STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer, CT	District 12/Division of Mtce & Operations/Safety South	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Branch Chief Traffic Safety Branch South	912-355-3161-001	10/30/2026

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 Chief Safety Officer, the incumbent serves as the Branch Chief of the Traffic Safety South unit. Incumbent supervises, manages, trains employees and provides direction and guidance in administering Department policies and guidelines; provides technical direction, guidance, and support to ensure full implementation of the Department's Safety and Traffic Operations Programs; leads and directs staff to evaluate and monitor traffic conditions on the freeway mainline, corridors, ramps, conventional highways & intersections. The incumbent leads and direct staff to review and support the development of capital projects, safety, and operational improvement projects; and manages Traffic Safety & Operations and Project Delivery program resources assigned to the unit to ensure employees are productive and deliverables are completed on time; and is responsible for using continuous improvement processes to increase the productivity of the staff, reduce cost, and maintain or increase the quality of Caltrans products and services.

Must Possess a valid certificate of registration as a civil engineer issued by the California Board of Registration for Professional Engineers.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Safety, Employee Excellence - Equity, Innovation, Pride, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Innovation, Integrity, 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. (Equity, 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. (Safety, Equity, Climate Action, Prosperity - Collaboration, Innovation, Integrity)
- **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, Employee Excellence - Collaboration, Equity, Innovation, People First, 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, Climate Action, Employee Excellence - Collaboration, Integrity, Pride, Stewardship)
- **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. (Safety, Equity, Employee Excellence - Collaboration, Equity, Integrity, People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Climate Action, Employee Excellence - Equity, Innovation, 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, Employee Excellence - Collaboration, Equity, Integrity, Pride, Stewardship)

TYPICAL DUTIES:

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

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

20%	E	Supervises, manages, trains employees; provides direction and guidance in administering Department policies and guidelines; and monitors employees' performance and conducts annual evaluations. Assess skills and needs of the unit to perform their jobs, including training, tools, and development and implementation of a training plan for the unit. Leads staff to implement and practice the Safe System Approach. Manages Traffic Safety & Operations and Project Delivery program resources assigned to the unit to ensure employees are productive and deliverables are completed on time.
20%	E	Provide technical direction, guidance, and support to Traffic Safety South staff in implementing the Department's Traffic Safety Program including Systemic (Proactive) and Reactive Programs. Monitors development of safety performance measures and manages various complex traffic safety investigations of high crash concentration locations (Table C) as identified by the Transportation Safety & Mobility Information System (TSMIS) database and reviews and approves safety investigation recommendations of proven safety countermeasures. Manages the preparation of Safety Project Initiation Proposals (PIP) to include Asset Management Performance targets to reduce crashes involving serious injuries and fatalities. Additional activities also include speed zone surveys, coordination of signs and pavement delineation to ensure consistency within the District.
20%	E	Leads and directs staff to review and support the development of capital safety improvement projects with review of Project Initiation Reports (PIR), Project Reports (PR), Plans, Specifications and Estimate (PS&E) documents, collection and analysis of traffic and crash data; responsible for oversight and staffing of the Safety Review Committee and Chair; supporting Design teams in the selection and design of traffic safety devices; and providing technical support to Construction and Design teams to ensure proper installation of traffic safety devices during the construction phase.
20%	E	Leads and directs staff to evaluate and monitor traffic conditions on the freeway mainline, corridors, ramps, conventional highways & intersections; conducts traffic operations analysis and prepares reports. Manages investigations of the freeway and conventional highway operational deficiencies or inefficiencies and development of recommended improvements, and preparation of Project Initiation Proposals (PIP) for operational improvements to include Asset Management Performance targets. Leads and directs staff in providing input, assistance, and data to various High Occupancy Vehicle (HOV) reports and studies, including the Annual HOV Degradation report. Leads and directs staff to review and support the development of capital operational improvement projects in the preparation of Transportation Management Plans (TMP), Lane Requirements Charts, associated Special Provisions, and TMP cost estimate, and traffic analyses and reports in support of Environmental impact documents and project reports.
5%	E	Leads and directs staff in the review of Local Development projects. This includes Traffic Impact Studies, Environmental documents, and other documents as required by the California Environmental Quality Act (CEQA). Assists the Intergovernmental Review (IGR) Unit of the Division of Planning in negotiating mitigation of significant impacts to State facilities.
5%	E	Responds to and investigates complaints and public records requests from public officials, citizens, and other state and local agencies; prepares correspondence and coordinates with the Public Information Officer.
5%	E	Provides legal reviews for the Legal section Division; attends depositions; provides court testimony as an expert witness or as a person with the most knowledge.
5%	M	Attends town hall meetings and meetings with local agencies and with citizens to explain and/or resolve concerns regarding the safety and operations of the State Highway system.

[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
Provides supervision to team of Transportation Engineers/Engineering Technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Must have knowledge of the basic principle of physics and mathematics as applied to civil engineering, principles of traffic engineering, properties and use of engineering construction materials, methods and equipment of engineering construction, engineering economics, principles and techniques of supervision, negotiation skills, and knowledge of Departmental policies. Must have the ability to analyze and resolve problems and be able to adopt an effective course of action to highly technical and politically sensitive issues. Must have the ability to plan and direct the work of others; evaluate work quality and performance; prepare technical correspondence and complete comprehensive reports; analyze situations accurately and adopt an effective

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

course of action; communicate effectively. The ability to travel to and work at sites throughout Orange County and may involve travel to Los Angeles, Riverside and San Bernardino and San Diego Counties in the performance of duties. This position requires the interpretation of engineering data acquired from various sources. The incumbent must be capable of recognizing potential problems and providing solutions to eliminate/reduce safety issues.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Senior Transportation Engineer must use sound professional judgment to ensure proper decisions affecting work under their responsibility. Must make sound and timely decisions relating to the development and implementation of the Department's Safety Program. Decisions not properly made or coordinated with Headquarters, or other Districts, or various partners (local/ regional agencies) could result in a delay of project's delivery resulting in a loss of funding, increased congestion, and potential litigation. Additionally, it would impact the District's ability to meet its strategic goals of improving mobility and safety of the State system, and to effectively move people, goods and services with a minimum of congestion and delay.

PUBLIC AND INTERNAL CONTACTS

Frequent contacts and close coordination with the other offices within the Division of Operations and with the Division of Construction, Design, Maintenance and Legal, to provide and/or obtain relevant information to assist in making proper and sound decisions. Intermittent contacts with local agencies such as cities and counties; private sector parties such as consultants, community groups, private citizens. These contacts will be verbal or written, as needed.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to work on a keyboard and stand or sit for a long period of time; must have the ability to focus for a long period of time; must have the ability to travel to work sites away from the office. Must be able to develop and maintain cooperative working relationships. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects on time. Must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services. Maybe required to move large or cumbersome plans and diagrams from one location to another.

WORK ENVIRONMENT

While at their base of operation, employees 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. Maybe required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

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

Americans with Disabilities Act (ADA) Notice: This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.