STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Principal Trans Eng, CT	Headquarters Budgets/Office of Federal Resources	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Principal Transportation Engineer	900-082-3152-001	10/22/2026

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 California Department of Transportation (Caltrans) Division of Budgets Chief (CEA B), the incumbent is responsible to direct and lead the work performed within the Office of Federal Resources. The Office Chief over the Office of Federal Resources is responsible for the management of federal transportation funds received by California to support the state's multi-modal transportation system, which also includes the Emergency Relief (ER) Program and federal discretionary/ competitive grant funds awarded to California. This involves policy development and implementation of departmental financial policies impacting not only State Highway projects, but includes Local agency projects and projects completed in cooperation with other States. Policy implementation and financial decision made by this position have reaching impacts at all levels of Governments in California, other State agencies and with the United State Department of Transportation, and more specifically with the Federal Highway Administration (FHWA).

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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, 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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, 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, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Safety, Equity, Prosperity, Employee Excellence - 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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, Stewardship)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Equity, Integrity, 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. (Safety, Equity, Prosperity, Employee Excellence - Collaboration, Integrity, People First, Stewardship)

TYPICAL DUTIES:

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

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40%	E	POLICY DEVELOPMENT AND IMPLEMENTATION Develops and implements policy impacting Billions of Federal funds received annually by California to support the state's multi-modal transportation system. Reviews changes in federal rules, regulations and laws to determine departmental policy modification to assure federal funds are allocated and used to the maximum amount possible, compliant to all applicable federal statutes, including pursuing funds not used by other States. Works with Caltrans internal and external stakeholders, including the FHWA Division and Headquarters staff to review existing and proposed law, rules and regulation at both the Federal and State level determining the impacts on California's Transportation programs and develops changes that benefit California's Transportation programs. Coordinates with Caltran's internal and external stakeholders establishing disaster recovery eligibility for Federal ER funds, prepares proposed language for Congressional use to increase ER funding when damage exceeds Federal limitations.
40%	E	FEDERAL FUNDING AND PROGRAMMING MANAGEMENT Develops and implements an annual federal funds usage plan including contingency plans to assure that all projects, including federally funded local agency projects receive timely funding and are not delayed. Develops and implements innovative funding methods increasing the opportunity to accelerate project delivery and funding. Under delegations from FHWA, authorizes projects for federal participation. Provides guidance to local and regional agencies regarding the appropriate process to access discretionary Federal funding and aid in the development of innovative financing methods for local agency projects.
15%	E	PARTENRSHIP AND COLLABORATION Liaison with top management, districts and divisions within Caltrans and other state, federal, and local agencies, relating to federal financial and compliance matters and resolution of issues that may arise that jeopardize federal funding received by the state.
5%	M	DIVISION COLLABORATION AND LEADERSHIP Represent the Caltrans Division of Budgets in internal and external meetings and interactions, and collaborate across all offices to ensure continuity of budgetary operations that involve federal funding, for the success of the Division and the department.

[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

Under general direction from the Division of Budgets Chief, the incumbent uses discretion in developing policies and implementing policies as well as federal fund management, including fund transfers and developing request to FHWA for discretionary program funding. Supervises primarily professional staff, all involved in the complexities of managing federal funding for Caltrans' multi-billion dollar budget. Responsible for providing administrative and policy guidance, as well as analytical and technical guidance to the Department's Directorate, Division Chiefs, and District and Program Supervisors on a wide variety of budgetary and financial issues. Must meet tight internal and external deadlines.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Analysis of statewide project schedules, available federal funds and cash flows, and applies policy, or develops policy modifications to assure that all projects are funded and compliant for receiving the maximum federal funds, and that projects remaining to be delivered will not be adversely impacted. Extensive experience and education in supervision and management, coupled with a high degree of technical and analytical expertise in federal funds management and budgeting are essential. Expertise must include a thorough understanding of the state legislative and federal congressional processes, State Administration Manual (SAM), and departmental programs and policies. Must have ability to interpret policies and equate them to decisions and negotiate effectively with internal and external stakeholders on complex and sensitive federal financial issues. Must be able to communicate effectively, both verbal and in writing, in response to inquiries from interested internal and external stakeholders on very complex federal financial topics affecting Caltrans' budget and program delivery. Must be able to perform efficiently and effectively under rigid time constraints and pressure.

Must be able to identify and correct problems relating to management of departmental resources, including funding capacity of transportation programs. Participates extensively in the departmental management process by providing federal financial analysis, interpretations and recommendations on the status of federal project allocations, program accomplishments, and available federal resources. Manages the federal funds management process, defines management problems, identifies

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appropriate resolution of key budget issues, coordinates with the Directorate and Division Chiefs in developing presentation of departmental position on the federal funding, and develops the relevant details to support the strategy in dealing with United States Department of Transportation (USDOT), especially with FHWA.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is directly responsible for determining the current use of the Billions in federal funding received by California annually and under delegations provided by USDOT and FHWA, who authorizes projects to receive federal fund reimbursement. During natural disasters request FHWA to concur with disaster declaration and applies for federal ER funding allocations. Is required to assess conflicts between Federal rules and regulations and State policies and resolve those differences. If appropriate actions are not taken, it could result in significant lose of Federal funds, lost jobs and severe negative economic impacts. Impacts would not only be felt by Caltrans, but also by California's local agencies and California's taxpayers and the construction industry. Care must be exercised to ensure that federal resources are distributed consistent with the overall departmental strategic and operational/business plan. Provides the guidance and strategy for efficient and effective expenditure of resources. Expert advice to top management is essential to avoid errors that could expose Caltrans to criticism from the legislature or other external stakeholders and seriously restrict the operating capability and flexibility of Caltrans.

PUBLIC AND INTERNAL CONTACTS

This incumbent has contact with internal departmental Programs, Districts, and the Directorate, as well as with external (federal, state, local entities) agencies, and more specifically on a regular basis with the FHWA Division and Headquarters staff. Requires daily contact with departmental executives and control agencies regarding a wide variety of highly sensitive and political issues. Contacts can be controversial and result in decisions that change departmental federal budget policy, and procedures for federal resources.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Most of the jobs in the Division require interaction with many people. It is important to maintain cooperative working relationships; concentrate in order to review and create documents and meet strict deadlines; grasp the essence of new information; master new technical knowledge; exercise a high degree of independence in carrying out the assigned duties; and maintain focus and intensity yet remain optimistic and persistent even under adversity.

WORK ENVIRONMENT

While at their base of operation, employee will work in a climate-controlled office under artificial lights. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Working hours will be set sometime between 6:00am and 6:00pm. Regular and punctual attendance is required. Overtime is frequently required and vacations may be restricted during times of peak workload. Travel may be required but is not frequent. Employees are required to comply with telework agreement policies and procedures. 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.

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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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