

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b> Senior Transportation Engineer (Specialist)	<b>DISTRICT/DIVISION/OFFICE</b> Division of Transportation Planning	
<b>WORKING TITLE</b> Senior Transportation Engineer	<b>POSITION NUMBER</b> 900-485-3161-xxx	<b>EFFECTIVE</b>

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT**

Under the general direction of the Office Chief for Travel Forecasting and Analysis, a Supervising Transportation Planner, the incumbent performs difficult and complex engineering work related to modeling and engineering analysis for capital outlay projects and transportation planning. Provides statewide technical oversight and direction to engineering staff performing engineering work at the universities, Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Agencies (RTPAs), consultants, and the Department. Exceptional leadership, initiative, and communication skills with project, design, and traffic engineers as well as transportation planners are fundamental to carrying out the mission of this position.

**TYPICAL DUTIES**

Percentage	Duties
45% (E)	Coordinates traffic modeling and travel forecasting protocols and best practices with the Office of Travel Forecasting and integrates state of the art modeling and forecasting into district system planning and project development efforts. Coordinates analyses, findings and recommendations with the senior specialists for corridor studies, system guidance, advance planning, and the Intermodal Transportation Management System (ITMS) as well as other Transportation Planning Program Offices and Branches. Prepares district system planning guidance and instructions or participate in development. Provides technical oversight and direction to engineering staff performing engineering work related to forecasting and traffic analysis.
35 % (E)	Performs engineering analyses of the current performance of the state highway system, using a variety of information sources and analytical tools, including but not limited to the State Highway Inventory, district system planning documents, statewide origin and destination studies and the statewide travel survey, weigh in motion count data, and other data. Considers and applies the recommendations from various ongoing studies and initiatives for statewide transportation planning, including statewide performance measures. Integrates information and analyses from state and regional corridor study efforts into statewide system analyses. Coordinates traffic modeling and travel forecasting protocols and best practices with the

Percentage	Duties
	Office of Travel Forecasting and integrates state of the art modeling and forecasting into district system planning efforts. Coordinates analyses, findings and recommendations with the senior specialists for corridor studies, system guidance, advance planning , and the Intermodal Transportation Management System ( ITMS) as well as other Transportation Planning Program Offices and Branches. May prepare district system planning guidance and instructions or participate in development. Provides technical oversight and direction to engineering staff performing engineering work at UC Davis for the development of the SIIM. This model is being developed to better support decision-making and policy formulation pertaining to California transportation, demographic, land use, and economic trends, policies, programs, and projects as they relate to the transportation infrastructure and air quality. High-level coordination is required within the Department and between other state agencies and academia. Works with MPOs and RTPAs as they develop similar land use models to ensure consistency with the SIIM and no data duplication.
15% (E)	Performs special divisional research studies and engineering projects including leading/participating on process improvement teams, preparing reports and issue papers and proposals. Represent Caltrans and/or the division on committees and/or meetings.
5% (M)	Assists in the review and recommendation of modeling research proposals.

***SUPERVISION EXERCISED OVER OTHERS***

This position does not supervise.

***KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS***

The incumbent must have a wide and thorough overview of the Department's purpose, policies, and procedures. The incumbent should have knowledge of the goals, objectives, organization policies and procedures of transportation planning and traffic engineering.

The incumbent must have an understanding of the project development process including planning processes, system planning, programming, engineering economics, traffic operations, project evaluation, alternatives analysis, project selection, and design. In addition to the above engineering knowledge and abilities, the incumbent must be able to organize and produce documentation of business processes and analysis tools. Incumbent must also have an understanding of project management.

***PUBLIC AND INTERNAL CONTACTS***

Incumbent may have contact with representatives of other local, regional, state and federal agencies, for data gathering, information sharing and coordination. External contacts may also involve formal and informal communications with state control agencies such as the Department of Finance, Governor's Office, Business Transportation & Housing Agency, representatives of

the legislature, and other transportation stakeholders in support of the Department's transportation modeling goals and objectives.

***CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS***

Independent action and initiative are requirements for carrying out the duties of the position. Knowledge of transportation engineering and best practices and perspectives are essential for decisions that affect planning and project delivery both internally and outside of the Department. Errors may result in wasted resources and ineffective project decision-making, leading to projects with a lower likelihood of delivering the desired performance outcomes required to support California's economy and improve mobility.

***PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS***

The employee is required to sit for long periods of time using a keyboard and video display; maintain long periods of concentration when doing analysis and data checking, and respond to difficult situations when working with others.

***WORK ENVIRONMENT***

The incumbent will be exposed to climate-controlled environment; artificial lighting for extended periods of time. Travel may be required to go to various districts to train district planning managers and staff on various required expenditures and charging practices.

***ACKNOWLEDGMENTS***

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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.)

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EMPLOYEE

DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

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SUPERVISOR

DATE