

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 1 / Maintenance and Traffic / Safety	
WORKING TITLE Assistant Safety Engineer	POSITION NUMBER 901-355-3135-020	REVISION DATE 08/11/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of a Senior Transportation Engineer, the incumbent performs the duties of an assistant traffic safety engineer including identification, analysis, and remediation of traffic safety concerns using reactive and proactive safety approaches. Perform traffic safety investigations, project initiation, project design support, local development and permit reviews, speed management, asset management, and public engagement. The Assistant Traffic Safety Engineer is an advocate for highway safety both internally and externally.

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. (Safety First, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Integrity, Pride)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Integrity, Pride)
- **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 First, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Integrity, Pride)
- **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 First, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Integrity, Pride)
- **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. (Safety First, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety First, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Integrity, 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. (Safety First, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Integrity, Pride)
- **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. (Safety First, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Integrity, Pride)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Safety First, Enhance and Connect the Multimodal Transportation Network, Advance Equity and Livability in all Communities - Integrity, Pride)

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹		Job Description
30%	E	Project Initiation: Prepare Work Orders, Conceptual Approval Requests (CARs), and Project Initiation Proposal (PIP) documents. Activities include identification of project scope, creation of layouts and cross-sections, and cost estimates; analyzing and presenting traffic safety data, and preparing other technical documents.
20%	E	Traffic Safety Investigations: Conduct traffic safety, accessibility, and operational investigations of fatal or injury crashes. Preparation of collision diagrams based on reviews of California Highway Patrol collision reports. Conduct field reviews, traffic counts, signing and pavement delineation evaluations, engineering analysis, and recommend whether corrective or proactive action is warranted. Recommendations can range from simple maintenance work orders to project initiation. Leads or participates in road safety audits and development of district wide road safety planning.
15%	E	Project Design Support: Participate on Project Development Teams (PDTs) and Safety Reviews. Review and comment on Project Initiation Reports (PIRs), Project Reports (PRs), and Plans Specifications and Estimates (PS&E) packages. Ensure consistency with applicable design and safety standards (safety devices, signs and markings, sight distance, clear recovery zones, etc), the Safe Systems approach, Vision Zero, proven safety counter measures, accommodation of all travel modes, and other traffic safety directives and guidelines. Conduct safety analyses including but not limited to preparation of collision data memos, traffic safety index calculations, 2R/3R project safety memos, safe system alignment evaluations, and Highway Safety Manual calculations. Provide traffic safety consultations to other Caltrans functional units including Planning, Design, Construction, Maintenance, and Permit Branches related to safety and operational issues. Prepare signing and striping plans. Conduct field inspections to assess compliance with applicable safety standards and accessibility requirements.
5%	E	Perform Engineering and Traffic Surveys (ET&S) for the establishment and maintenance of speed limits on state highways in District 1. ET&S shall be conducted as specified in Section 627 of the California Vehicle Code (CVC) and the California Manual of Uniform Traffic Control Devices (CA MUTCD). Establishes speed limits as prescribed in Chapter 7, Articles 1 and 2 (CVC Sections 22348 through 22413). Works with District TASAS Coordinator to keep TASAS Listing and Highway Log up-to-date.
5%	E	Asset Management and Data Stewardship: Support Asset Management by developing and maintaining safety asset inventories, developing safety enhancement priorities, and providing safety performance calculations. Report and respond to inquiries from Caltrans Headquarters regarding changes in highway geometrics. Assist with keeping the Traffic Accident Surveillance and Analysis System (TASAS) database and Highway Log up-to-date.
5%	M	Customer Service Requests (CSRs): Track the status of all CSRs accepted by Traffic Safety. Perform necessary investigations. Confer with the Traffic Safety Engineer and staff from the Safe Systems Office to develop the appropriate response. Respond to customers' concerns in writing. Document and track any safety countermeasures implemented. Provide Public Information Office (PIO) support and assist with the preparation of responses to letters and inquiries received from elected officials, cities, counties, Metropolitan Planning Organizations (MPOs), other State and federal government agencies, and concerned citizens.
5%	M	Respond to requests for Traffic Collision Data for project specific reports, California Public Records Act, TORT or construction projects. Maintain collision records for required ten-year retention period, and purge expired records each year. Report and Respond to inquiries from HQ regarding changes in highway geometrics of the Highway Database.
5%	M	Represents the Department of Transportation in a professional and respectful manner at public meetings. The forums include civic groups, public open houses, local transportation committees, Tribal Councils, City Councils, and Board of Supervisors meetings.
10%	E	Perform other duties as required and/or assigned by the Senior Transportation Engineer.

