

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION Office of PMAS, Division of Project Management	
WORKING TITLE Transportation Engineer	POSITION NUMBER 913-176-3135-911	REVISION DATE 09/25/2026

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 of Project Management Application Systems (PMAS), a Supervising Transportation Engineer, the incumbent applies transportation engineering principles to support the Department's Project Management data ecosystem. The role requires the ability to conduct independent research with minimal guidance, evaluate and synthesize complex engineering and project delivery data, and meet multiple deliverable deadlines. Success in this position requires readiness to learn, adapt, and innovate, as well as the ability to collaborate and build consensus with subject matter experts statewide to support enterprise project-management data, systems, and processes. The incumbent performs system administration, maintenance, documentation, improvement, and support activities for database systems such as the Quality Management Reporting System (QMRS), including daily data refresh, database upkeep, APEX reporting support, subversion processes, interface documentation, and coordination with stakeholders to ensure system stability, accuracy, and usability. The incumbent develops, maintains, and updates office's quality management materials, including communication plans and desk procedures, to ensure consistent guidance and effective program operations. The incumbent coordinates office training activities, including planning, organizing, and supporting the development and delivery of training sessions for staff. The incumbent is responsible for overseeing contract administration activities, including tracking, coordination, and the ongoing management of contracts to ensure compliance with procurement and departmental requirements. The incumbent also processes Public Records Act (PRA) requests assigned to the office, ensuring timely coordination, conduct research, thorough review, and the release of responsive documents in full compliance with applicable laws and departmental requirements. In addition, the incumbent supports the improvement of policy and guideline documents and providing expert guidance statewide to ensure consistency, accuracy, and alignment with departmental and division requirements. The incumbent responds to and fulfills ad hoc reporting and analysis requests received by the office, providing timely, accurate information to support decision-making. The incumbent also performs other related duties as assigned in support of office operations and organizational priorities.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Prosperity - Collaboration)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Equity - Integrity)
- **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. (Employee Excellence - 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 - People First)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Prosperity - People First)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity - People First)
- **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 - Stewardship)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity - 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 - Pride)

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
20%	E	Supports the Quality Management Reporting System (QMRS) by performing daily refresh, maintenance, and improvement activities to ensure current and reliable project delivery data for system users. Responsibilities include maintaining and supporting databases, monitoring engineering data integrity, addressing issues, and coordinating with stakeholders when discrepancies arise. Provides ongoing support for the APEX-based reporting system by ensuring that reports, queries, and dashboards operate correctly and meet business needs. Manages subversion processes. Develops and maintains interface documentation, including glossaries, data dictionaries, data-flow diagrams, and desk manuals. Also supports external connections by coordinating data needs, troubleshooting access or data-flow issues, and assisting with integration points between QMRS and other enterprise engineering project management systems.
20%	E	Supports office quality management by preparing, updating, and maintaining the communication plan, ensuring that communication expectations, distribution methods, responsibilities, and engagement approaches are clearly defined for internal and external partners. Develops and maintains the desk manual and associated procedures to provide accurate, accessible, and standardized guidance for office processes, engineering workflows, and project tracking protocols.
20%	E	Supports office wide and division wide training development by coordinating the schedule, preparation, and delivery of internal training sessions. Works with staff to identify topics related to project management applications and data standards, assists presenters in developing clear and effective materials, and manages session logistics to ensure smooth delivery. Facilitates communication and post-training follow-up to promote continuous knowledge sharing and strengthen staff understanding of office processes, tools, and deliverables.
20%	E	Manages Public Records Act requests assigned to the division by reviewing incoming requests, conducts research, coordinating with staff to gather responsive documents, and ensuring all responses meet statutory requirements and internal deadlines. Responsibilities include tracking request status, communicating with requesters and internal stakeholders, and preparing complete, accurate, and appropriately redacted document packages.
10%	E	Acts as contract manager by coordinating contract activities, managing documentation, and monitoring contract status to ensure compliance with procurement and departmental requirements. Supports contract development, deployment, and ongoing oversight, and assists with engineering task-order management, invoice processing, and communication with vendors, consultants, and internal partners. Ensures that contract files, records, and related documentation are properly organized, maintained, and updated to support efficient and compliant contract administration activities across the program.
5%	M	Supports department and division policy and guideline framework by ensuring documents remain accurate, current, and aligned with statewide procedures and statutory requirements. Provides clear, consistent guidance to staff and helps maintain compliance with statewide capital-outlay and expenditure-tracking requirements.
5%	M	Completes ad hoc reporting and data-analysis requests from management and stakeholders. Responsibilities include gathering data, performing analysis, preparing clear summaries or reports, and delivering information in a timely manner to support decision-making. These tasks vary based on organizational needs and may require cross-functional coordination, rapid turnaround, and the ability to interpret complex engineering, resource, and project performance datasets.

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 does not directly supervise other staff members.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
This position requires knowledge of Caltrans' mission, vision, goals, values, organizational structure, departmental policies and procedures, the project development process, project-management concepts and standards, and Enterprise Data Governance principles. The role also requires the ability to organize tasks and assignments; work independently and collaboratively; analyze information and develop sound, well-supported recommendations; prioritize work to meet deadlines; and prepare and deliver

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

clear presentations. Additional abilities include conducting research, evaluating complex information to support decisions, developing and providing training, and effectively coordinating and facilitating discussions with staff at all levels of Caltrans.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent acts independently and is responsible for carrying out the above described broad range of duties, and providing the best professional advice to Caltrans management and staff. Poor decisions may result in ineffective utilization of training resources; a potential failure in improving data quality, control and performance; and a loss in credibility with the Legislature, the California Transportation Commission, and various other control agencies, and inaccurate recommendations made based on misleading information from inaccurate data.

PUBLIC AND INTERNAL CONTACTS

The incumbent is required to deliver presentations and communicate with diverse disciplines within the Department and external stakeholders. In performing these duties, the incumbent is expected to establish and maintain effective working relationships, uphold integrity in all workplace interactions, and provide timely, high-quality customer service.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position requires the ability to sit for extended periods while using a keyboard and video display terminal. May also be required to lift, carry, and move boxes of material under 25 pounds from one location to another. Regular and predictable attendance is required. The role also demands the capacity to multi-task, adjust quickly to changing priorities, and complete assignments or projects on short notice. In performing these duties, the incumbent must establish and maintain friendly, cooperative working relationships and communicate effectively, including recognizing emotionally charged issues, understanding varying responses, and responding appropriately to difficult situations. The incumbent is also expected to take ownership of assigned tasks, deliver accurate and complete work products on schedule to support stakeholders, and contribute to maintaining organizational momentum.

WORK ENVIRONMENT

The employee will work in a climate-controlled office under artificial lighting when not teleworking. Occasional in-state travel may be required. This position may be eligible for telework in accordance with current Caltrans telework policy; however, the amount of telework allowed is at the Department's discretion and may change based on operational needs. While Caltrans supports telework, in-person attendance may be required, and employees are expected to report to their designated worksite with minimal notice if an urgent need arises.

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.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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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