STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

# POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

| CLASSIFICATION TITLE | OFFICE/BRANCH/SECTION | |
|---|---|---|
| Principal Trans Eng, CT | District 10/ Traffic Operations | |
| WORKING TITLE | POSITION NUMBER | REVISION DATE |
| Deputy District Director - Traffic Operations | 910-385-3152-001 | 10/19/2026 |

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

## GENERAL STATEMENT:

Under the direction of the District Director, the incumbent is responsible for managing the Division of Traffic Operations, which includes the Office of Safety and Office of Mobility. Specific responsibilities include planning, organizing, budgeting, controlling, reviewing and directing the work of Traffic Operations programs. Makes presentations to the public and local agencies, represents the Department on policy matters, prepares correspondence and reports; Duty Officer; and acts for the District 10 Director as needed.

## 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.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity - Innovation, People First, Pride, Stewardship)
- **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 - Collaboration, Equity, Stewardship)
- **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 - Collaboration, Equity, Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Equity, People First, Pride)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Equity - Collaboration, Equity, People First)
- **Interpersonal Effectiveness :** Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Equity - Collaboration, Equity, People First)
- **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. (Safety - Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Safety - People First, Stewardship)

## TYPICAL DUTIES:

| Percentage Essential (E)/Marginal (M)[1] | Job Description |
|---|---|

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| | | |
|---|---|---|
| 40% | E | Develops and implements policies and procedures for the performance and quality standards related to the Traffic Operations Division within the District. Develops implements and manages the Traffic Operations personal services and operating expense budgets. Develops and implements policies and procedures to coordinate all phases of the District's Traffic Safety and Traffic Mobility Program activities within Departmental policy direction and program goals. Develops policies and recommends operation projects to improve the safety and performance of the existing highway system. Develops policies and procedures for monitoring traffic and performance of the existing highway system; manages traffic for construction and maintenance activities, incidents, and special events. Responsible for issuing encroachment permits for activities within the State highway right of way. Responsible for traffic investigations and correctives measures; preparation of plans, specifications and estimates for highway signals; and the operation of the Traffic Management Center. In coordination with the Planning Division and local agencies, implements Transportation Systems Management and Operations strategies, including managed lanes. Involved in the resolution of highly complex or politically sensitive problems; administrative and personnel matters; and interagency and public relations work. Supports the District Director and the Deputy District Directors in administering the overall program goals of the District and Department. |
| 20% | E | Appears before and represents the District in negotiations with public bodies regarding traffic operation issues; represents the District in annual coordination meetings co-hosted by the District Transportation Planning and Operations Divisions with regional transportation planning agencies and speaks before public officials on transportation issues in various public forums and on a wide range of operations issues. Advises and/or acts for the District 10 Director on operations related matters and responds to inquiries from legislators, public agencies and the private sector. Participates as a member of the District Executive Staff in developing and implementing an effective transportation program in the District. Develops and implements work priorities. Reviews new material and innovative methods for possible utilization in operations. |
| 20% | E | Develops, coaches and trains staff through effective leadership, delegates work assignments, appraises performance of subordinates, determines training needs and plans for succession. |
| 15% | E | Develops performance goals, new initiatives and objectives for operations to encourage performance consistent with Departmental, District and Program goals. Implements the strategic plan, goals and objectives through effective strategies. Monitors and reports progress against performance targets. |
| 5% | M | Personally reviews and inspects highway and highway related facilities to ensure that traffic operations activities are safe and effectively implemented. |

[1]ESSENTIAL 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 Deputy District Director also has administrative level of supervision over a multi-disciplinary staff consisting of engineering and support classifications.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

programming, construction, administration, maintenance, traffic and permits offices and effects the operations have on the environment and the citizens of California. Ability to establish program objectives and direct the work of subordinates in accomplishing the goals of the Department and the District. Knowledge of various phases of transportation engineering, including the planning processes and methods, systems planning, evaluation of alternatives, facility design, construction and maintenance; land development law; transportation economics and financing; project management concepts; factors which influence the impact of transportation facilities, hydrology and hydraulics; principles and techniques of personnel management and supervision; a supervisor's role in equal employment opportunity, employee health, safety and labor relations programs and the processes to meet their objectives.

Ability to plan, organize and direct the work of others; analyze situations accurately and develop an effective course of action on very short notice; relate to and work with interdisciplinary groups and large segments of the public; make effective oral and written presentations to both small and large groups. Ability to read and write English at a level required for successful job performance. Must be able to judge work quality and performance, and interpret and apply Departmental policy. The incumbent performs the full range of analysis in planning, coordinating and directing the activities, directing special studies,analyzing and recommending solutions to sensitive issues and handling complex administrative, planning, maintenance and engineering problems. Inspects work performed as needed. The position requires day-to-day analysis and monitoring of numerous projects, programs and activities. Should possess a valid California Driver's license when operating a state owned or leased vehicle.

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# POSITION DUTY STATEMENT

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Is in responsible charge and answers for decisions and for the actions and decisions of subordinates. Responsible for interpretation of departmental policies, procedures and guidelines. Responsible for his/her actions, decisions, quality of work and proper use of State time, equipment and materials.

Errors in judgment could result in inefficient use of public funds, failure to meet budgeted programs, jeopardize meeting project deadlines, negative impact the department's image, jeopardize the safe and efficient operation of the highway and highway related system, loss of program funding, and injuries or delays to the traveling public and a less safe workplace for Caltrans workers.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with Department managers, staff, and federal, state, regional, and local agencies, academic personnel, a broad range of experts, international contacts, and industry representatives at all levels, both within and outside the transportation sector. Contact with legislative staff and the general public is also required.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent should be able to quickly adapt behavior and work methods in response to new information, priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with short notice. The incumbent should be able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; create a work environment that encourages creative thinking and innovation; be willing to take risks and initiate actions that involve a deliberate risk to achieve a recognized benefit or advantage, and value cultural diversity and other individual differences in the workforce.

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, making oral presentations, and participating in meetings.

Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance. The organization's work is subject to frequently changing work situations in which all of the following conditions are met:

- the approximate date of these changes cannot be accurately predicted;
- the changes substantially affect resources needed, and those resources are difficult to estimate;
- the changing work situations require frequent and substantial reprogramming, rescheduling, or reassignment of work, or all of these actions;
- the manager makes, or participates in making, many decisions concerning the shifting of resources to meet sudden changes;
- the changes require almost constant attention to work progress and to adjustments in plans and schedules; and
- the work situations are such that they demand qualities such as exceptional adaptability, special skills in planning, ability to act quickly, and ability to withstand considerable and continuing pressure.
- field reviews - periodic for operational improvements, including remote locations during storm conditions.

Position requires interaction with many people. It is important that employee works with others in a cooperative manner. Ability to resolve emotionally charged issues reasonably and diplomatically. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships. Behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. Influences others toward a spirit of service and meaningful contributions to mission accomplished. Values cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

While at the base of operation, employee will work in a climate-controlled office under artificial light. Position requires frequent travel statewide for attendance at meetings and trainings.

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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 |

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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