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**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION PLANNING
DUTY STATEMENT**

CLASSIFICATION TITLE Senior Transportation Engineer, Caltrans		DISTRICT/DIVISION/OFFICE Division of Transportation Planning/Office of Project Scoping Coordination	
WORKING TITLE Senior Transportation Engineer, Caltrans	POSITION NUMBER 900-074-3161-005	EFFECTIVE DATE April 1, 2008	

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 regularly and on time; 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 Chief, Office of Project Scoping Coordination, the incumbent is the primary liaison with the Division of Project Management, the Division of Design, the Division of Environmental Analysis, the Division of Engineering Services, the Division of Construction and the Division of Right of Way. Assignments are initiated by the incumbent or received from the Office Chief or Division Chief. Assignments may be generated as a result of requests from the Department's management, districts, or other Headquarters' units or as result of strategic planning or other directives.

The incumbent represents the Division of Transportation Planning regarding policies, issues, special projects and activities that impact the transition of transportation improvements from planned projects, identified in regional, local and Caltrans plans to project initiation document activities, programming, and finally, the initiation of project development. The incumbent represents the office on the Statewide Project Management Improvement Team and on other work groups and continuous improvement teams related to the coordination of capital outlay activities, project development procedures, work breakdown structure, and project management.

TYPICAL DUTIES:

Percentage Duties

- 50% (E) Advises district designers (PID engineering teams) and provides technical assistance and recommendations to them as it relates to projects identified in Regional Transportation Plans, local plans, and Caltrans Plans which require Project Initiation Document (PID) to advance into the project development process. Serves as liaison between the Division of Transportation Planning, Districts and their local partners, Project Management, Traffic Operations, Maintenance, Design, and other related Divisions of the PID development-engineering process and assists in resolving complex engineering and PID development issues. Consults with Division of Design on development and revisions to project

development procedures related to PIDs. Makes recommendations to all capital outlay programs and the Engineering Service Center responsible for joint planning-engineering efforts. Assures planning and project management activities relate to identification of transportation needs in the State Highway Operation and Protection Program (SHOPP).

- 30% (E) Serves a member of various capital outlay working groups and continuous improvement teams related to project development procedures, work breakdown structure, and related areas and on the Statewide Project Management Improvement Team as a primary representative of the Division of Transportation Planning. This participation results in making significant changes to existing policies, procedures and practices that impact project delivery. May initiate and lead continuous improvement teams for the management of project initiation documents and the lineage of initiation of project study reports to projects identified in Regional and Caltrans plans including the 10 Year SHIOPP. Participates in related efforts in Traffic Operations, Maintenance and other Divisions and individually performs special studies and analysis of complex engineering proposals and controversial issues affecting Caltrans.
- 20% (E) Develops supporting engineering information for the Division of Budgets, Department of Finance, the Legislative Analysts Office or other Divisions to address PID funding and resources issues in the State Budget.

SUPERVISION EXERCISED OVER OTHERS

The incumbent does not supervise. The incumbent may direct work of one or more individuals for a specific project or act as a team leader.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge – Must understand Caltrans organizational structure, Departmental policies, financial constraints and current processes and procedures. Requires a thorough knowledge of engineering design and standards, policies, procedures and factors relating to transportation facility design, construction and maintenance. Knowledge of project development and project management processes, workload estimating. Project Management Control System (PMCS), and Caltrans Transportation Improvement Program System (CTIPS) are required. Knowledge of the activities in Division of Operations and Maintenance and their relationships to planning and project initiation is required. Incumbent should be knowledgeable of the basic principles, processes, and practices of corridor planning, including multi and intermodal transportation planning, federal and state laws relating to transportation planning; the Department's processes methods for legislative analysis; budgeting; the federal and state financial programming processes; system planning processes; statewide, metropolitan, and regional transportation planning.

Abilities – Using engineering experience and expertise, must exercise independent good judgment and take independent action on matters relating to planning, design, scheduling and staffing of transportation facility projects. Ability to analyze, interpret and apply analytical techniques; apply effective interpersonal and communication skills; work independently and as a core member on complex planning and project initiation management projects; organize and direct the work of a team; negotiate staff time and project commitments considering multiple an

competing office priorities; assist, evaluate and monitor work of consultants as applicable; communicate effectively with other Divisions, agencies, and public and private sectors.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Directly responsible for all work assigned to the position. The incumbent is responsible for decisions that affect planning and project delivery both internally and outside of the Department. As the sole engineer in this office, the incumbent 's engineering judgments, interpretations, and communication of same, must be independently developed. The consequence of error, based on the types of decisions required, will impact coordination planning and project development, that could negatively impact the reputation of the Department with external planning and resources agencies, as well as negatively impact the fund estimate for project delivery. Independent action and initiative are requirements for carrying out the duties of the Project Management Liaison. The incumbent must rely on engineering experience and expertise when providing responsible, accurate and complete recommendations on project development documents, including Project Initiation Documents, agreements or reports submitted to the California Transportation Commission (CTC) to program funding which results in project delivery. Delay in completing work tasks and misassignment of priorities and schedules may have a significant impact on other Divisions and will reflect poorly on the office, division and department. Recommendations and decisions made by the position directly impact the department's overall planning and project initiation program and may impact regional and local agencies. Failure to consider the political sensitivity or to fully evaluate the fiscal, economic inefficient use, loss of funding or delay of project delivery.

PUBLIC AND INTERNAL CONTACTS

This position requires someone with the ability to work successfully with other personnel in other Corporate Headquarters functional units, Districts, and external agencies regarding transportation planning.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The position requires interaction with many people. It is important to work with others in a cooperative manner.

WORK ENVIRONMENT

Working hours will be set between 6:00 a.m. and 6:00 p.m.

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.)

EMPLOYEE

DATE

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

SUPERVISOR

DATE