

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Engineer (Specialist)	OFFICE/BRANCH/SECTION HQ/Traffic Operations/ Office of Traffic Engineering	
WORKING TITLE Chief, Pedestrian and Bicycle Safety Branch	POSITION NUMBER 913-350-3161-014	EFFECTIVE DATE

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 Chief, Office of Traffic Engineering (Supervising Transportation Engineer) the incumbent is the Chief, Pedestrian and Bicycle Safety Branch, and is responsible for providing the technical expertise and support for pedestrian/bicycle safety initiatives.

As recommended by California's Strategic Highway Safety Plan (SHSP), the Department is moving forward in developing a pedestrian/bicycle safety improvement program. This position is responsible for setting the direction and priorities in the establishment of the program, which includes: develop guidance for methodology of data collection and analysis; establish procedures for causation analysis and investigations; identify effective strategies and countermeasures; develop prioritization and funding program; and establish methodologies of performance evaluation.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
45%	E	Lead the development and implementation of a pedestrian/bicycle safety improvement program. This includes: <ul style="list-style-type: none"> • Develop guidance for methodology of data collection (how to collect, what to collect, how to maintain) • Develop methodology of data analysis and network screening (hot spot analysis); • Establish procedures for pedestrian/bicycle safety investigations including: causation analysis determined through data analysis of collision history, developing collision diagrams, conducting field investigations, and reviewing roadway geometrics and pedestrian infrastructure; • Identify effective strategies and countermeasures to improve pedestrian and bicycle safety; • Develop prioritization criteria, including quantify the safety benefits of countermeasures and determine cost benefit ratio of proposed alternatives; Develop performance measures and establish methodologies of performance evaluations.
25%	E	Participates in and/or lead team efforts to improve guidance, practice, and direction for pedestrian/bicycle safety and operations. Participate in and/or lead team efforts that will improve the effectiveness of pedestrian/bicycle safety programs, which includes the implementation of the California Strategic Highway Safety Plan. Provides training, lectures, and information regarding pedestrian/bicycle safety and operations.
15%	E	Provides leadership and/or support for pedestrian/bicycle safety and operational research studies; prepares, conducts and manages pedestrian/bicycle safety and operational grant projects. Leads the implementation of research results and distributes research findings to departmental staff and external stakeholders.
10%	E	Acts as liaison to District Traffic Engineers and provides expert advice in response to questions regarding pedestrian/bicycle safety and operational issues. Evaluates specific safety concerns and provides recommendations or guidance. Acts as liaison with the professional engineers of FHWA concerning pedestrian/bicycle safety and operations. Acts as liaison with the traffic engineers at the federal, state, and local levels concerning pedestrian safety and operations. Acts as liaison with the Bicycle facilities unit and the district bicycle coordinators to provide expertise in coordinating pedestrian/bicycle safety and operational needs.
5%	M	Respond to inquiries and coordinate traffic safety issues not specifically related to the pedestrian/bicycle safety but traffic safety in general. Participate and support other traffic safety activities to

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help achieve the Department's safety goal. Manage, conduct, sponsor, and participate on various task forces, workshops, conferences, and quality teams.

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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. This position is not designated Supervisory.

The incumbent coordinates with other staff at Caltrans and outside Caltrans partners to ensure the implementation of pedestrian safety initiatives. The incumbent directly manages the work of consultants and contractors as required. The incumbent may function as a lead person on complex or special assignments, organize the work of peers, direct the activities of retired annuitants and student assistants. The incumbent may be assigned as a lead engineer as the needs of the Office dictate.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be a California licensed Professional Engineer.

Knowledge:

Requires a broad knowledge of traffic engineering principles and practices. Knowledge of principles of pedestrian/bicycle safety, pedestrian/bicycle operations, and design of pedestrian/cycle infrastructure. Knowledge of principles of traffic safety, traffic operations, various phases of transportation engineering and system planning, and engineering safe design of highways and pedestrian/bicycle infrastructure are required to meet program objectives. Knowledge of the methods, materials and equipment used in designing, constructing, maintaining and operating highway and pedestrian infrastructure is required. Knowledge of Caltrans' major activity areas and organization; transportation economics and financing; various phases of transportation systems planning and engineering work; factors that influence the impact of transportation facilities on the environment, community and economy.

Must have knowledge and understand the Department's and Traffic Operations' mission, vision, strategic goals, policies, procedures, funding and financial constraints; strategic planning processes and techniques; performance measure development, implementation, and assessment; principles and practices of public administration, budgeting, personnel, planning, program management and evaluation.

Must have knowledge of the formal and informal aspects of the legislative process, governmental functions and the organization at the state and local levels, and state, federal, and local laws and regulations that govern the Department and other agencies. Must have knowledge of program management, project management, safety, health, and equal employment opportunity.

