

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Transportation Engineer	44/Project Management/PM Application Systems	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Project Management Engineering Systems Manager	913-176-3161-002	02/11/2015

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, a Supervising Transportation Engineer, the incumbent Project Management Engineering Systems Manager will manage, administer, and oversee the development and improvement of Project Delivery's statewide engineering databases. The incumbent will be also be responsible for developing and maintaining complex project engineering data reports which required the use of multiple engineering data systems.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Manages, administers, and oversees the overall quality management/assurance of Project Delivery's statewide engineering databases (CTIPS; PRSM; CAS; PMCS; EFIS) for use in statewide Project Delivery engineering reports. This requires comprehensive knowledge of the Capital Outlay Support Program's engineering practices and processes as well as expertise in interpreting and synthesizing large amounts of project engineering data. The process also includes the development and maintenance of complex engineering reports that must utilize multiple engineering databases and programming systems.
20%	E	Serve as an engineering liaison between headquarters Project Management, the Districts, other Project Delivery Divisions (Environmental Services, Construction, Design, Engineering Services, Right of Way, and Land Surveys). Communicate with project managers and engineers in the district to identify and solve a variety of issues related to project engineering data. The incumbent also serves as a liaison between the Divisions' engineering staff and the Department's IT programming development personnel.
15%	E	Assist in the preparation, monitoring and reporting of Project Delivery's Quality Management Reporting System. Participation in the HQ Data Quality Management Team is critical that includes proactively reviewing and analyzing data to ensure quality and accuracy of project engineering data. Cooperatively work with other office staff, divisions in headquarters as well as staff within the Districts, to correct inaccurate, obsolete or inconsistent project-related engineering data.
10%	E	Develop and review Proposition 1B engineering reports, various other reports as assigned, and data analysis to be used in official documents and presentations given within the Department and to outside stakeholders, including the Legislature, California Transportation Agency, Legislative Analyst's Office, among others.
5%	M	Represent Project Management on business and system process improvement teams. Provide managerial support on teams sponsored by the Division.

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

This position does not directly supervise other staff members, however, the incumbent will, from time to time, be expected to function as a team leader and/or facilitator over various teams involved in the tasks listed above.

Occasionally, the incumbent will act for the Office Chief in his absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: The position requires an individual with hands-on experience in scheduling, managing and delivering State Highway projects. The incumbent must have knowledge of project management from the perspective of project

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engineers working on Capital projects within the district, including: responsibilities of project managers, functional managers, and project management support units; the Caltrans project development process; and supplemental processes including Programming and Budgeting. A general knowledge of Caltrans' organization, departmental policies, and financial operations and procedures is required. Knowledge and experience using PRSM, CAS, PMCS, Project Management Data Warehouse, EFIS, CTIPS, and other Project Management data systems are essential.

Abilities: The incumbent must have excellent written and verbal communication skills. The incumbent must be able to organize and lead multi-functional teams to produce advanced engineering reports using a myriad of engineering databases. The incumbent must work effectively and tactfully with all levels of Caltrans staff involved in project management and supporting service organizations. The incumbent must be able to prepare and make oral presentations, prepare technical correspondences, comprehensive reports, and prepare concise written material. The incumbent must be able to organize work priorities in meeting project commitments and delivery of products. The work and responsibilities assigned to this position require an unusually high degree of engineering analytical ability. The incumbent must analyze project management needs to determine any needed adjustment or modification to business practices and/or information systems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for independent action and initiative in carrying out assigned duties. This action is in direct support of the continuous improvement of the Division of Project Management in Caltrans, a critical need and high priority among Caltrans executive management, the California Legislature and the California Transportation Commission.

Poor decisions may result in the lost opportunity of the Department to improve project management processes and systems. This will result in the ineffective utilization of project management procedures; a potential failure in improving project delivery, control and performance; and a loss in credibility with the Legislature, the California Transportation Commission and various control agencies.

PUBLIC AND INTERNAL CONTACTS

The incumbent must work closely with corporate HQ, Engineering Service Center, Information System Service Center, and District personnel. The incumbent must also prepare and make presentations to HQ and District managers and staff as required. The incumbent will have occasional contact with external public and private agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

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

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

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
