in project delivery; and be able to effectively communicate, both orally and in writing. Knowledge of project initiation and program management concepts, processes and methods is desirable. Knowledge of Civil Engineering principles, practices, methods, materials and equipment used in the construction of transportation facilities. Must understand the preparation of engineering plans, design details and cost estimates. Ability to analyze engineering problems of moderate complexity and implement effective and reasonable solutions. Must work with District Staff, Project Managers and Management to analyze, establish priorities and monitor projects throughout all phases to ensure delivery. Must be able to analyze and effectively alert District and North Region Management should delivery problems/issues arise and recommend corrective action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR  
The incumbent is responsible for making sound decisions in dealing with risk management and capital outlay resources. Failure to effectively negotiate and communicate needs can result in program delivery failure and loss of needed program resources (funding & support) in those programs. Poor decisions and an inability to capture program needs at the inception of projects and updating assumptions throughout project development can have a negative impact on the District's program goals, loss of program dollars, and increased maintenance costs. The successful delivery of the District's Programs are critical in maintaining credibility with HQ Corporate, Rural Transportation Planning Agencies (RTPA), the CTC and Legislature.

PUBLIC AND INTERNAL CONTACTS  
Requires frequent contact with District Functional Units, Project Managers, and HQ Risk Management.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS  
Must possess the ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks, through the various stages of project delivery; be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must be able to adhere to established deadlines. Incumbent must be able to develop and maintain cooperative working relationships. Must value cultural diversity and other individual differences in the workforce; be tactful and treat others with respect.

WORK ENVIRONMENT  
The incumbent will be working indoors in a climate-controlled office environment composed of cubicles and under artificial lighting with little outside lighting. The amount and availability of telework will be determined by the Department based on operational need. Activities include, but are not limited to, sitting for prolonged periods of time while using the telephone, keyboard, camera, and computer. Some travel may be required with periodic overtime and overnight stays. Travel may require the use of State supplied vehicles that vary in size. Possession of a valid California Drivers License is required when operating a state owned vehicle.

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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 |
|----------------------|------|

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

SUPERVISOR (Print)

|                        |      |
|------------------------|------|
| SUPERVISOR (Signature) | DATE |
|------------------------|------|