

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Principal Trans Eng, CT	OFFICE/BRANCH/SECTION District 2/Program Project Management and Asset Management	
WORKING TITLE Deputy District Director, District 2	POSITION NUMBER 902-100-3152-	REVISION DATE

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 District Director, the Deputy District Director of Program Project Management and Asset Management (Principal Transportation Engineer) will assist the District 2 Director in delivering the District's capital program projects within scope, cost and schedule. The incumbent will direct Supervising Transportation Engineers and a Supervisor II providing support for the multi-billion dollar program including extensive coordination with the North Region District 2 managers in Design, Construction, Right-of-Way, Environmental, Surveys and Right of Way Engineering and as well as Department and District Planning, Maintenance, Traffic Operations, Programming, Sustainability, Project Delivery, Public Affairs and Administration managers. The incumbent is responsible for the District Asset Management Plan and tracking Performance Goals including pavement, bridge, culvert, ITS and other assets' performance measures for the District to deliver within the Caltrans' Transportation Asset Management Plan as reported to the California Transportation Commission and Federal Highway Administration. In concert with the District Director, the incumbent will strengthen the partnerships with the seven counties and regional transportation agencies regarding project delivery. The incumbent is responsible for managing, budgeting, monitoring, reporting, and directing all phases of program and project delivery; reporting on the delivery status of the portfolio of projects; the establishment, monitoring and reporting of program and project delivery performance measures; the development of the overall workload and capital outlay support budget for the transportation improvement project portfolio; as well as the development and implementation of tools, formulas, training, and standards used to estimate the resources necessary to deliver each project. This requires a high level of experience and leadership skills to ensure commitments are successfully met for the District.

CORE COMPETENCIES:

As a Principal Trans Eng, 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Collaboration, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - 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 - Collaboration, Integrity, Stewardship)
- **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, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - Collaboration, Equity, Integrity, 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, Integrity, Stewardship)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Equity, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Integrity, Stewardship)

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TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
55% E	Oversees the development and implementation of processes, training and tools to improve the management of these projects, with the overall responsibility to ensure all allocated resources are identified, budgeted, and appropriated to be expended within the fiscal year. The incumbent recommends, develops, and implements policies and procedures, establishes work standards and implements work priorities. The incumbent will provide expertise on critical and sensitive project related issues. This also requires a high level of experience and leadership skills to ensure commitments are successfully met for the District. The incumbent is responsible to actively participate as a member of the District Executive Management team and contribute toward the strategic planning and leadership of the District 2 overall program and goals. The incumbent is responsible for the District 2 development, implementation, change management, and performance measurements of new asset management requirements described in the Caltrans Transportation Asset Management Plan, Federal Moving Ahead for Progress in the 21st Century (MAP-21), Department policies, State Senate Bill (SB) 486 and SB 1. Responsible to support, monitor, supervise, manage, partner, promote, and ensure alignment with the organization’s mission, vision values and goals; responsible to manage, track and monitor status of Capital projects, including costs, Capital Outlay Support resources, and resolve internal and external issues that could delay project delivery, identify future support requirements, and work with Headquarters (HQ), District Management, North Region Management, Division of Engineering Services, and outside agencies to ensure that the District meets its Capital delivery commitments. Advises the District Director on highly sensitive and/or critical issues related to areas of responsibility; makes recommendations regarding Programming, Asset Management, and Project Management topics; works with the District and Region staff to identify high-priority work that needs to be accelerated and work with HQ Program Advisors and HQ Programming to identify advance funding for these accelerated projects. Represents the Department at meetings with Legislators, Federal, State, regional, local agencies, and policymaking boards on difficult technical and administrative matters. Incumbent is responsible to represent the Department in public forums in relation to matters pertains to Program and Project Management when concerning the scope and content of district-wide transportation projects. Reviews and advises the District Director on approval of Project Scoping Documents and related Project Agreements (Cooperative, Relinquishments, Railroad, etc.); provides leadership in developing project change requests and CTC programming documents and CTC meeting preparation coordinating with HQ Programming; provides direction as key decision maker within the District/Region refined conflict escalation resolution decision process. Manages or supervises capital outlay employees involved in the programming, development of plans, specifications and estimates, project reports, and other design products, and providing Task Management, technical direction and design oversight for a variety of transportation projects, being sure to have in place quality control and quality assurance methods that meet or surpass Department processes. Develops and monitors the Division’s resources, allocations and budget making necessary adjustments to accomplish workload and ensuring measurements are met which may include negotiations with partners or other members of the District management for resources of personnel. Incumbent is responsible for ensuring project delivery commitments are maintained and delivered and monitored on a daily, weekly and monthly basis and provide monthly reporting. Incumbent is responsible to pay considerable attention to overall safety, constructibility, and compatibility between the Department, local city, county agencies, state and federal resource agencies, and the California Transportation Commission (CTC) guidelines and recommendations.

