

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Research Program Specialist II	OFFICE/BRANCH/SECTION Division of Design, Office of Strategic Info. & Buss. Mgmt.	
WORKING TITLE DRS Administrator, Web Master	POSITION NUMBER 913-250-5758-xxx	EFFECTIVE DATE 10/01/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Office Chief of Strategic Information and Business Management, the Research Program Specialist II is responsible for independently performing a wide variety of technical research, analytical, and consultative staff services assignments related to planning, organizing, developing, and maintaining tools used in the resolution of statewide design-related issues including the review and analysis of data in support of strategic design planning and continuous improvement within the Division of Design, through research and evaluative studies. This position will also serve as the Division's Asset Management Manager responsible for developing and overseeing the implementation of the Division's resources, including development of a Strategic Asset Management Plan. The incumbent is involved in developing and recommending solutions to Division strategic and business planning and management, budget, contract and resource issues and information management. The incumbent must demonstrate consistency, prudence, initiative, and the ability to complete very detailed and accurate work with a high degree of independence and originality in performing the following job functions:

Additionally the incumbent advises management, departmental staff, governmental entities, commissions, and agencies on findings related to research.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Responsible for administration and technical support of the Capital Delivery Program's engineering archive Document Retrieval System (DRS) for highway plans, right-of-way maps, and engineering and surveying documents. These duties include: meeting with district user representatives either singly or collectively to understand current and future engineering document archival and retrieval needs; implementing future engineering document management development either by (a) negotiating and writing vendor development procurements or (b) arranging for internal development; and being the ultimate Department technical troubleshooter and problem solver for the district elevated DRS application problems.
35% E	Responsible for researching, planning and implementing the expansion of the Capital Delivery Program's textual engineering Document Retrieval System of completed highway construction projects to a more capable Geographic Information System (GIS based engineering document management and archival system that will also support spatial data based queries and data. Planning responsibility includes meeting with highway engineers, right-of-way engineers, and surveyors to document statewide GIS/DRS requirements; and to design and test databases for digital spatial data, digital mapping or other spatial based needs to support the Department's highway design and construction GIS/DRS needs.
30% E	As a project leader and technical specialist the incumbent is responsible to the Statewide DRS steering committee for any requested new abilities or GIS enhancements, designing technical studies or application tests, and writing reports or proposals that may result from such efforts. Analyzes and evaluates client GIS requests or change recommendations. Provides statewide "helpdesk" services to users instructs end-user on the use of DRS. Maintain the Office of CADD & Engineering GIS support web pages, and create new web as needed.

¹ESSENTIAL 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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Incumbent is not responsible for direct supervision of staff. Incumbent, at time, acts in a project lead capacity on the most complex GIS/DRS and CADD system or projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- * Knowledge of principles involved in integrating and maintaining the most complex CADD systems, databases, and application software.
 - * Knowledge of analytical techniques and technical report writing.
 - * Knowledge of highway contract plan development procedure and policies, and plan assembly standards as presented in the Caltrans CADD User's Manual, Plans Preparation Manual, and Standard Plans.
 - * General knowledge of Caltrans Surveys and Right of Way Engineering mapping procedures and standards.
 - * Knowledge of techniques and methodologies of Geographic Information Systems.
 - * Knowledge of principles and procedures of digital spatial data analysis, needs and output.
 - * Ability to perform duties and responsibilities associated with implementing and maintaining the CADD Document Retrieval System.
 - * Ability to establish and maintain effective working relationships with others and act in a lead capacity to organize, coordinate and implement planned improvements, modifications or additions to the DRS and the CADD web pages.
 - * Ability to apply the most complex information system procedures, prepares comprehensive reports, analyze data and draw sound conclusions.
 - * Ability to effectively integrate and use the various components needed for DRS to be successful.
 - * Ability to effectively integrate and use Oracle database with DRS.
 - * Ability to identify spatial data needs and assess adequacy of existing data to meet those needs.
 - * Ability to design effective cartographic products using standard Caltrans mapping practices and conventions.
 - * Knowledge of principle and policies involved with publishing web pages.
 - * Ability to create, publish and maintain web pages for the CADD intranet page.
 - * The level of data processing knowledge, analytical ability and expertise to assess the potential contribution and successful interoperability of the individual computers, servers, or plotter to meet the Capital Delivery Program's needs for textual and geographically referenced archival information storage system for highway projects is highly desirable.
 - * Must be able to exercise sound judgement when it comes to the coordination and implementation of improvements, modifications or additions to the Capital Delivery Program's archival storage system for finding or storing highway project information either by textual or geographically referenced methods.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Makes independent research and analysis decisions that require identifying, analyzing, and correcting digital descriptive and spatial Capital Delivery highway project data. Consequences of bad judgement or decisions will decrease productivity of Engineering Units and cause additional cost to Caltrans to produce projects. Poor technical decisions could also lead to inability to locate and retrieve needed capital projects archive records for efforts such as: developing legal defenses against lawsuits, responding to external agency requests, responding to public safety inquiries, or other future Departmental reporting requirements.

PUBLIC AND INTERNAL CONTACTS

The incumbent will be required to maintain contact with districts/regions and Headquarters engineering functions and with non-engineering functions as necessary to accomplish the activities and duties of the position. Contact will be necessary with vendors.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This job will require interaction with other people. It is important that employees work with others in a cooperative manner. Incumbent must have patience in dealing with people over the phone. Incumbent 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 lighting. The use of a desktop computer is essential. Potential travel will subject the incumbent to the typical rigors of air; auto and transit travel and overnight hotel stays.

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.)

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