Abilities:

Must have the ability to analyze facts and data and from these develop recommendations, technical advice, prepare technical correspondence and complete comprehensive reports related to the improvement of pedestrian/bicycle safety. Must be able to communicate effectively, both orally and in writing (functionally and technically), with internal and external partners and safety stakeholders. Must have the ability to negotiate with internal and external partners on critical issues and be able to develop and maintain professional relationships. Must have the ability to analyze technical situations accurately and complete assignments with a limited timeframe. Must develop new and innovative ideas and recommend solutions for improvements and write clear and concise documents and reports. Must have the ability to plan and deliver persuasive presentations and use a personal computer.

Analytical Requirements:

Must have analytical abilities to assimilate technical and procedural input from various sources, to evaluate that input, develop alternative courses of action and to make objective recommendations on all critical issues affecting the pedestrian/bicycle safety and operations. Must reason logically and creatively using a variety of analytical and problem-solving techniques.

Competencies

The incumbent must possess the following General Competencies:

Analytical Thinking: Approaching a problem by using a logical, systematic, sequential approach.

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Communication: Listening to others and communicating in an effective manner.

Customer Focus: Identifying and responding to current and future client needs, and providing excellent service to internal and external clients.

Ethics and Personal Credibility: Upholding ethics and personal integrity, and demonstrating trustworthiness, reliability and responsibility.

Relationship Building: Maintaining, and strengthening relationships with others inside or outside of the organization who can provide information, assistance, and support.

Teamwork : Working effectively and cooperatively with other team members to achieve common goals, and completing assignments in a group setting.

The incumbent must possess the following Leadership Competencies:

Change Leadership: Must be competent in managing, leading and enabling the process of change and transition while helping others recognize and manage the challenges that can accompany the change.

Team Leadership: Must have the ability to effectively manage and guide group efforts, including providing the appropriate level of feedback concerning group processes.

The incumbent must possess the following Technical Competencies:

Caltrans Traffic Operations Knowledge: Understand and apply knowledge of the Traffic Operations Policy and directives; understand, interpret and apply knowledge of traffic safety principles.

Facilitation/Promotion: The ability to engage others in a process; build consensus among various functional areas; facilitate the team in an effort to meet a common goal.

- Project Management: The ability to define and manage a project's scope, time, resources, and materials within budget and time. (Project in this reference does not necessarily mean highway project but an initiative with a specific deliverable or outcome)

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for making independent action and taking initiative to carry out the assigned duties. The incumbent will routinely provide data, reports and make final recommendations on changes in policies and procedure.

Failure to carry out the responsibilities could result in:

- Compromising the traveling public's health and safety.
- Litigation that could delay and/or add substantial cost to essential projects or activities.
- Loss of credibility and public confidence in Caltrans as a responsible public agency.
- Inability to quantify performance in meeting the Department's strategic goals and safety and mobility commitments.
- Collision costs that impact California's economy and traffic safety culture.

Errors may have a significant impact on the internal and external operations of the Division of Traffic Operations, as well as the Department as a whole.

PUBLIC AND INTERNAL CONTACTS

This position routinely has contacts with a large number of people in Caltrans, in the Districts as well as Headquarters. In addition, this position responds to questions from the public regarding the Department's pedestrian/bicycle safety practices. It also has continuous contact with engineers from FHWA, local agencies, other states, national experts, academia, the private sector and occasionally foreign governments regarding the pedestrian/bicycle safety practices.

This position requires a high level of both written and verbal communications, as the incumbent works with executives, executive teams and Caltrans external partners.

The incumbent must exhibit tact and diplomacy when addressing an audience, and effectively communicate with Caltrans' Districts, private organizations, government agencies, and transportation financing agencies at the state, federal and local levels.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard/mouse and video display monitor, or while attending meetings. Must be able to use fine manipulation and/or simple grasping during the course of the workday. Some walking may be required. Must be able to work flexible hours, sometimes staying late or arriving early to complete an important assignment.

The position requires the ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and

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innovation; and to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

The incumbent must be able to sustain the mental activity needed to conduct necessary research, analysis, and synthesis of issues and make well-reasoned recommendations to management. Must be able to make presentations, lead workshops, and serve on quality teams. The workload is subject to frequent, substantial, and unexpected changes that could affect the scheduling or completion of assignments. Must deal effectively with pressure, maintain focus, and intensify yet remain optimistic and persistent, even under adversity.

WORK ENVIRONMENT

Normally the 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. The environment is fast-paced, demanding and busy; and requires considerable flexibility in managing time, priorities and assignments. Vacation may be restricted during peak times.

The incumbent will be required to travel in state and possibly out-of-state.

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
