

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)



CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION Delivery Improvement & Agreements	
WORKING TITLE Delivery Improvement Manager	POSITION NUMBER 913-176-3161-007	REVISION DATE 07/31/2026

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 Delivery Improvement & Agreements (ODIA), a Supervising Transportation Engineer, the incumbent will lead Caltrans' engagement with AASHTO and WASHTO and will serve as a subject matter expert on initiatives vital to Caltrans' mission. The incumbent will plan, develop, and facilitate quarterly Statewide Project Management Board meetings, fostering effective collaboration across divisions and districts with a primary focus on the Division of Project Management. In addition, the incumbent will serve as the subject matter expert on FHWA policies and procedures related to project delivery, including the Stewardship and Oversight Agreement.

The incumbent will represent Headquarters Project Management on the statewide Community Engagement Committee, advancing Caltrans' commitment to early, continuous, and equitable engagement as a core principle of project delivery. The incumbent will review and provide input on SB 1 Baseline Agreement packages and proposed legislative bills on behalf of the Division of Project Management.

The incumbent will lead or contribute to teams responsible for identifying and implementing improvements to project delivery. The incumbent will assemble cross-functional teams of content experts, stakeholders, and sponsors to analyze gaps or challenges and propose implementable solutions. Responsibilities will include maintaining records and developing new processes, guidelines, and policies that support improved project delivery. The incumbent will ensure these processes and policies comply with all applicable laws, regulations, and departmental requirements.

Successful performance requires a strong understanding of Caltrans' functional organization and the ability to meaningfully collaborate with subject matter experts and policy owners across Headquarters and the districts. The incumbent will study and understand a wide variety of Caltrans policies and procedures, including those related to Project Delivery, Finance, Planning, Maintenance, and Traffic Operations.

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. (Prosperity, Employee Excellence - Innovation, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - 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. (Employee Excellence - Integrity, People First, 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, Employee Excellence - Innovation, Integrity, Pride, 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)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Prosperity, Employee Excellence - 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, People First)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

- Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity, Employee Excellence - Stewardship)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
20%		AASHTO/WASHTO Engagement: As a subject matter expert using engineering experience in Project Delivery, the incumbent will provide strategic and technical coordination to prepare the Caltrans Director and Chief Engineer for meetings with peers from other state departments of transportation, ensuring they are fully informed on agenda topics and presentations. The incumbent will develop briefing materials for three major meetings annually, coordinate schedules, maintain committee representation, and align Caltrans objectives with national and regional priorities. Additional responsibilities will include facilitating participation in AASHTO Technical Services Programs, supporting STEM outreach efforts, and managing internal information platforms.
20%	E	Project Management Board: The incumbent will develop agendas that address critical statewide priorities, secure knowledgeable presenters, and manage logistics for multi-day sessions held in rotating district locations. The incumbent will travel quarterly to lead the facilitation of these meetings, providing a structured forum for informed decision-making and alignment on Project Delivery priorities.
10%	E	FHWA Policy and Oversight: The incumbent will serve as a the subject matter expert to plan, lead, and manage responses to FHWA audits related to project delivery and will coordinate with key divisions, including Local Assistance and Budgets, to ensure well informed and consistent solutions are developed for each audit recommendation. The incumbent will establish all necessary policy and guidance—including directives, memos, updates to the Project Development & Procedures Manual (PDPM), and any required training materials. The incumbent will also prepare special reports and investigations and will recommend changes to policies, programs, and concepts as needed.
10%	E	Community Engagement: The incumbent will contribute to meetings, shape agendas, track action items, and manage workplans. The incumbent will collaborate across divisions and districts to standardize engagement practices while tailoring strategies to the needs of individual communities. The incumbent will develop statewide tools and guidance that ensure consistent, customer-focused engagement designed to build trust, support transparency, and strengthen efficient project delivery.
10%	E	Legislative Analysis: The incumbent will perform legislative bill analysis and formally report impacts or opportunities a bill may have toward the Division of Project Management's resources, capacity, Capital Outlay Support (COS) program, mission, core responsibilities, and project delivery in general.
10%	E	SB 1 Baseline Agreements: Review and analyze SB1 Baseline Agreements, as well as brief management and provide recommendations.
10%	E	Delivery Improvement: The incumbent will assess delivery improvement opportunities by analyzing existing processes and policies, building a network of content experts, and working collaboratively to shape effective solutions. They will lead focused discussions and statewide meetings to isolate issues, refine outcomes, and maintain momentum. The incumbent will document decisions in clear guidance and policy and ensure the right audiences are trained and prepared to implement improvements.
5%	E	Commitments & Stakeholder Management: The incumbent will create a streamlined process to organize and track Caltrans' commitments and delivery targets with external partners. They will monitor team composition, quickly resolve vacancies, and ensure continuity of representation. When new stakeholders emerge, the incumbent will initiate and lead early engagement, providing strategic and technical coordination until the appropriate division assumes the liaison role.
5%	M	The incumbent will support Cooperative Agreements, Delivery Improvement efforts, and other ODIA priorities as needed. They will also take on special assignments across the Department that advance organizational goals and strengthen project delivery outcomes.

