

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION 3307/D44	
WORKING TITLE Senior Transportation Engineer	POSITION NUMBER 913-176-3161-100	REVISION DATE 08/10/2026

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 Office Chief, the Senior Transportation Engineer is responsible for managing various statewide reporting efforts, processes, and guidelines essential to the Division of Project Management. The position also leads the development, maintenance, and continual improvement of project management data systems and reporting tools that ensure effective delivery of the Capital Outlay Support (COS) program. The role involves reviewing policies, analyzing project data, developing reports, providing engineering recommendations, and collaborating with internal and external stakeholders to maintain data integrity and improve business processes.

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. (Employee Excellence - Collaboration, Innovation, Integrity, Pride, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (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. (Employee Excellence - Collaboration, Innovation, 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 - Collaboration, Stewardship)
- Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Employee Excellence - Collaboration, Innovation, Integrity, Pride)
- 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 - Collaboration, Innovation, Integrity, Pride, 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, Innovation, 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, 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. (Employee Excellence - Collaboration, Innovation, Pride, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	Prepare formal reports and perform engineering analyses using established policies, guidelines, and tools. Review and analyze project scope, schedule, cost, performance, and workload data. Summarize results, create presentations, and provide recommendations to managers. Lead statewide reporting teams and work with Districts and Headquarters Divisions to improve reporting and project delivery. Use Excel, Tableau, the Quality Management Reporting System (QMRS), PL/SQL, and other tools to develop reports and perform analyses. Work with subject matter experts to create and update reports and analyses. Document business rules, data sources, and user guidance. Coordinate with Districts and Headquarters Divisions to resolve data issues and improve data quality.
10%	E	Develop ad hoc reports using QMRS and other systems to support project monitoring and decision making. Summarize findings and share insights with management. Collaborate with subject matter experts to ensure report accuracy and relevance.
10%	E	Develop statewide multi-year workload projections for the Capital Outlay program. Prepare charts, graphs, and spreadsheets for workload analysis. Review and update QMRS workload reports and tools. Lead discussion and review of workload reports with Districts and Headquarters Divisions.
10%	E	Manage the Division's project split and combine database, including reviewing matrices, entering project data, and ensuring accurate distribution of project budgets and expenditures.
10%	E	Coordinate with Districts to prepare the statewide Annual Delivery Plan, monitor progress, and provide quarterly updates on progress. Perform analysis of delivery issues and make recommendations to improve delivery.
10%	E	Lead process improvement efforts and update division policies, manuals, and guidance. Represent the Division of Project Management on process improvement teams.
10%	M	Lead Project Change Request (PCR) committee meetings, prepare meeting notes, track PCR statuses, perform engineering analyses, and advise Districts on programming changes.

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 is a specialist position and does not directly supervise other staff members. However, the Senior Transportation Engineer provides direction to Department personnel in obtaining, developing, and maintaining the data required for this position

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Caltrans organization, project development process, project management standards both work breakdown structure (WBS) and resource breakdown structure (RBS), and accounting systems. Ability to exercise sound judgment, communicate effectively, and prepare advanced reports and queries using relational databases. Experience in project delivery and familiarity with project management principles preferred.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor decisions may result in inaccurate representation of project data, loss of credibility with decision makers, or development of inaccurate recommendations on which others rely.

PUBLIC AND INTERNAL CONTACTS

Must work cooperatively and effectively with Districts, Headquarters staff, and other stakeholders. Prepare and make presentations to managers as required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Requires ability to sit for long periods, focus on detailed work, adapt to changing priorities, and maintain cooperative relationships.

WORK ENVIRONMENT

Climate-controlled office under artificial light when not teleworking. Occasional in-state travel may be required. Position may be eligible for telework per Caltrans policy.

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. 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
------------------------	------