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.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

May be assigned as lead over a team of engineers or student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must act and communicate professionally, ethically, and respectfully. Must have knowledge of civil and traffic engineering principles, analytical skills, and practices as applied to the safety and operations of freeways, expressways and conventional highways. Maintain and expand working knowledge of traffic safety engineering, traffic calming, and multi-modal design. Must understand and apply design engineering standards and principals to analyze highway conditions, geometrics, signing, delineation, and other features to determine appropriate safety enhancements. Must be able to perform accurate engineering calculations, logical analysis, and exercise good judgment in order to recommend the appropriate action. Must communicate information proficiently, both orally and in writing. Good working knowledge and proficiency with computers is required, and must have ability to use various traffic engineering, Computer Aided Design & Drafting (CADD), Geographic Information System (GIS), and productivity applications. Must analyze collected data and field situations, draw conclusions, and prepare reports.

Knowledge of the following references is essential:

- California Manual of Uniform Traffic Control Devices
- California Highway Design Manual
- California Highway Safety Improvement Program Guidelines
- Caltrans Design Information Bulletin 79-03: Design Guidance and Standards for Roadway Rehabilitation Projects
- Caltrans Design Information Bulletin 82-03: Pedestrian Accessibility Guidelines for Highway Projects
- Caltrans Design Information Bulletin 89: Class IV Bikeway Guidance (Separated Bikeways / Cycle Tracks)
- Caltrans Design Information Bulletin 94: Complete Streets - Contextual Design Guidance
- Caltrans Directors Policy 36 - Road Safety
- Caltrans Directors Policy 37 - Complete Streets
- Caltrans Traffic Calming Guide
- Caltrans Traffic Safety System Guidelines
- Caltrans Local Development Review Safety Review Practitioner's Guidance
- Caltrans Project Development Procedures Manual
- Federal Highway Administration - Highway Safety Manual

This list is not all-inclusive. Essential references will likely change as the science of Traffic Engineering improves.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The decisions from this position will provide for the safe movement of public, private, and commercial traffic across all travel modes on the state highways. If work is not properly pursued, unsafe road conditions may develop that compromise public safety and increase liability.

PUBLIC AND INTERNAL CONTACTS

Has daily contact with Caltrans staff. Has moderate daily contact with other local agencies, public, Headquarters staff, and other State agencies. May occasionally represent Caltrans in meetings with other agencies or the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements: Ability to drive to remote field sites that are upwards of 4 hours away from the office, to move around on uneven surfaces in rugged areas that are near live traffic. May be required to sit for long periods of time using computers, keyboards, counting devices, and other office or field equipment. May require lifting objects up to 50 pounds and occasional bending, stooping, and climbing.

Mental Requirements: Sustained mental activity needed for report writing, problem solving, and analyzing when it comes to judgment that relates to public safety. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to plan, prioritize, and execute tasks in order to meet strict deadlines. Must be self motivated to continually learn and adapt to new policies and engineering approaches.

Emotional Requirements: Will be required to interact with many people. It is important that the incumbent work with others in a cooperative manner. May be subject to, and must have the ability to handle, irate public in a calm manner. Must have the ability

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

to resolve emotionally charged issues reasonably and diplomatically. Must be able to adjust rapidly to new situations warranting attention and resolution. Must respect diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at the base of operations, will work in a climate-controlled office under artificial light. Will work in an office, but is also required to travel to work sites related to the job. Occasional overtime may be required.

TELEWORK - This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' 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.)

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