

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer (Civil)	OFFICE/BRANCH/SECTION District 8, Division of Planning, Local Assistance	
WORKING TITLE Local Assistance Area Engineer	POSITION NUMBER 908-222-3135-912	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 a Senior Transportation Engineer/ District Local Assistance Engineer, incumbent independently plans, organizes and performs a variety of complex technical and analytical engineering activities involving the administration of federal-aid and state-aid transportation funding programs to local agencies. This includes new programs in the State Senate Bill 1 and Federal Infrastructure Investment and Jobs Act (IIJA). The incumbent will be designated as the unit's Transportation Funding Program/Project Manager for various federal and state transportation programs such as: Highway Bridge Program (HBP) , State Transportation Improvement Program (STIP) , Highway Safety Improvement Program (HSIP), Proposition 1 B Seismic Retrofit Program, the Active Transportation Program (ATP) and Federal Highway Administration' s (FHWA) discretionary programs. Incumbent will analyze and interpret federal and state statutes, policies and programs that involve federal-aid project development (including National Environmental Policy Act (NEPA) and Right of Way Uniform Relocation Assistance and Real Property Acquisition Policies Act compliance) review described in the Local Assistance Procedures Manual (LAPM) and Local Assistance Program Guidelines (LAPG). Incumbent will work in a team environment to deliver the Local Assistance Program and provide quality service to local agencies. Other duties may be assigned.

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.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Program/Project Manager Liaison Acts as a program/project manager advisor for cities' and counties' programmed local system transportation projects administered through District 8, Office of Local Assistance. Programmed projects include the STIP, HBP, HSIP, Emergency Relief (ER), the Public Lands Highway (PLH) program Prop 18, and ATP. Analyzes, interprets and implements Federal and State rules and regulations mandated by the Federal Highway Administration (FHWA) and Caltrans Division of Local Assistance. Responsible for assisting and advising Local Agencies in defining and managing all project development milestones; Environmental and permits, Plans, Specifications & Estimates (PS&E), right of way, and construction; assisting agencies with defining and implementing costs, scope, and schedules, from projects inception through completion. Performs filed inspections/final project reviews. Facilitates multi-function project teams of functional staff, functional managers, local stakeholders and customers, and resource agencies as necessary, to ensure successful delivery of assigned projects. Maintains open communication and provides timely and accurate project information to project team members.
25% E	Project Team Coordination Assures local agency projects are accurately programmed and represented in the State Transportation Improvement Program and other programming documents. This responsibility includes, but is not limited to, coordination with District 8 Regional Planning, HQ Transportation Programming, Regional Transportation Planning Agencies, California Transportation Commission Liaison, Local Agencies, Division of Local Assistance, and Resource Agencies. Responsible for the administrative activities of managing the Federal funded and state funded programs under the responsibility of the District Office of Local Assistance.

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20%	E	Project Database Management Manage District 8 Local Assistance project database for local agency projects. This includes defining and monitoring all project milestones including, but not limited to NEPA, Permits, PS&E, Right of Way Acquisition, Timely Use of Funds, Advertisement, Award, Construction, and project completion. Incumbent is responsible for the data management of the Project Management Database of local agency projects. Database would include LP2000 (Discoverer), California Transportation Improvement Program System (CTIPS), and Federal Aid Database System (FADS).
5%	M	Process Reviews Meet with local agencies to review project file procedures. This includes reviewing the local agencies' contract procedures with consultants for various phases of project components and construction bidding documents to ensure all procedures as outlined in the Local Assistance Procedures Manual are followed correctly. As a result of the Process Reviews coordinate with the Division of Local Assistance to insure corrective actions are taken, if needed, and completing Final Process Review documents.
5%	M	Local Capital Outlay Assistant Project Manager Work with District State STIP Coordinator to help develop and deliver local agency projects on the State Highway that are administered by the local agencies.

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 supervise other employees. Incumbent receives general direction from the Chief, Office of Local Assistance. Incumbent is expected to work independently with a high degree of initiative and motivation.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Basic principles of physics, chemistry, and mathematics as applied to civil engineering, engineering surveying; hydrology and hydraulics; stress analysis; mechanics; strength of materials; properties and uses of engineering construction materials; methods and equipment of engineering construction; engineering economics. Must have a good working knowledge of desktop and mainframe computer applications creating management reports. Requires knowledge of Department's purpose, organization, policies and procedures. The incumbent must have a general knowledge of the Local Assistance Program, the federal-aid project development process, programming of the State Transportation Improvement Program (STIP) and statutes related to the funding of transportation improvements.

Ability to: Plan, organize and schedule work to accomplish the District Local Assistance Program mission, goals and objectives. Ability to use own initiative to take the appropriate action as dictated by schedule or receipt of information. Ability to reason and analyze data from technical reports. Must be able to develop and present ideas and information effectively, both orally and in writing. Ability to develop, evaluate, and formulate solutions to complex problems. Read and interpret documents such as Department Directives, policies, procedure manuals and statutes. Understand project management and project development practices in order to monitor the progress of Local Assistance programs and projects for reporting purposes. Must be able to establish and maintain positive cooperative working relationships in an office environment with co-workers and employees of local agencies. Must be able to travel to various locations, occasionally requiring an overnight stay for meetings, field reviews or training purposes.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Independently performs responsible and complex administrative work for the Local Assistance Program. Incorrect information supplied to management, DLA, local agencies or FHWA could result in monetary loss and impaired local project delivery.

PUBLIC AND INTERNAL CONTACTS

Communicates within the division, other district divisions, and headquarters. Has frequent contact with state, county, city and other local agencies on transportation projects. Contact is by telephone, electronic mail, written correspondence, and in person. Represents District Local Assistance at various meetings involving local governments and allied agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements:

- Sit and stand for short and long periods of time. Activities also include bending, stooping, pushing, pulling, lifting office and/or multi-media equipment, standing for extended periods of time, and continuous hand movement while writing or using the computer.
- Use various electronic devices such as computer, telephone, cellphone, headset, etc.

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- Ability to move files and documents from one location to another.
- Facilitate and participate in multiple interactions with many people throughout the day.

Mental and Emotional Requirements

- Multi-task, to adapt to changes in priorities, and to complete tasks or projects on short notice.
- Adjust rapidly to new situations which warrant attention and resolution.
- Employee must sustain concentration level needed for reviewing material, problem solving, and reasoning.
- Develop and maintain cooperative relationships.
- Behave in a fair and ethical manner toward others.
- Demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

This position requires the majority of work to be performed in a typical office setting in a climate-controlled environment under artificial light. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans' current telework policy. While Caltrans supports telework, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises. Employees may be required to conduct business travel on behalf of the Department or commute to the assigned Headquarters location. Business travel reimbursements consider an employee's designated Headquarters location, primary residence, and may be subject to California Department of Human Resources regulations or applicable bargaining unit contract provisions. All commute expenses to the Headquarters location will be the responsibility of the employee. Work environment may also include field environments such as transportation construction zones. The incumbent may also be exposed to a variety of hazardous and/ or unpleasant field conditions including working next to high speed traffic, uneven walking surfaces, during wet, rainy, cold, or hot weather or any other type of weather conditions. Additionally, travel within the State may be required to attend various meetings, training, conferences, and/or seminars. The employee will adhere to regularly established working hours.

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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