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 may be involved as a lead-worker over students or lower level engineers who are assigned to the Division of Project

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

Management, otherwise no specific supervision is involved.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: Wide and extensive understanding of the Department's organization, policies and procedures is necessary. The position requires a well-rounded understanding of project development procedures and project delivery from initial concept studies to completion of project efforts. This includes but is not limited to Planning, Programming, Procurement, Project Management, Engineering Services, Environmental, Design, Right of Way, Construction, Traffic Operations and Maintenance. The position also requires a working knowledge of relationships with local agencies and the California Transportation Commission (CTC) and their influence with capital project delivery.

Abilities: The incumbent must be able to operate with a professional customer service attitude at all times. The incumbent must be able to communicate effectively displaying an emphasis on the discipline of listening to understand customer intent, ask clarifying questions and seek to discover the true issue. The incumbent must communicate effectively in both written and verbal aptitudes. The incumbent must be proficient with the use of software for word processing, spreadsheets, data bases and email. The incumbent must be able to lead and facilitate large groups to seek a common outcome, while dealing with competing agendas and distracting circumstances. The incumbent must be comfortable with public speaking with both internal and external stakeholders.

Analytical: The incumbent must routinely apply critical thinking, including the process of actively conceptualizing, analyzing, synthesizing and evaluating information gathered from observation, polling, experience or communication, as a guide to action, problem solving or decision making.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will be responsible for exercising independent judgement and initiative in carrying out complex, high-impact duties. Decisions routinely involve interpreting federal and state policies, shaping strategic engagement with national transportation organizations, and advising executive leadership on matters that influence statewide project delivery. The role requires a keen understanding of risk tolerance and the ability to balance competing priorities while safeguarding Caltrans' legal and operational obligations.

Errors in judgment or analysis could result in misalignment with federal requirements, diminished representation in national forums, or failure to meet critical commitments, potentially leading to financial penalties, reputational harm, and delays in delivering transportation projects.

PUBLIC AND INTERNAL CONTACTS

The incumbent will work with a wide variety of Caltrans staff, including policy owners, content experts and chiefs within headquarters' divisions of Design, Project Management, Right of Way, Environmental, Construction, Traffic Operations, Maintenance, Legal, Accounting, Budgets, Planning, Programming and district staff. The incumbent will also work with stakeholders such as the California Transportation Commission staff, and external partners including the League of California Cities, the Self-Help Counties Coalition, the California Regional Transportation Planning Agencies and the Rural Counties Task Force.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

1. Must be able to sit for prolonged periods of time while using a keyboard, mouse, and video display monitor while reading, preparing, and reviewing documents or attending meetings.
2. Must be able to travel, when required to do so based on job requirements

Mental Requirements:

1. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.
2. Must be able to organize and prioritize large volumes of varied documents.
3. Understand linkages between administrative competencies and mission needs.

Emotional Requirements:

1. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations.
 2. Is tactful and treats others with respect.
 3. Seeks to establish a balance between work and personal life.
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WORK ENVIRONMENT

The incumbent's official office location will be the Department's HQ office at 1120 N Street, Sacramento CA 95814 in a climate-controlled setting under artificial lighting.

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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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