STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	Division of Local Assistance/Office of Guidance & Oversight	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Construction Oversight Program Manager	913-110-3161-079	11/05/2026

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

GENERAL STATEMENT:

Under general direction of the Supervising Transportation Engineer, Caltrans, Office of Guidance and Oversight, the incumbent acts as the Statewide Construction Oversight Program Manager (COPM) in the Division of Local Assistance (DLA) at Headquarters. The COPM is responsible for performing management duties of the Construction Oversight Program and serve as the single focal point. The COPM is responsible for coordinating the construction oversight activities of six construction oversight engineers (COEs) located throughout the state, as well as statewide construction oversight data collection, assimilating reports and data for risk analysis and performance measures. Program management is performed in accordance with the Federal Highways Stewardship and Oversight Agreement, Local Oversight Action Plan, Local Assistance Procedures Manual, "Quality Assurance Program Manual", and other approved documents in collaboration with Federal Highway Administration (FHWA) and the Division of Local Assistance (DLA) management.

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.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Employee Excellence - Collaboration, Innovation, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Employee Excellence - Collaboration, 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 - Equity, Innovation, 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, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Employee Excellence - Collaboration, Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, People First, 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. (Employee Excellence - Collaboration, Innovation)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Collaboration, Innovation, Integrity)

TYPICAL DUTIES:

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

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45%	E	Analyzes and provides program management and strategic direction for the Construction Oversight Program. Collaborates with the DLA management, FHWA, Independent Office of Audits and Investigations, Office of Civil Rights (OCR), and stakeholder committees to evaluate and determine program direction. Performs program reviews, develops program guidance, and completes annual compliance reports. Serves as the single focal point for all construction related issues including construction audit findings and resolutions and pursue answers to questions raised from all other COE's. Provides complete reports to Caltrans and FHWA assimilating and concisely identifying and describing observations, concerns, findings, and corrective actions taken, or to be taken. Reports shall include risk analysis and performance measures.
30%	E	Evaluates and improves the construction oversight review process of local agencies and identify areas that need improvement. Presents information to the Federal Highway Administration (FHWA) and other governmental agencies on construction oversight related issues as required and represent the DLA at meetings. Manages and utilizes a database to ensure that COE's accurately capture deficiencies and areas needing correction or improvement for compliance with DLA requirements.
15%	E	Develops and provides training and technical guidance to the local agencies and/or revise the Local Assistance Procedure Manual to ensure local agencies improve in areas identified as needing improvement. Conduct agency reviews as necessary in order to understand the COE program.
5%	E	Serve on committees for other DLA, FHWA, OCR or 10% M stakeholder groups
5%	M	Performs other job-related duties within the scope of the classification as assigned.

[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
None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Construction oversight and monitoring of local agency federal-aid construction projects will require the incumbent to be abreast of good engineering contract administration and construction practices. Provides feedback regarding DLA policies and investigate background information needed for developing new procedures and guidelines, and to produce timely and effective studies and reports needed for Caltrans or FHWA.
Familiarity with Caltrans Local Assistance's roles and responsibilities in the oversight of projects administered by local agencies off the state highway system.
Familiarity with the assigned responsibilities of the Office, related to department goals, objectives, policies and standards and initiate measures to remedy deficiencies when appropriate.
Knowledge of the internal working arrangements of a typical Caltrans District Local Assistance Engineer office.
Familiarity with federal aid transportation project requirements.
Familiar with the contract administration requirements for local agency construction projects funded with federal-aid funds.
Ability to interact well and work effectively with others in a cooperative manner.
Ability to communicate clearly and concisely in writing and in person and produce accurate reports in a timely manner.
Ability to use a wide variety of reference materials and have the ability to extract specific information for application.
Ability to learn and implement the latest changes.
The work and responsibilities of this position require knowledge in project development, programming, maintenance and construction.
Ability to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action and make objective recommendations in all issues related to construction of local agency projects.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Responsible for using professional judgment in making decisions. Taking independent action and initiative in carrying out regular assigned duties related to review of construction projects in the assigned area.

Responsible for assuring the highest level of local agency quality. Errors in judgment and decisions may cause loss of project funding from federal-aid sources, and / or create incompatibility with federal, state or local laws and requirements i.e. compliance with Americans with Disabilities Act.

PUBLIC AND INTERNAL CONTACTS
Maintain continuing relationships with many different staff levels within the Department both in Headquarters, Districts, and FHWA while providing assistance and policy interpretation in matters concerning assigned responsibilities. Coordinate activities

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with agencies outside of the Department in accomplishing partnership and mutual goals. Maintain communication with clients, including written and oral presentations.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Initiative is recommended to isolate issues and to find solutions for practical problems, which arise during the construction of projects. It is necessary that the person in this position take independent action to investigate, research, and stay abreast of the changes in the federal and state laws related to transportation. The incumbent needs to provide timely updates on issues and concerns and must request suspend action and request guidance, clarification and direction from the Office Chief when needed.

This person needs to be able to expand on the practical application of written policies, procedures and standards, and also be able to prepare issue papers, exception requests and reports recommending changes to existing procedures and standards when necessary. This person should be open to change and new information, adapt as needed to changing conditions and unexpected obstacles, and developing alternative solution recommendations based on the best information available.

WORK ENVIRONMENT

Most of the jobs in the Division require interaction with many people. It is important that employees work effectively with others in a cooperative manner. The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and / or stressful. The work environment may include both office and field environments, including transportation construction zones. Incumbent may be required to travel to district offices, offices of other state or federal agencies within or outside the assigned geographical area, or other meeting facilities, and / or to the sites of proposed projects. In the field the incumbent may experience all climatic conditions, including rain or snow. Proposed project sites and / or construction sites may be loud, dusty, or dirty and may include rugged terrain. While at their base of operation, employee 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.

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. 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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