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35%	E	Asset Management - Incumbent is responsible to effectively manage, monitor, report on District 2 assets and future needs and responsible for SB1 monitoring, tracking, and reporting activities and progress meeting the District Asset Management Performance Goals. Incumbent is responsible to direct staff involved in asset management, SB1 priorities, management reports, and other products to provide technical direction and oversight for a variety of transportation projects to meet the goals of the Road Repair and Accountability Act (SB1). Incumbent is responsible to administer District 2 risk analysis processes to determine risk profile; work to develop a master asset management plan specifically attune to each asset category; coordinate the District and Department Transportation Asset Management Plan in coordination with the District Director, Deputy District Directors, and Statewide Asset Manager, Programming, and Budgets for quarterly and annual updates and reports. Incumbent is responsible to advise the District Director on asset management program decisions and be responsible to pay considerable attention to inventory asset management, available resources and timing of the project delivery year. Asset Management is a strategic and systematic process of operating, maintaining, upgrading, and expanding physical assets effectively throughout their life cycle. It focuses on business and engineering practices for resource allocation and utilization, with the objective of better decision making based on quality. Incumbent is responsible to work collaboratively with other Districts and Headquarters to manage the District Asset Management Plan.
10%	M	Incumbent is responsible to represent the District on committees, task forces, steering committees and policy and advisory groups for projects and issues related to Program Project Management and Asset Management. Incumbent is responsible to resolve internal administrative and personnel matters. Under delegation, assume responsibilities of the office for the District Director. Incumbent is responsible to keep the District Director advised on highly sensitive and/or critical issues related to areas of responsibility.

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

The incumbent directly supervises a variety of staff and may be asked to act in the capacity of the District Director.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: organization and function of California State Government including the organization and practices of the Legislature and Executive Branch; principles, practices, and trends in public administration, organization, and management; planning, cost/benefit analysis, budgeting practices; program development and evaluation; workforce development, personnel management techniques; Safety and Health policies; Principles and Practices of Policy formulation and development; techniques of organizing and motivating groups; Department's Equal Employment Opportunity objectives, and a manager's role in EEO. Must have a thorough knowledge of and commitment to the Department's mission and policies.

Must possess the ability to communicate and negotiate effectively. Must be able to communicate the goals and desires of the District and provide District influence regarding statewide program decisions. Must have the ability to get along with others and communicate effectively in writing and orally.

Must have experience in the transportation engineering field and possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. Requires the analysis of District and Program goals, objectives and performance measures in setting project priorities and preparing programs containing multiple project types.

Incumbent is responsible to utilize, demonstrate, and maintain professional courteous communications with the public and other employees. Incumbent is responsible to take the initiative on improving office efficiency, demonstrate teamwork, utilize computer skills, and multi-task to complete occurring tasks that may arise. Incumbent is responsible to provide outstanding customer

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service and administrative support, to respond to any and all questions, including technical, questions presented by staff, administration and management; assist with special projects as they arise, i.e., document review and corrections, revisions on time-sensitive requests, collecting, documentation, etc. The incumbent must possess a valid Class C, California Drivers License. Incumbent will be required to travel to assigned areas of responsibility to assist Supervisors and/or other special assignments as needed. Incumbent provides and receives written and/or verbal instructions. Provide support and backup coverage and assistance to peers, and related classifications during absence of other office personnel. Participate in all Region Office, District Office, Departmental and State mandated meetings, training, etc.

Incumbent is responsible to maintain accurate filing system, ensure mandated retention schedule is in compliance, update logs, update reports in a timely manner, and respond to telephone calls. Responsible to complete all tracking, record keeping, status of all correspondence requiring management approval, ensure management is aware of deadlines, and update reporting and tracking tools as required. Responsible to arrange meetings for local partners and agencies management, HQ, Divisions, sales reps, both internal and external divisions, Districts, at various office locations.

Must have knowledge of the Department's Mission, Vision, Goals, Values and priorities. Must have a working knowledge of principles and practices of general business management, fiscal management, basic administrative analysis and budget procedures.

