

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Transportation Engineer, CT	OFFICE/BRANCH/SECTION D80 Financial Programming, OCIP	
WORKING TITLE Programming Liaison Engineer	POSITION NUMBER 900-080-3161-031	REVISION DATE 09/29/2026

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 Chief of the Office of Capital Improvement Programming (OCIP), a Supervising Transportation Engineer, the incumbent has responsible charge of engineering analysis work in assigned areas. The principal area of responsibility involves management of program of projects in the State Transportation Improvement Program (STIP), various Proposition 1B Programs, Senate Bill 1 (SB1), Trade Corridor Enhancement Program (TCEP), SB 1 – Solutions for Congested Corridors Program (SCCP), and SB 1 - Local Partnership Program (LPP) for specific geographic regions. Lead for managing the electronic Project Programming Request (ePPR) tool.

Additional statewide responsibilities include close coordination with District Program/Project Management offices as well as Programming offices in the Divisions of Right of Way, Local Assistance, Rail and Mass Transit, and Budgets. Assigned areas may be changed from time to time in response to changes in workload. The position requires the ability to work independently, meet short deadlines on a regular basis, and to work effectively with all levels of staff in Caltrans' Headquarters (HQ) and Districts, California Transportation Commission (CTC), and federal, regional, and local agencies.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers is required

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Employee Excellence - Collaboration, Innovation, 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, Stewardship)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Employee Excellence - Collaboration, Equity, Integrity)
- **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. (Employee Excellence - Collaboration, Innovation, Stewardship)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Equity, Innovation, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, 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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Employee Excellence - Collaboration, Innovation)

TYPICAL DUTIES:

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

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35%	E	Preparing project level and program level reviews for the Interregional Transportation Improvement Program (ITIP), and Regional Transportation Improvement Programs (RTIPs), based on technical engineering evaluation and program requirements. This includes recommendations on the status of particular projects, technical review of project study reports, recommendations for program priorities, comparing competing project needs, evaluating cost effectiveness of project alternatives, and determining consistency with the Interregional Transportation Strategic Plan (ITSP), Regional Transportation Plans (RTPs), and regional Federal Transportation Improvement Programs (FTIPs). Reviewing and making recommendations to Department's applications submitted for funding in the TCEP and SCCP programs. Reviewing Baseline Agreements (BA), quarterly reports, and completion reports for programmed TCEP, SCCP, and LPP projects.
30%	E	Developing and maintaining current records within the programming database, California Transportation Improvement Program System (CTIPS), and personal knowledge of project and program information for all projects in assigned areas. This includes documenting approved actions such as program amendments, allocations, and time extensions after every CTC meeting. This requires coordination with other members of the office, Program Advisors from other programs, HQ and district Project Management and Planning staff, regional agency representatives, local project sponsors, and CTC staff. Lead for maintaining the electronic Project Programming Request (ePPR) tool, and responsible for data transfers between CTIPS and CalSMART.
25%	E	Using engineering experience and the information from Districts, Local Agencies, HQ Program Advisors, Project Management and Budgets, to prepare program/project amendments and assess project readiness based upon a variety of technical factors related to project delivery, and will make recommendations on project amendments and allocations. Working with the project sponsor, regional agency, HQ program managers, and CTC staff, the incumbent will evaluate the need and recommend a course of action in regards to changes in programming related changes to project costs, scopes and schedules. The incumbent prepares all necessary analysis and staff reports necessary for CTC action.
10%	M	Conducting special studies. Preparing or directing the preparation of charts, diagrams, maps, fact sheets, correspondence, research, and reports as necessary and as directed. Review and make recommendations on legislative proposals and prepare correspondence including requests from the Legislature, the Governor and the Director. Participate in process efficiency and improvement projects.

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 Senior Transportation Engineer receives general instructions and guidance from the Office Chief. The Senior Transportation Engineer does not supervise but may act as lead worker for associate and assistant level staff in the office.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires a broad expertise and background in the state and local transportation systems, and their capital improvement needs. This includes prior engineering experience using the knowledge and skills required in project management, project development, construction, analytical research, programming, system planning and project funding.

A thorough knowledge of state statutes, regulations, guidelines, and policies related to transportation programming. A general knowledge of federal statutes, regulations, guidelines, and policies related to transportation programming, project delivery, and funding of transportation projects. An understanding of the relationship of the federal transportation programming process to the state's transportation programming process.

Ability to lead and work with a multi-disciplinary staff, collaborate with outside stakeholders, and serve in a consulting and coordinating capacity with other Caltrans' Districts, HQ Divisions, and the CTC, in developing quarterly and annual program reports.

Ability to communicate effectively, both orally and in writing. The ability to develop and maintain effective working relationships and work cooperatively with others. Ability to respond to inquiries from Caltrans' management, and internal and external customers in a timely and effective manner.

Knowledge of and ability to use personal computer equipped with e-mail (Microsoft Outlook), Microsoft Word, Microsoft PowerPoint, and Microsoft Excel. Knowledge of database software including FileMaker Pro, CTIPS, PMCS, and other Internet applications is desirable.

Ability to work with minimum direction and supervision, to initiate action independently, to handle multiple assignments

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simultaneously, to learn new tasks quickly with little or no formal training, and to be responsive to customers and management policy.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer is responsible for: working with others and making recommendations on programming documents; eligibility of projects for funding; guidelines and procedures to be followed by Caltrans and regional agencies, and overall compliance with programming requirements. The actions and recommendations impact hundreds of millions of dollars in transportation funding for California. The consequences of not meeting responsibilities or making poor decisions and recommendations, could jeopardize the timely availability of funding for state, regional and local projects, therefore resulting in project delay.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely contact various Caltrans Headquarters and District staff, CTC staff, and regional transportation planning agencies to work cooperatively on issues regarding various programs managed within the office. These contacts will be verbal or written as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may also, on occasion, be required to travel to various parts of the state to meet with district and regional agencies.

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.)

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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