

CALIFORNIA DEPARTMENT OF TRANSPORTATION
Division of Traffic Operations
POSITION DUTY STATEMENT
PARF 51-4-074

CLASSIFICATION TITLE Senior Transportation Engineer (Specialist)	DISTRICT/DIVISION/OFFICE Headquarters – Traffic Operations	
WORKING TITLE Branch Chief	POSITION NUMBER 913-350-3161-xxx	EFFECTIVE March 1, 2014

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, 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 Business Management (Supervising Transportation Engineer), this position has a statewide responsibility for the development and coordination of the Department’s engineering tort liability legal experts and will assist in providing coordination of engineering related tort aspects with the Districts, HQ Division of Traffic Operations, and the Legal Division. This position has responsibility in engineering coordination related to specific tort cases and the general coordination arising from tort issues. Assists in the coordination and reviews of documents, reports and policies from a “tort” perspective. Assist in increasing the level of awareness of tort issues by Caltrans staff. Act as a lead worker and mentor to a Transportation Engineer (Civil).

This position is assigned the responsibility to be aware of current and past policy and procedures, provide oversight, and converse with many partners within the Department on a continuous basis by performing the following duties:

TYPICAL DUTIES:

The Senior Transportation Engineer, as a lead worker, is responsible for the following activities:

- 35% (E) Consults with the Legal Division offices and Districts on matters pertaining to engineering issues as they relate to specific tort claims. Reviews expert witness testimony during trial and provides feedback to expert witness and attorney.
- 20% (E) Consults with Legal Division offices and Districts on matters pertaining to engineering issues as they relate to potential tort claims.
- 15% (E) Develops and implements a statewide training program which will include training in at least the following areas: Interrogatories; Depositions; Arbitration; and Testifying in Court. This task requires continuous access and communications with the Division’s training and workshop coordinators as well as the Legal Division’s cooperation in the development of training curriculums.

Develops and maintains a list of staff whom have successfully completed the training program, by district, along with any special qualifications the staff person may have that would enhance their ability to testify on behalf of the Department.

- 15% (E) Provides technical oversight of statewide distribution and usage of personnel service dollars, operating expenses, and equipment budgetary needs for traffic operations consultation to legal. Develops, monitors and recommends statewide PY's, operating expenses and equipment budgetary needs.
- 10%(E) Researches and advises the Legal Division regarding HQ and/or District policies and/or guidelines and advises which personnel may be most qualified to testify on the policies and/or guidelines.
- 5% (M) Reviews Department or outside agency policies, reports, investigations, memoranda and other documents from a "tort" perspective. Coordinates concerns with the unit or organization responsible for the preparation of the original documents.

SUPERVISION RECEIVED:

Receives general direction from the Chief, Office of Business Management.

SUPERVISION EXERCISED OVER OTHERS:

No direct supervision is exercised. Act as a lead worker and mentor to a Transportation Engineer (Civil). The incumbent exercises functional guidance over the District Engineers responsible for defending the State in their respective districts (approximately 17 PYs of effort).

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

The incumbent must be a California licensed Professional Engineer.

Must have a thorough knowledge and understanding of traffic engineering and highway design principles, especially as they relate to the safe operation of the State highway system. Must have a thorough understanding of how the legal system in California works, especially as it relates to tort claims and liability.

Based on engineering experience and expertise, must be able to exercise good judgment on matters relating to engineering and legal support services.

Must have the ability to effectively communicate and coordinate, both orally and in writing, with all levels of management and employees in headquarters and the Districts, and with personnel outside of the department. The incumbent must be able to take action independently and should possess good administrative abilities.

Analytical Requirements:

Must be able to apply traffic engineering and design standards and theories to the activities performed in support of the Legal Division. Incumbent must have the ability to assimilate traffic engineering and design standards from various sources, evaluate that input, develop the best engineering legal defense and strategies in cooperation with the Legal Program's attorney assigned to the case.