Must have the ability to analyze data, develop ideas, provide recommendations, and present information correctly and effectively, in both oral and written reports. Must have strong ability to track, organize, and analyze data and possess interpersonal skills necessary to become an effective team member. Ability to analyze various situations that arise and determine an effective course of action. Must be able to prioritize workload to meet deadlines. Analytical skills are necessary in order to research and accurately apply appropriate laws, rules and policies and make sound recommendations.

Must be able to use initiative to take appropriate action as dictated by schedules, receipt of information, or documents. Must have the ability to handle multiple tasks efficiently and have the ability to interact with the public professionally and courteously.

Must be able to work under pressure with numerous deadlines and prioritize work to meet needs. Must be able to recognize potential programs and initiate or make recommendations for corrective measures.

Must be able to communicate effectively, both orally and in writing. Open communication is critical with the District and Headquarters management and staff. Must have the ability to make presentations, use of good judgment for project analysis and be able to handle multiple priorities.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incumbent has overall responsibility for the efficiency and effectiveness of the Asset Management and District Capital Outlay Support Program and provides for the implementation of all laws, rules, regulations and policies affecting program activities. Poor decisions and an inability to capture program needs at the inception of projects can have a negative impact on the District's program goals, loss of program dollars, and increased maintenance costs, as well as our relationship with our partners.

Incumbent has responsibility for providing a positive image of the Department. Must be receptive to sudden change and apply initiative to incorporate changes and resolve problems with minimal disruption. Reporting of inaccurate information could cause program managers to make erroneous decisions. Errors in judgment may result in the release of confidential information. This may result in monetary loss to the department in the form of lawsuits, grievances or other legal action. Incorrect information given to employees may adversely affect their employment status and/or employment eligibility. Incorrect information provided to the public may result in a loss of credibility for the Department.

The incumbent is the primary contact for new employees and the public seeking employment information, and as such is often the first impression received of Caltrans. A strong commitment to customer service is a must. Lack of timely processing of documents could delay the employee's start date or commencement of benefits. Indiscretion with confidential information can result in a liability for the Department. Poor customer service to employees could adversely affect the image of the Department.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, Social Security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employees' confidential information may damage DHR's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

PUBLIC AND INTERNAL CONTACTS

The incumbent may have daily contact with all levels of employees and the public, and is expected to exercise tact, discretion, and excellent communication and customer service skills. Must be able to communicate by phone, letter, e-mail, and in person

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with; employees, private citizens, concerning all areas of job related duties. Incumbent develops and maintains partnerships of assigned functions with other headquarter and district functions, local governments, contractors, other state agencies, and federal agencies, and speaks in public on the effects of current transportation projects as they relate to transportation matters. It is a requirement to project a professional and business-like image, and develop and maintain effective working relationships with Executive Management, Supervisors, Superintendents, and Region staff, as well as District, HQ, and Statewide contacts.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to develop and maintain cooperative working relationships, recognize emotionally charged issues, problems, or difficult situations, and respond appropriately, tactfully, and professionally. Must be able to work independently and as part of a team. Must be able to sit for long periods of time using a keyboard and video display terminal while performing tasks utilizing a PC. May be required to move medium size boxes of material and packages from one location to another. This position requires patience and understanding when dealing with a high volume of requests from a diverse group of people. Must have the ability to multi-task, adapt to changes in priorities, stay mentally focused for long periods of time, and complete tasks or projects with short notice. Must be able to develop and maintain cooperative working relationships. Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. Must be able to develop and maintain the trust and respect of management and staff. The incumbent will be expected to be emotionally and mentally capable of responsibly caring for state resources under their control and treating others with courtesy and respect. Must be able to determine and execute an effective course of action while under pressure. Must be able to organize and prioritize large volumes of varied documents and tasks. Must be able to sit and/or stand for long periods of time and perform tasks utilizing a personal computer and telephone. The workload is subject to frequent, substantial, and unexpected changes within a short time period.

WORK ENVIRONMENT

The incumbent will be exposed to computers, various lighting conditions - including but not limited to artificial lighting in a standard work cubicle, will be required to stand or sit for prolonged periods. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Must be able to work at a keyboard and focus on complex tasks for long periods of time. Must be able to organize and prioritize large volumes of work documents. Overtime may be required, and vacations may be restricted during peak times and fiscal year-end closing. Incumbent will be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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
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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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