STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervising Trans Engineer, CT	59/DES/PPM&OE	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Office Chief, Office of Program Management	559-150-3155-003	09/20/2026

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 Deputy Division Chief, a Principal Transportation Engineer, Program/Project Management & Office Engineer (PPM&OE), the Supervising Transportation Engineer (Sup TE) will lead the Office of Program Management (OPM) in assisting the Division of Engineering Services (DES) Deputy Division Chief in managing the programs and projects in DES. Assist DES Deputy Division Chief and maximize the effectiveness of resource utilization and staffing in DES. Duties include supervision and management of staff engaged in the implementation of data systems, processes, and procedures in support of the project delivery effort in DES. This includes the implementation of Project Resource & Schedule Management (PRSM), Task Management, Portfolio Management, AASHTOWare and charging practices policies to ensure the effective utilization of resources as allocated. Be an advocate for DES in the negotiation of resources with the Capital Outlay Support (COS) and Non-Capital Programs. Be an advocate for the DES Division Chief in the negotiation and allocation of resource for the subdivisions within DES. Ensure the DES subdivisions allocated resources are appropriate based on identified workload. Incumbent must possess a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

CORE COMPETENCIES:

As a Supervising Trans 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 - Collaboration)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration)
- **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. (Employee Excellence - 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 - Innovation)
- **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. (Employee Excellence - Collaboration)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration)
- **Negotiation:** Negotiates in a manner that results in positive business outcomes, while maintaining strong relations with the other negotiating member. (Employee Excellence - Stewardship)
- **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. (Employee Excellence - Innovation)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Innovation)

TYPICAL DUTIES:

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

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40%	E	Negotiate, allocate, and monitor DES's resources for the COS and non-capital Programs. Be an advocate in the negotiation for resources with Department Program Managers, District Single Focal Points, and DES Deputy Division Chiefs and managers to ensure the appropriate workload for DES is accurately reflected in the annual allocation process. Work with DES, Headquarters, and District staff to ensure that the appropriate resources are identified prior to finalizing the January 9th workload for the upcoming fiscal year budget. Ensure that the annual allocated resources are appropriate for the identified DES workload. Allocate resources annually based on identified workload from the DES baseline. Assist the DES Budget Office with the annual budget allocation for the subdivisions. Monitor and provide DES Deputy Division Chiefs with monthly resource utilization reports to ensure the effective and efficient use of resources.
25%	E	Lead the implementation of new systems and processes to ensure a successful project delivery effort in DES and Caltrans. This includes the implementation of PRSM Task Management, Portfolio Management and AASHTOWare. Oversees the development and maintenance of systems and processes to provide timely Project Management (workload, resource, schedule) information to DES management, DES functional units, Headquarters, and the Districts.
25%	E	Develop management indicators, analyze trends, and provide DES management with recommendations on changes in policies, procedures, or business practices to improve on the effectiveness or efficient use of resources. This may include conducting surveys, task management implementation, risk management, communication management (change control), and charging management.
10%	M	Serve on task forces, quality teams, and Headquarters process improvement teams, etc. Acts as stand-in and substitute for the Deputy Division Chief during absences or scheduling conflicts.

[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

Supervises senior level engineers. Provides both technical and administrative supervision, coordination, and training to the OPM Branches.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Requires program/project management skills and strong communication skills, as well as a detailed knowledge of Project Management, Project Development, engineering practices and processes, project and support cost estimating, delivery scheduling, team building, conflict resolution and effective supervision. Knowledge of computer applications, hardware and software is highly desirable.

Must be able to analyze program/project requirements, including interpreting frequently changing and detailed Caltrans guidelines. In addition, the incumbent must perform a full range of analysis and recommend solutions for sensitive issues that could affect program and project priorities and DES personnel.

This position ties the project management process to the resource management process. Knowledge of principles, practices and trends of public and business administration, including management and support staff services such as budget, personnel, management analysis, planning, program evaluation or related areas; principles and practices of employee supervision, development and training; project management; formal and informal aspects of the legislative process. Must be skilled in good management practices and be able to analyze situations accurately, adopt an effective course of action, develop and maintain cooperative working relationships, and demonstrate capacity for assuming increasing responsibility. Must be familiar with the Department's strategic plans, purpose, mission, vision and goals, equal employment opportunity, safety, labor relations policies, and must possess the ability to effectively contribute to them.

Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex program; establish and maintain project priorities; and develop and effectively utilize all available resources; develop effective teams; effectively contribute to the department's equal employment opportunity objectives.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for decisions and actions that affect project/program budget and timely project delivery. Improper planning or decisions may result in project delays and potential work stoppage due to resourcing, budget and ability to charge to project. This could increase project cost resulting in the loss of federal funding and be detrimental to the public interest.

Is expected to act professionally and courteously at all times. Failure to do so would negatively impact the credibility and effectiveness of the OPM and the DES.

PUBLIC AND INTERNAL CONTACTS

Must maintain an effective professional working relationship internally within the DES, the Districts and Headquarters. The

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success of DES and Caltrans in meeting the project delivery goals hinges on the ability of the Sup TE to effectively communicate with Districts/Headquarters, DES management and functional staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Employees may be required to sit for long periods of time using a keyboard and video display terminal. Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must be able to concentrate in order to review and create document. Must be able to multi-task, adapt to changes in priorities, complete tasks or projects with short notice, and meet short deadlines. Must be able to maintain cooperative relationships with others.

WORK ENVIRONMENT
While at their base of operation, incumbent will work in a climate-controlled office under artificial lighting. As a statewide organization, DES adjusts to periods of fluctuating workload to successfully deliver projects. Incumbent will be required to travel and perform fieldwork and will be exposed to dirt, uneven surfaces, extreme temperatures, noise, vibration, and odor associated with fieldwork. May work around bulky/heavy materials and equipment used in the vicinity of inspection areas. May also be exposed to the motoring public. DES employees may be given temporary assignments on DES projects throughout the State as workload demands.

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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