STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	53/Design/Office of Project Support	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Project Support Engineer	913-200-3161-033	10/20/2026

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, Office of Project Support, a Supervising Transportation Engineer, the incumbent is responsible for providing project direct support to assist in the delivery of quality transportation projects by district staff and external partners, including geometric design, route matters and freeway agreements, resolutions of necessity, and approvals of non-delegated exceptions to the encroachment and utility policies. The incumbent is part of the Division of Design Resource Center and supports the Districts and the District Design Liaisons (DDLs) in the implementation of the Design Stewardship Agreements.

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.

- **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 - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Prosperity - Integrity, Stewardship)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - Collaboration, Pride, Stewardship)
- **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. (Prosperity, Employee Excellence - Collaboration, Equity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety - 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 - Integrity)
- **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 - Equity, Integrity, 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. (Prosperity - Collaboration)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Prosperity, Employee Excellence - Collaboration, Equity, Innovation)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Provides guidance, advice, and support to the Districts/District Design Liaisons (DDLs), internal and external stakeholders, and other functional areas in the application and interpretation of geometric design standards, exceptions to these standards, and other issues related to state-of-the-practice design.
20%	E	Develops and implements statewide training materials and guidance documents for performance-based analysis using the Highway Safety Manual (HSM) to evaluate design alternatives and projects that propose nonstandard lane widths, nonstandard shoulder widths, or nonstandard geometric curve radii. Reviews district HSM analysis as requested.

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20%	E	Analyzes non-delegated encroachment and utility policy exception requests to determine if submittals have sufficient engineering justification, and makes recommendations to the Chief, Office of Project Support for approval or denial of requests. Collaborates with other HQ divisions, District Utility Engineering Workgroups(UEWs), and external partners to develop and implement encroachment policies, guidance, and templates for alternative uses of State highway right-of-way.
20%	E	Provides guidance, advice, and support to the Districts/DDLs, internal and external stakeholders, and other functional areas on the requirements of the Project Development Procedures Manual, and the preparation of Project Initiation and Approval Documents for Route Matters (New Public Road Connections, Freeway Agreements, Relinquishments, and Route Adoptions). Processes Division of Design book items for California Transportation Commission (CTC) approval.
5%	M	Assists with performance reviews under the district design delegation agreements, legislative bill analysis, reviewing Appearance Information Sheets for Condemnation Panel Review Meetings.
5%	M	Coordinates with Headquarters Divisions, Districts/DDLs, local, regional, state, and federal agencies to resolve complex issues related to delivery and design of transportation projects as needed.

[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 incumbent has no direct supervision of others. When assigned work, the incumbent can act as a lead worker in coordinating with others in the District, headquarters, internal and external partners, stakeholders, etc. as needed to complete the assignment.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Incumbent must possess a valid certificate of registration as a civil engineer issued by the Board for Professional Engineers, Land Surveyors, and Geologists.
Incumbent should have thorough knowledge of: Caltrans' goals and objectives, organization, policies and procedures; Caltrans' Equal Employment Opportunities policies; highway design standards and guidance,.project development procedures, standards, policies, and guidance; the interrelations between functions including Planning, Environmental, Design, Structures Design, Structures Architecture, Right of Way Engineering, Office Engineer, and Construction. Should have knowledge of: the Highway Safety Manual and Federal Highway Administration project development procedures and program guidelines.
Incumbent must have ability to: analyze situations accurately, identify potential conflicts, and adopt an effective course of action, review project schedule and determine appropriate level and time of review, recognize issues that are significant and implement an effective course of action. Be able to use word processing and spreadsheet software and access and extract information from databases; to establish and maintain cooperative working relationships; be flexible, work independently, and assume increasing responsibility; be able to prepare reports and make effective presentations; be able to develop effective training materials and deliver training to headquarters and district staff; to speak and write effectively; to review policy documents as related to the project development process; to take initiative as a representative of the Division of Design Resource Center to communicate recommendations to achieve desired goals; to organize work priorities to meet commitments and to perform administrative tasks.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be a Registered Civil Engineer by the State of California and is in responsible charge of the assigned work. The incumbent's decisions will have a direct impact on the quality and productivity of the office and the support provided to the District's/DDLs/UEWs transportation products, permittees' projects, and to the safety of the traveling public.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be required to maintain contact with engineering and non-engineering functions at Headquarters, the District/ DDLs/UEW staff, outside agencies, external stakeholders, and consultants, as necessary to accomplish activities and duties of this position.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This job will require interaction with other people. It is important that employees work with each other in a cooperative manner. Employee must have patience in dealing with people, especially external stakeholders. Employee may be required to sit for long periods of time using a keyboard and video display terminal.

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WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

The incumbent will be required to periodically travel in state as needed to support the Districts/DDLs/Utility Engineering Workgroups (UEWs).

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.

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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